

St Helen's Pre-school Health and Safety Policy

An extensive annual risk assessment is carried out to identify aspects of the environment that need to be checked on a regular basis. These form the basis of the daily risk assessment to be completed by the manager/deputy before the start of each session, ensuring that hazards to staff and children are kept to a minimum.

Risk assessments are also carried out for outings, food allergies and on other occasions where some risk may arise.

Toys and equipment are checked each time they are used, cleaned if necessary and the manager notified of any damage. Damaged toys and equipment are immediately removed for repair or disposal, as appropriate. Larger scale cleaning takes place in the last week of term or as needed.

The premises are hygienic – following the requirements of the Health and Hygiene Policy. Any issues arising are referred to the Jubilee Hall committee via the pre-school committee representative.

There is an accident/incident book for recording accidents and incidents occurring in pre-school, this is completed and signed by the member of staff witnessing the accident/incident and by the parent/carer collecting the child. The accident/incident book is checked regularly by the manager. Incident forms are available in the event of more major incident/accidents occurring (for example those resulting in the calling of an ambulance).

Reasonable steps are taken to ensure the safety of children and staff in an emergency – following the requirements of the Emergency Evacuation procedure.

The layout of the environment, both indoors and outdoors allows children and adults to move safely and freely around the setting, excepting in the most severe weather, the garden doors will remain open to allow children to move freely between the indoor and outdoor environments. Children will not be either indoors or outdoors without adult supervision.

Children are cared for on an adult/child ratio basis of 1:6 for children aged three and four and 1: 4 for children aged two. The legal ratios (1:8 & 1:4) may occasionally be used for short periods of time, for example to enable a member of staff to take children shopping, the legal ratio may be applied to those remaining in the setting. Forest school sessions will have at least one extra member of staff and will be planned and organised with the needs of the children present in mind.

A register of children, staff and other adults is taken at the start of each session with visitors to the pre-school signing the visitors' book.

Children are not allowed unsupervised access to storage areas.
Children are only allowed access to the kitchen under close supervision.

Confidential records and information are stored in a locked cupboard.

Policy reviewed and updated June 2011