Health and Safety Policy

Policy Statement

Our setting believes that the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, parents/carers, staff, and volunteers.

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

Our members of staff responsible for health and safety are Nikki Moss and Lisa Hunt.

• They are competent to carry out these responsibilities.

• They have undertaken health and safety training and regularly update their knowledge and understanding.

• We display the necessary Health and Safety Law poster in the main preschool room and staff office.

• Risk assessments are carried out regularly to identify and minimise potential hazards both indoors and outdoors.

Insurance Cover

We hold Public Liability Insurance and Employers' Liability Insurance. The certificate of Public Liability Insurance is displayed in the main preschool room and staff office.

Procedures

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 procedures 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 parents/carers of new children so that they understand the part played by these issues in the daily life of the preschool.

• 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.

• We operate a no-smoking and no-vaping policy.

• Children are made aware of health and safety through discussions, planned activities, and daily routines.

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 high places to store equipment or change light bulbs, they are provided with suitable equipment to do so safely.

• Appropriate lone working procedures are followed where staff are required to work alone.

• Staff sickness and involvement in accidents are recorded. Records are reviewed termly to identify any issues that need to be addressed.

• We keep a COSH for all substances that may be hazardous to health, such as cleaning products or gardening chemicals. This record states the risks associated with each substance, action to be taken in the event of contact with eyes or skin or ingestion, and details of safe storage.

• We keep all cleaning chemicals in their original containers and store them securely out of the reach of children; either in a locked locker, in a locked shed or in the kitchen on a high shelf.
• All warning signs are clear and displayed appropriately.

Windows

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

Doors

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

Floors

• All floor surfaces are checked daily to ensure they are clean and free from hazards, including uneven surfaces, wet areas, or damage.

Electrical and Gas Equipment

• All electrical and gas equipment conforms to safety requirements and is checked regularly.
• Radiators, electrical sockets, wires, and leads are properly guarded, and children are taught not to touch them. Our unused sockets have covers over them.
• There are sufficient sockets to prevent overloading.
• The temperature of hot water is controlled to prevent scalding.
• Lighting and ventilation are adequate in all areas, including storage areas.

Storage

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

Outside Area

• Our outdoor area is securely fenced.
• Our outdoor area is checked for safety and cleared of rubbish before use.
• Adults and children are alerted to the dangers of poisonous plants, herbicides, and pesticides.
• Where water can form pools on equipment, it is emptied before children begin outdoor play.
• Our outdoor sandpit is covered when not in use and cleaned regularly.
• All outdoor activities are supervised at all times.

Hygiene

• We refer to guidance from the UK Health Security Agency (UKHSA) and other relevant public health bodies to ensure we keep up to date with current recommendations.
• Our daily routines encourage children to learn about personal hygiene.
• We have a daily cleaning routine for the setting, including the preschool room, kitchen, rest area, toilets, and nappy changing area.
• Toilet areas are maintained to a high standard of hygiene and include handwashing and drying facilities and appropriate disposal facilities for nappies.
• We implement good hygiene practices by:

- Cleaning tables between activities.
- Cleaning and checking toilets regularly.
- Wearing protective clothing such as aprons and disposable gloves where appropriate.
- Providing clean spare clothing.
- Providing tissues and wipes.
- Providing hand sanitizer.
- Ensuring individual use of towels or suitable hand-drying facilities.

Activities and Resources

• Before purchase or loan, equipment and resources are checked to ensure they are suitable for the ages and stages of development of the children attending the preschool.
• 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 supervised at all times.
• Children are taught to handle and store tools safely.
• Children who are sleeping are checked regularly in accordance with our Sleep and Rest procedures.
• 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 repaired. If it cannot be repaired, it is discarded.
• Large pieces of equipment are discarded only with the consent of the preschool leads.

Sleep and Rest Procedures

At Bradpole Preschool, we recognise that children have individual sleep and rest needs. We work closely with parents and carers to understand and respect each child's routines, preferences and individual requirements.

Children who need to sleep or rest during the preschool day are provided with a calm, comfortable and appropriately supervised space within our quiet area. Children are never forced to sleep, and staff respond sensitively to their individual needs and signs of tiredness.

The safety and wellbeing of children is our priority. All sleeping children remain within sight and hearing of staff and are checked regularly in accordance with our Safer Sleep and Rest Policy. Staff follow current NHS and The Lullaby Trust safer sleep guidance, alongside EYFS requirements.

Sleep mats and bedding are checked regularly and cleaned after every use. Appropriate arrangements are made for children with additional needs, medical conditions or specific sleep requirements, working in partnership with parents and relevant professionals where necessary.

Parents and carers are informed when their child has slept during the day, including the length of time, and are made aware of any concerns relating to their child's sleep or wellbeing.

Further details of our procedures, including safe sleep practices, supervision, individual care plans and risk assessments, are outlined in our separate **Safer Sleep and Rest Policy**.

Health and Safety Policy

Legal Framework

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Electricity at Work Regulations 1989
- Control of Substances Hazardous to Health (COSHH) Regulations 2002 (as amended)
- Manual Handling Operations Regulations 1992 (as amended)
- Health and Safety (Display Screen Equipment) Regulations 1992
- Health and Safety (First-Aid) Regulations 1981
- Personal Protective Equipment at Work Regulations 1992 (as amended)
- Early Years Foundation Stage (EYFS) Statutory Framework
- NHS Safer Sleep guidance

This policy was adopted by the Bradpole Preschool Committee

During the Summer Term 2026

Date to be reviewed Summer Term 2027