



Thorner's Church of England VA Primary School
Fledglings Pre-School
Health and Safety Policy

(Also see: Accidents and Emergencies, Medication and Sickness Policies)

At Fledglings Pre-School we are committed to the highest standards of health and safety for children, staff, parents and visitors.

To ensure this, we will conduct a risk assessment and review it regularly – at least once a year or more frequently if needed. We will keep up to date records on medications, accidents and incidents that happen at the setting and also outside the setting. The risk assessment will cover outdoor and indoor spaces, furniture, equipment and toys, and include the kitchen area and kitchen tools. A record will be maintained of areas which have been checked.

The risk assessment considers and includes the following:

- Boundaries and gates should be kept closed and locked at all times
- Water hazards such as ponds, drains and pools will have a daily safety check to ensure they are safe before children arrive (see near the signing in sheet)
- Hazardous substances and equipment should be kept in the high area
- Hazardous plants
- Pets and other animals
- Electricity and gas
- Socket covers
- Doors, windows and glass
- Floors and stairs
- Stacked furniture - chairs are only to be stacked up 2 or 3 high
- Kitchen and food preparation/access to the kitchen
- Food that contains ingredients which are on the major allergenic ingredients list under food information regulations, alongside children's allergies.
- Hot appliances such as kettle and toaster should be kept in the locked area of kitchen and not accessible by children.
- Hygiene, cleanliness and minimising the risk of infection (see list in the kitchen entitled 'Domestic Goddess' check list)
- Outings and visits
- Fire safety
- Condition of toys and other equipment (see the list near entry door)
- Sandpits and their protection from contamination (use cover provided)
- Furniture, equipment and toys
- Arrangements for monitoring children who are resting
- Linen such as towels

Staff will:

- Ensure that all children are supervised by adults at all times.
- Keep an accident book (see Accident and Emergency Policy)
- Maintain a system for children's arrivals and departures to ensure children's safety and make sure all staff members and parents are aware of this system.
- Check outdoor space daily before children are allowed to go outside.
- Ensure fire regulations are adhered to including regular fire drills.

This policy will be reviewed and updated annually or as and when deemed necessary.

- Ensure adults do not have hot drinks in the rooms where children are present.
- Maintain a correctly stocked first aid box
- Ensure that when potentially dangerous activities such as woodwork and cooking take place, these activities are closely supervised.
- Ensure that resting children are always within sight of an adult.
- Ensure that materials offered to children are appropriate for their stage of development, as equipment suitable for older children may pose a risk to less mature or younger children.
- Teach children hand-washing routines and other health related issues in an appropriate way for the child's level of development.

It is the duty of the Manager/Headteacher to:

- Know and implement the policies and national safety requirements relating to the premises, the staff and the children. This includes all new legislation as and when it is legally required.
- Ensure that fire and safety equipment conforms to the required safety standards.
- Ensure that the required number of staff have regularly updated safety training from relevant agencies and receive certificates as evidence of this.
- Ensure insurance policies are relevant and up to date.

Health and Safety Officer Julie Keefe

In accordance with the Equality Duty we seek to ensure that all pupils achieve their best, according to their capabilities and regardless of their special needs, disability, gender, race, culture, social, economic, ethnic, religious background and denominational diversity.

Thorner's CE VA Primary School recognises that the welfare of the child is paramount and takes seriously its responsibility to safeguard and promote the welfare of the children and young people in its care.

Date adopted by Governing Body: September 2017