

# First Step Pre School Ltd

*Registered Office*  
Christ the King School  
Easton Hill Road Thornbury  
South Glos. BS35 1AX  
Tel. 01454 858580



## General Welfare Requirement: Suitable premises, environment and equipment

Outdoor and indoor spaces, furniture and toys must be safe and suitable for their purpose.

## Health and safety policy

### Policy statement

First Step Pre School Limited believes that the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, parents, staff and volunteers.

- We aim to make children, parents/carers 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 member of staff responsible for health and safety are the Pre-school Leaders. They will take positive steps to promote health and safety within the setting. They have undertaken health and safety training and regularly update their knowledge and understanding, making them competent to carry out these responsibilities.

### Insurance cover

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed in: The entrance to the Pre School.

### EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe 1.4 Health and well-being		3.3 The learning environment	

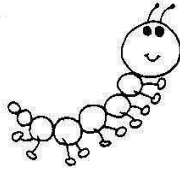


Quality Assurance Scheme

**Registered In England**  
**Registered Number 5885935**  
**Registered Charity No. 1022996**



**SureStart**



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## Procedures

### *Risk assessment*

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, the person responsible for the action and any funding required.

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

- Daily before the session begins (attached);
- Weekly (attached)
- Termly (attached)
- Annually (when a full risk assessment is carried out).

### *Awareness raising*

- Our induction training for staff and students 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 students are asked to sign the records to confirm that they have taken part.
- Health and safety issues are explained to the parents/carers of new children so that they understand the part they play in the daily life of the Pre-school.
- Staff are trained in health and safety issues where necessary and health and safety issues are discussed regularly at staff meetings.
- Children are made aware of health and safety issues through discussions, planned activities and routines.
- Parent/carers and visitors are made aware of any health and safety issues.
- We operate a non smoking policy.

### *Children's safety*

- Only persons who have been checked for criminal records by an enhanced disclosure from the Criminal Records Bureau and are registered with Ofsted as child carers, First Step Pre School Limited, have unsupervised access to the children, including helping them with toileting.
- Adults that are not police checked do not supervise children on their own.
- All children are supervised by adults at all times.

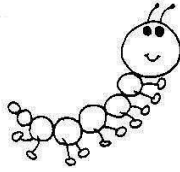


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- Whenever children are on the premises at least two adults are present.
- We have a ratio of one adult to six children for 3-5 year olds. One to four for 2 ½ - 3 year olds.

## Security

- Systems are in place for the safe arrival and departure of children. A register of both adults and children is completed on arrival, so that a complete record of all those present is available in the event of an emergency.
- The arrival and departure times of adults - volunteers and visitors - are recorded.
- The times of any children arriving or leaving out of normal Pre school hours will be noted in the register.
- Our systems prevent unauthorised access to our premises.
- Our systems prevent children from leaving our premises unnoticed.
- In the event a child was lost or not collected then we would follow the procedures set out in our Missing Child policy.

## Doors

- We take precautions to prevent children's fingers from being trapped in doors.
- Doors leading outside are fitted with warning chimes to alert staff

## Floors

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

## Kitchen

- Children do not have access to the kitchen.
- All surfaces are clean and non-porous.
- There are separate facilities for hand-washing and for washing up (where appropriate).
- 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;
  - are kept away from hot surfaces and hot water; and
  - do not have unsupervised access to electrical equipment.

## Electrical/gas equipment

- All electrical/gas equipment conform to safety requirements and are serviced/certificated 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.
- Heaters are checked daily to make sure they are not covered.
- There are sufficient sockets to prevent overloading.
- The temperature of hot water is controlled to prevent scalds.

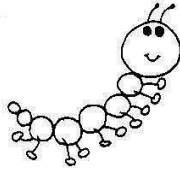


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- Lighting and ventilation is adequate in all areas including storage areas.

## Storage

- All resources and materials which children select are stored safely.
- All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

## Outside area

- Our outside area is securely fenced.
- Our outside 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.
- All outside activities are supervised at all times and water activities closely supervised at all times.
- Digging areas and sandpits are kept free of contamination and checked regularly.
- Where water can form a pool on equipment and is seen as a hazard, it is emptied before children start playing outside.
- All outside activities are supervised.

## Hygiene

- We regularly seek information from the Health Protection Unit and the Health Authority to ensure that we keep up-to-date with the latest recommendations.
- 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, toilets and equipment.
- The toilet area has a high standard of hygiene including hand washing and drying facilities.
- Any spills of blood, vomit or excrement, will be wiped up and flushed away down the toilet. Rubber gloves will be used when cleaning up spills of bodily fluids. All floors, other affected surfaces will be cleaned with an antibacterial substance. Any fabrics contaminated with bodily fluids must be washed in hot water. All children will be removed from the area if necessary.
- We implement good hygiene practices by:
  - cleaning tables between activities;
  - checking toilets regularly;
  - wearing protective clothing - such as disposable gloves and aprons - as appropriate;
  - providing sets of clean clothes;
  - 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.

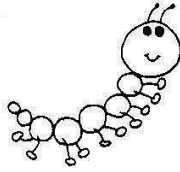


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- All equipment is regularly checked for cleanliness and safety and any dangerous items are repaired or discarded.
- All materials - including paint and glue - are non-toxic.
- Sand is clean and suitable for children's play.
- Play is constantly supervised.
- Children are taught to handle and store tools safely.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.
- Any faulty equipment is removed from use and is repaired, if it cannot be repaired it is discarded.

## *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 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*

- We have agreed procedures for the safe conduct of outings (see Outings and Transport Policy).
- Procedures to be followed on outings are contained within our Operational Plan.
- A risk assessment is carried out before an outing takes place.
- All parents/carers have signed a consent form so that their child can be taken on outings.
- Our adult to child ratio is high.

## *Animals*

- Animals visiting the Pre-school are free from disease, safe to be with children and do not pose a health risk.
- Any pre-school pets are free from disease, safe to be with children and do not pose a health risk.
- All children are taught hygiene and safety procedures when handling animals.

## *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:
  - Clearly displayed in the entrance areas;
  - explained to new members of staff, volunteers, parents/carers and visitors; and

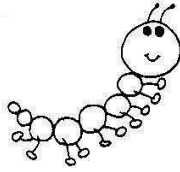


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- practised a minimum of three times a year.
- Records are kept of fire drills and the servicing of fire safety equipment.

## *First aid and medication*

At least one member of staff with a current first aid training certificate (relevant to infants and young children) is 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/carers written permission for emergency medical advice or treatment is sought. Parents/carers sign and date their written approval.

Our Accident Book:

- Is kept safely and accessible;
- All staff know where it is kept and how to complete it; and
- Is reviewed weekly to identify any potential or actual hazards.

Ofsted is notified of any injury requiring treatment by a General Practitioner or hospital, or the death of a child or adult.

We meet our legal requirements for the safety of our employees by complying with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations). 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 which does not cause an accident but could have done).

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

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

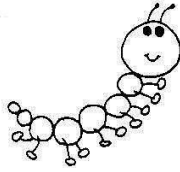
If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional.



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## *Sickness*

Parents/carers must keep their children at home if they have any infection and inform the Pre-school as to the nature of the infection. Parents/carers must not bring any child into Pre-school who has been vomiting or had diarrhoea within 48 hours of the last attack. This rule also applies to anyone attending the pre-school, staff, visitor's etc.

If a child becomes ill during a session the parent/carer will be contacted and requested to collect their child. Regular observations will be made on the child.

Ofsted is notified of any infectious diseases considered notifiable.

## *Existing Injury*

A parent/carer will be asked to fill in the incident book, recording all details of any injury sustained by the child and to sign to confirm this.

## *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.
- The involvement of staff in any accidents is recorded. The records are reviewed weekly to identify any issues which need to be addressed.

## *Records*

In accordance with the National Standards for Day Care, we keep records of:

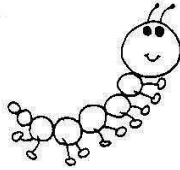
- Adults authorised to collect children from Pre-school;
- The names, addresses and telephone numbers of emergency contacts in case of children's illness or accident;
- The allergies, dietary requirements and illnesses of individual children;
- A register of attendance of children, staff, volunteers and visitors;
- Accidents; and
- Incidents.



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## Legal Framework

- Health and Safety at Work Act (1974)
- Management of Health and Safety at Work Regulations 1992
- Electricity at Work Regulations 1989
- Control of Substances Hazardous to Health Regulations(COSHH) (2002)
- Manual Handling Operations Regulations 1992 (as amended)
- Health and Safety (Display Screen Equipment) Regulations 1992

This policy was adopted at a meeting of \_\_\_\_\_ name of setting  
 Held on \_\_\_\_\_ (date)  
 Date to be reviewed \_\_\_\_\_ (date)  
 Signed on behalf of the management  
 committee \_\_\_\_\_  
 Name of signatory \_\_\_\_\_  
 Role of signatory (e.g. chair/owner) \_\_\_\_\_



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