



Health, Hygiene & Safety Policy

Statement of Intent

Stockton House Pre-School (the "Pre-School") believes that the health and safety of children and adults is of paramount importance. We make our pre-school a safe and healthy place for children, parents, staff and volunteers.

Aim

We aim to make children, parents and staff aware of health and safety issues and to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment.

The following documents should be read in conjunction with this policy: **Administration of Medicine Procedure; Clearing up Bodily Fluids Procedure; Food & Drink Procedure; Incident Recording Procedure; Intimate Care & Toileting Procedure; Kitchen Procedure; Major Incident Evacuation Procedure; Planning for a Pandemic & Lock Down Procedure and any specific "pandemic/epidemic" policy relevant at that time; Sick Child Procedure; Sun Protection Procedure and Trips & Outings Procedure.**

Methods

The member of staff responsible for health and safety is **Jenny Moore**. She is competent to carry out these responsibilities. She has undertaken health and safety training and regularly updates her knowledge and understanding. We display the necessary health and safety poster in the office.

Risk Assessment

Our Risk Assessment key person is **Jenny Moore** and our risk assessment process includes:

- checking for hazards and risks indoors and outside, and in our activities and procedures. Our assessment covers adults and children;
- deciding which areas need attention; and
- developing an action plan which specifies:
 - the action required;
 - the timescales for action; and
 - the person responsible for the action.

We maintain lists of health and safety issues which are checked:

- daily before the session begins;
- weekly and termly; and
- annually – when a full risk assessment is carried out.

Insurance Cover

We have public liability insurance and employers' liability insurance. The certificate is displayed in the main corridor on the notice board.

Awareness-Raising

- Our induction training for staff and volunteers includes a clear explanation of health and safety issues so that all adults are able to adhere to our policy and understand their shared responsibility for health and safety. The induction training covers matters of employee well-being, including safe lifting and the storage of potentially dangerous substances.
- Records are kept of these induction training sessions and new staff and volunteers are asked to sign the records to confirm that they have taken part.
- Health and safety issues are explained to the parents of new children so that they understand the part they play in the daily life of the Pre-School.
- As necessary, health and safety training is included in the annual training plans of staff and health and safety is discussed regularly at staff meetings.

- Children are made aware of health and safety issues through discussions, planned activities and routines.

Children's Safety

- Only persons who have been checked for criminal records by an enhanced disclosure from the Disclosure and Barring Service and are registered with Ofsted as child carers have unsupervised access to the children, including helping them with toileting.
- Adults do not normally supervise children on their own.
- All children are supervised by adults at all times.
- Whenever children are on the premises at least two adults are present.

Security

- Systems are in place for the safe arrival and departure of children. The times of the children's arrivals and departures are recorded.
- The arrival and departure times of adults - staff, volunteers and visitors - are recorded.
- Our systems prevent unauthorised access to our premises.
- Our systems prevent children from leaving our premises unnoticed.
- The personal possessions of staff and volunteers are securely stored during Pre-School sessions.

Windows

- Low level windows are made from materials which prevent accidental breakage or are made safe.
- Windows above the ground floor are secured so that children cannot climb through them.

Doors

We take precautions to prevent children's fingers from being trapped in doors.

Floors

All surfaces are checked daily to ensure they are clean and not uneven or damaged.

Kitchen

- Children do not have unsupervised access to the kitchen.
- All surfaces are clean and non-porous.
- There are separate facilities for hand-washing and for washing up.
- Cleaning materials and other dangerous materials are stored out of children's reach.
- When children take part in cooking activities, they are:
 - supervised at all times;
 - kept away from hot surfaces and hot water; and
 - do not have unsupervised access to electrical equipment.

Electrical/Gas Equipment

- All electrical/gas equipment conforms to safety requirements and is checked regularly.
- Our boiler/electrical switchgear/meter cupboard is not accessible to the children.
- Fires, heaters, electric sockets, wires and leads are properly guarded and the children are taught not to touch them.
- There are sufficient sockets to prevent overloading.
- The temperature of hot water is controlled to prevent scalds.
- Lighting and ventilation is adequate in all areas including storage areas.

Storage

- All resources and materials used by the children are stored safely.
- All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

Outdoor Area

- Our outdoor area is securely fenced.
- Our outdoor area is checked for safety and cleared of rubbish before it is used.
- Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides.
- Where water can form a pool on equipment, it is emptied before children start playing outside.
- Our outdoor sand pit is covered when not in use.
- All outdoor activities are supervised at all times.

Hygiene

- We regularly seek information from the Environmental Health Department and the Health Authority to ensure that we keep up-to-date with the latest recommendations. We are inspected annually by the Environmental Health Department
- Our daily routines encourage the children to learn about personal hygiene.
- We have a daily cleaning routine for the Pre-School which includes play room(s), kitchen, rest area, toilets and nappy changing areas.
- We have a schedule for cleaning resources and equipment, dressing up clothes and furnishings.
- The toilet area has a high standard of hygiene including hand-washing and drying facilities and the disposal of nappies.
- We implement good hygiene practices by:
 - cleaning tables between activities;
 - checking toilets regularly;
 - wearing protective clothing, such as aprons and disposable gloves, as appropriate;
 - providing sets of clean clothes; and
 - providing tissues and wipes.

Activities

- Before purchase or loan, equipment and resources are checked to ensure that they are safe for the ages and stages of the children currently attending the Pre-School.
- The layout of play equipment allows adults and children to move safely and freely between activities.
- All equipment is regularly checked for cleanliness and safety and any dangerous items are repaired or discarded.
- All materials - including paint and glue - are non-toxic.
- Sand is clean and suitable for children's play.
- Physical play is constantly supervised.
- Children are taught to handle and store tools safely.
- Children who are sleeping are checked regularly.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.

Food and Drink

- Staff who prepare and handle food receive appropriate training and understand – and comply with – food safety and hygiene regulations.
- All food and drink is stored appropriately.
- Adults do not carry hot drinks through the play area(s) and do not place hot drinks within reach of children.
- Snack and meal times are appropriately supervised, and children do not walk about with food and drinks.
- Fresh drinking water is available to the children at all times.
- We operate systems to ensure that children do not have access to food/drinks to which they are allergic.

Outings and Visits

- We have agreed procedures for the safe conduct of outings.
- Parents always sign consent forms before major outings.
- A risk assessment is carried out before an outing takes place.
- Procedures to be followed on outings are contained within the trips and outings policy.
- Our adult to child ratio is high.
- Children are assigned to individual staff to ensure each child is individually supervised, to ensure no child gets lost, and that there is no unauthorised access to children.
- Outings are recorded in an outing record book, stating:
 - The date and time of outing;
 - The venue and mode of transport;
 - Names of staff assigned to named children; and
 - Time of return.
- Staff take at least 2 mobile phones on outings, and supplies of tissues, wipes, pants, etc., as well as a mini first aid pack and water. The amount of equipment will vary and be consistent with the venue, number of children as well as how long they will be out for.
- Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.

For those children remaining at Pre-School, the adult-to-child ratio conforms to the requirements of the EYFS Statutory Requirements.

Missing Child

If a child goes missing from Pre-School:

- The person in charge will carry out a thorough search of the building and grounds.
- The register is checked to make sure no other child has gone astray.
- Doors and gates are checked to see if there has been a breach of security whereby a child could wander out.
- Person-in-charge talks to staff to establish what happened.
- If the child is not found, the parent is contacted and the missing child is reported to the police.

If a child goes missing from an outing where parents are not attending and not responsible for their own child, the Pre-School ensures that the following procedure is followed:

- As soon as it is noticed that a child is missing, staff on the outing ask the children to stand with their designated person and carry out a headcount to ensure that no other children have gone astray. One member of staff searches the immediate vicinity but does not search beyond that.
- Staff take the remaining children back to Pre-School, if possible, otherwise they all stay together in a safe and secure area where all children can be seen.
- The person-in-charge of the Pre-School contacts the child's parents who make their way to the Pre-School or outing venue as agreed with the person-in-charge.
- The staff contact the police using the mobile phone and report the child as missing.
- In an indoor venue, the staff contact the venue's security who will handle the search and contact the police if the child is not found.

The Investigation

- The management carries out a full investigation taking written statements from all the staff present at the time, or who were on the outing.
- The key person/staff writes an incident report detailing:
 - The date and time of the report;
 - What staff/children were in the group/on the outing;
 - When the child was last seen in the group/on the outing;
 - What has taken place in the group/on the outing since then; and
 - The estimated time that the child went missing.

- A conclusion is drawn as to how the breach of security happened.
- If the incident warrants a police investigation all staff cooperate fully. In this case, the police will handle all aspects of the investigation, including the interviewing of all staff. Social Services may be involved if it seems likely that there is a child protection issue to address.
- The incident is reported under RIDDOR (the "Reporting of Injury, Disease and Dangerous Occurrences Regulations 2013") arrangements and is recorded in the incident book; the local authority health and safety officer may want to investigate and will decide if there is a case for prosecution.
- Ofsted is informed.

Animals

- Animals visiting the Pre-School are free from disease, safe to be with children and do not pose a health risk.
- Children wash their hands after contact with animals.
- Outdoor footwear worn to a farm visit is to be cleaned of mud and debris and is not worn indoors.

Fire Safety

- Fire doors are clearly marked, never obstructed and easily opened from inside.
- Smoke detectors/alarms and fire fighting appliances conform to BSEN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.
- Our emergency evacuation procedures are approved by the Fire Safety Officer and are
 - clearly displayed in the premises;
 - explained to new members of staff, volunteers and parents; and
 - practised regularly, at least every term.
- Records are kept of fire drills and the servicing of fire safety equipment.

First Aid and Medication

At least two members of staff with a current paediatric first aid training certificate are on the premises or on an outing at any one time.

Our First Aid Kit:

- complies with the Health and Safety (First Aid) Regulations 1981;
- is regularly checked by a designated member of staff and re-stocked as necessary;
- is easily accessible to adults; and
- is kept out of the reach of children.

At the time of admission to the Pre-School, parents' written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval.

Our Accident Book:

- is kept safely and easily accessible;
- all staff and volunteers know where it is kept and how to complete it; and
- is reviewed at least half-termly to identify any potential or actual hazards.

Ofsted is notified and a RIDDOR Report is completed for any injury requiring treatment by a General Practitioner or hospital, or the death of a child or adult, in line with RIDDOR and Ofsted requirements.

See 'Incident Reporting Procedure' for clarification on what needs to be done and how.

Slips and Trips

Staff are aware through the employee handbook what is appropriate to wear to work.

Dealing with Incidents

We meet our legal requirements for the safety of our employees by complying with RIDDOR. We report to the local office of the Health and Safety Executive:

- any accident to a member of staff requiring treatment by a General Practitioner or hospital; and
- any dangerous occurrences (i.e. an event that causes injury or a fatality, or an event that does not cause an accident but could have done, such as a gas leak).

Administration of Medication

Children's prescribed drugs are stored in their original containers, are clearly labelled and are inaccessible to the children.

Parents give prior written permission for the administration of medication. The administration is recorded accurately and parents sign the record book to acknowledge the administration of a medicine.

If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional.

Sickness

Our Sick Child Procedure for the exclusion of ill or infectious children is discussed with parents. This includes procedures for contacting parents - or other authorised adults - if a child becomes ill while in the Pre-School.

- We do not provide long-term care for children who are unwell, have a temperature, or sickness and diarrhoea, or who have an infectious disease.
- Children with head lice are not excluded but must be treated to remedy the condition.
- Parents are notified if there is a case of head lice in the Pre-School via letter.
- Parents are notified if there is an infectious disease, such as chicken pox, via letter.
- HIV ("Human Immunodeficiency Virus") may affect children or families attending the Pre-School. Staff may or may not be informed about it.
- Children or families are not excluded because of HIV.
- Good hygiene practice concerning the clearing of any spilled bodily fluids is carried out at all times.
- All nappies are disposed of separately in the yellow bin.
- Ofsted is notified of any infectious diseases which a qualified medical person considers notifiable.
- We follow the guidelines provided by the Health Protection Agency with regard to incubation periods for specific illness / disease i.e. chicken pox, measles, etc.

Safety of Adults

- Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.
- When adults need to reach up to store equipment or to change light bulbs they are provided with safe equipment to do so.
- All warning signs are clear and in appropriate languages.
- Adults should not remain in the building on their own or leave on their own after dark. If there is a necessity to do so, they should have a "buddy" to contact to say that they are leaving etc.
- The sickness of staff and their involvement in accidents is recorded. The records are reviewed termly to identify any issues which need to be addressed.
- If a staff member is off work for more than 3 days due to accident at work (not a finger or toe injury) Ofsted must be informed along with RIDDOR, and possibly HSE (the "Health and Safety Executive") in accordance with current procedures laid down by the relevant agencies.

Records

In accordance with the EYFS Statutory Requirements we keep records of:

Adults

- names and addresses of all staff on the premises, including temporary staff who work with the children or who have substantial access to them;
- names and addresses of the owners;
- all records relating to the staff's employment with the Pre-School, including the application forms, references, results of checks undertaken, etc.; and
- times of attendance of staff, volunteers and visitors.

Children

- names, addresses and telephone numbers of parents and adults authorised to collect children from the Pre-School;
- names, addresses and telephone numbers of emergency contacts in case of children's illness or accident;
- allergies, dietary requirements and illnesses of individual children;
- times of attendance of children;
- accidents and medicine administration records; and
- consents for outings, administration of medicine, emergency treatment and incidents.

Review

During a period of pandemic / epidemic, this Policy as a whole or in part may be superseded by the specific pandemic / epidemic policy written for that purpose in light of local / governmental guidelines at that time.

This Policy was reviewed and updated on 1st August 2025 by



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