



Health and Safety Policy

Version No: 0.5

Version Control:

Version Number	Purpose/Change	Author	Date
0.1	Initial draft – To be approved by Committee	Melanie Nadin	15/03/18
0.2	Review and grammar check.	Sarah Allen	16/03/18
0.3	Yearly review	Melanie Nadin	21/01/19
0.4	Add information	Melanie Nadin	21/09/19
0.5	Yearly review and ref to Covid policy.	Melanie Nadin	14/09/20



Health and Safety Policy

Please also see our separate covid-19 policy for relevant procedures.

Our Preschool promises a healthy lifestyle and a high standard of hygiene and security in its day-to-day work with the children and adults. This is achieved in the following ways: -

SECURITY PROCEDURES

Anyone entering Hixon Preschool will sign in the visitor's book on entrance to the setting. This requires the name of the person entering, the time at which they enter the building, a tick to confirm they have handed any phones in (phones are taken into preschool and locked away safely for the duration of the visit) and will require them to record a time when leaving the building. Staff also have individual daily registers that are kept in the room with individual children and staff on. This ensures that staff are always aware of who is in the building at any given time.

Staff must be vigilant at all times in identifying strangers on the premises. Assistance should be sought from any other persons in the vicinity and call 999 immediately, if anybody is seen to be acting suspiciously in or around the grounds.

Both the Manager and Assistant Manager will have a key fob to access both internal and external doors and the main gate. All other members of staff, parents and visitors will need to use a buzzer to gain the attention of staff before being allowed access. Once staff are confident, they know who the person is, or the person has shown suitable identification (for example, Ofsted inspectors or SEN advisors) the doors can be opened.

A daily health and safety checklist will be completed at 8.30am and again at 12.30pm to ensure that it is safe and that there are no hazards. Any hazards identified will be addressed appropriately to maintain the health and safety of all children and staff within the setting.

If staff are returning to the building for an evening meeting, he/she must not enter or lock up the building on his/her own.

FIRE SAFETY

Hixon Preschool ensures that staff comply with Fire Safety Procedures. All new members of staff will go through this on their induction. Evacuation drills are carried out over one week, daily as per the managers planning each half term to ensure all children have practiced at least once. All members of staff take part and the evacuation time is recorded on the fire drill record sheet. Fire Procedures are clearly displayed within the setting with roles for specific staff. All staff taking part must sign the fire drill record sheet. We



take part in whole school fire drills without prior notice and follow the same procedures.

Fire exits are clearly marked for staff and there are easy to identify exit doors for children. Fire doors are to be kept free from obstruction and are easily opened from the inside. Smoke detector/alarms and fire fighting appliances conform to BS EN standards and are fitted in appropriate high risk areas of the building.

INDOOR ENVIRONMENT

Hot drinks will always be kept out of the way of the children and will not be permitted in the crèche area when the children are in the setting. Drinks are kept in the kitchen and staff are expected to drink their hot drinks by the serving area.

Indoor space is adequately ventilated, well lit and maintained at a temperature that ensures comfort for children and staff.

The temperature of hot water is controlled to prevent scalds.

Our boiler is not accessible to the children.

Daily checks are made to the indoor environment including, cleanliness of the indoor area, bathroom and kitchen, plugs covered, doors secured, equipment checked for wear/broken parts, and carpets hovered. Checks are signed on the daily health and safety checklist by the member of staff completing them. Two staff complete these checks in an evening before leaving the premises.

Toys are cleaned on a rota basis regularly and recorded on the kitchen checklist. All materials including paint and glue are non-toxic. Sand is clean and suitable for children's play.

Children do not have unsupervised access to the kitchen or any cupboards containing dangerous materials, and are not permitted to enter the store cupboard.

Activities such as cooking, energetic play or when using craft materials receive close and constant supervision

The room is laid out to give adequate space to allow free movement and specific activity areas.

There is a quiet area for children who wish to relax and foldout soft mats can be put here for children who have a sleep in the day. The children sleeping are given a space away from others and blankets. Children who are sleeping are in constant sight and checked regularly.

OUTDOORS ENVIRONMENT

Children will have the opportunity to play in fresh air throughout the year. Free flow facilities will be made available to the children throughout the day, and the children will be able access the school playground, garden area, woodland etc.



to provide them with healthy lifestyles.

Parents/carers will be reminded to bring in suitable clothing, sunscreen, hats etc. for their child depending on the weather.

Hixon Preschool have sun hats and waterproof all-in ones to enable the children to access the outdoor environment. Sunscreen will be refreshed every year and with parents consent preschool will apply the cream to enable the child to use the outdoor area. A sun canopy is available to shade areas of the outdoors.

Daily checks are made to the outdoor environment including – garden gate is locked and secure, remove any dangerous objects, sweep floor if necessary, equipment checked for wear/broken parts and removed/disposed of where necessary, how slippery the floor is – if it is deemed a hazard then the children will use other areas of the school to provide them with outdoor play.

PERSONAL HYGIENE

Tissues are available and children are encouraged to blow and wipe their noses when necessary. Soiled tissues to be disposed of hygienically.

Children are encouraged to shield their mouths when coughing.

Paper towels are to be disposed of appropriately.

Any spills of blood, vomit or excrement wiped up and flushed away down the toilet. Disposable gloves/aprons to be used when cleaning up, and floors and other affected surfaces cleaned with disinfectant or an antibacterial spray.

Spare clothing always available and bags to wrap soiled garments in.

All surfaces/tables cleaned daily and between activities with an appropriate cleaner.

Children are encouraged to wash hands before snacks, after messy play etc. to promote good hygiene.

JEWELLERY

Preschool advise children are not to wear jewelry to preschool. If your child's ears are pierced only small studs are to be worn as larger ones can be easily ripped out from ears accidentally during play.

Insurance Cover

We have employer liability insurance, the certificate is displayed on the wall in the reception area of Preschool.

Date for review September 2021 unless new legislation comes in to effect

