GENERAL HEALTH AND SAFETY POLICY

It is the policy of the Pre-School that at all times the Pre-School will carry out procedures to ensure the safety and welfare of the children at all times. Staff and all other persons, including trainees, will be fully aware of the health and safety policies.

1. Prevention of injury to all persons affected by the day to day running of the Pre-School, prevention of damage to the property by keeping the premises and equipment safe.
2. To record accidents and incidents as and when they happen, in the appropriate books. Any incident or accident that occurs at home, or outside of Pre-School, will be recorded in the Incidents/Accidents at Home book, and parents/carers will be required to sign the book.
3. Any accident at Pre-School that results in a child being taken to hospital must be reported to the LADO ( Local Authority Designated Officer).
4. The staff are to report any equipment that may be hazardous to the Health and safety Officer Vanessa Cameron-Laker. (Manager), who will take the necessary steps to remove the hazard. All staff are required to be vigilant at all times, to ensure all equipment is suitable for purpose.
5. Risk assessments are carried out daily ( see Risk assessment Policy).

To ensure the safety of both children and adults, the Pre-School will make sure:

1. All children are supervised to the ratio required;                                                                                                                                                        1:4 ( 2-3 year old), 1:8 ( 3 year plus)
2. Safety checks will be carried out both indoors and outdoors regularly
3. The main entrance will be locked at all times during a session.
4. All adults, children and visitors are registered as soon as they arrive. This ensures numbers are correct in the event of an emergency.
5. Fire doors are never obstructed. All fire extinguishers are checked regularly and all staff know how to use them.
6. Fire drills are carried out regularly and recorded in the appropriate book.
7. All staff will be first aid trained.
8. Children do not have any access to the kitchen.
9. The first aid box is correctly equipped, kept clean and replenished as necessary.
10. We have a No Smoking Policy
11. Large equipment is erected with care and checked regularly.
12. All dangerous materials are stored out of reach of the children.
13. All electrical equipment is checked and tested annually by an authorised person.
14. Risk assessment forms are filled out when a hazard or issue is detected.

The following good practices will be observed:

1. Hand washing after using the toilet, changing nappies, dealing with first aid incidents, and before preparing food.
2. Tissues are available and accessible for children to blow and wipe their noses where required.
3. Children are encouraged to shield their mouths when coughing.
4. Paper towels are provided for use after hand washing.
5. Hygiene rules relating to bodily fluids are followed with particular care and all staff are aware of how infections, can be transmitted
6. When a child has a soiled nappy, the staff will change them and place the nappy in the nappy bin to be disposed off at the end of the day.
7. Any spills of blood, vomit or excrement are wiped up and flushed away.
8. Rubber gloves and disposal aprons to be used when cleaning up bodily fluids.
9. All surfaces are cleaned with the appropriate cleaner.

**Insurance**

The Children Act 1989 and the Health and Safety at Work Act 1974. Place a number of legal responsibilities on the setting. Therefore, Rougham Acorns and Woodlands has insurance cover appropriate to its duties under this legislation, including Employer’s Liability Insurance. Responsibility will, in most cases, rest with the setting, but staff will take reasonable care, both for themselves and other people who may be affected by their acts or omissions at work. If Rougham Acorns and Woodlands is held responsible for any incident that may occur, public liability insurance will cover compensation.

**Liability**

Under provisions contained in the Occupiers Liability Act 1957, Rougham Acorns and Woodlands has a duty to ensure that both children and any visitors are kept reasonably safe.

Rougham Acorns and Woodlands’ full responsibilities and procedures in respect of Health and Safety, are contained in this policy alongside the relevant sections of the following policies:

Staffing and employment

Physical environment

Equipment and resources

Risk assessment

Site security

Fire prevention

Fire evacuation procedure

Outings

Lost child

Illness and administration of medicine

Medical emergency

Hygiene

Behaviour

Food and Drink policy

Safeguarding children

Documentation and information

Smoking

Sunsmart

Site security

Manual handling