**Safeguarding and Welfare Requirements: Health, Safety and Suitability of Premises, Environment and Equipment and Health**

Providers must keep a written record of accidents or injuries and first aid treatment. Providers must take reasonable steps to ensure the safety of children, staff and others on the premises. The provider must promote the good health of children attending the setting.

Statement of intent:

We believe that the health and safety of children is of paramount importance.

Risk Assessment:

Our risk assessment process includes:

* Continuous checking for hazards and risks indoors and outside, and in our activities and procedures.
* Developing a working plan stating any action required, the timescales, the person responsible and any funding required.
* We have public liability insurance and employers’ liability insurance.

Manual Handling:

* In-house training will be given to staff to show them the correct procedures for lifting objects.
* If a member of staff is any doubt regarding the weight of an object or the correct way to lift it they must obtain help.
* Large or heavy objects will not be lifted or moved whilst children are present.

Raising Awareness:

* Training for staff includes a clear explanation of health and safety issues so that all staff are able to adhere to our policy and understand their shared responsibility.
* We have a designated Health and Safety Coordinator who takes relevant training and keeps up to date with changes and how they affect the preschool. Changes and training are then fed back to the staff team during team meetings or on training days including all members of staff receiving a copy of all relevant information.

No smoking policy:

* Smoking is strictly forbidden in accordance with UK law.

Kitchen:

* Children do not have unsupervised access to the kitchen.
* Cleaning materials and other dangerous materials are stored in a locked cupboard or out of the children’s reach in the kitchen or disabled toilet.
* When children are taking part in cooking activities, they will are supervised at all times and kept safe from hot surfaces, hot water and electrical equipment.

**Electrical/gas equipment:**

* All electrical/gas equipment conforms to safety requirements.
* Fires, heaters, electrical sockets, wires and manager are properly guarded and the children are taught not to touch them.
* Lighting and ventilation is adequate in all areas including storage areas.
* Boilers/electrical switchgear/meter cupboards are not accessible to children.

Storage:

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

Hygiene:

* Our daily routines encourage children to learn about personal hygiene.
* All equipment and resources are cleaned regularly.
* We provide clean and safe nappy changing facilities, if a parent wishes to change a child please speak to the preschool manager who will arrange access to the facilities.

**Food Hygiene:**

All staff take regular training to refresh on hygiene practice.

Personal Hygiene

* Long hair to be tied back
* Hands are washed thoroughly before any handling of food materials and equipment. Disposable gloves are worn where necessary e.g. if nail varnish is worn or to cover cuts or abrasions

Cloths and mop

* Colour coded materials are used to ensure that mops and cloths are not used in more than one area e.g. one used for kitchen, one for bathrooms one for general use.

Preparation

* Food preparation surfaces are cleaned thoroughly, including being wiped down with anti-bacterial spray.
* Other surfaces, skin or hair are not touched during food preparation.
* Food is fresh, stored at correct temperatures and labelled and in date.
* Food is not subject to contamination by pests, rodents or mould.
* Children’s food allergies are recorded and checked.
* Colour coded chopping boards are used for different types of food.
* Fruit and vegetables are washed in cold running water including those with non-edible skins.

Closing checks

* Unused food is appropriately labelled and put away correctly
* Leftover food and past sell-by-date food is discarded
* Dishes, cups, plates etc are washed in the dishwasher or hot soapy water.
* Plastic cups are dried thoroughly before storing.
* All utensils etc are clean and stored appropriately
* Rubbish is removed and refuse bins cleaned
* Work surfaces are cleaned and wiped down with anti-bacterial spray.
* Dirty cloths are disposed of or removed for washing and replaced.
* Floors are cleaned.

Activities:

* Equipment and resources are checked to ensure that they are safe for the ages and stages of the children.
* The layout of the equipment allows adults and children to move safely between activities.
* All materials – including paint and glue – are non-toxic.
* Where sand is used it is clean and suitable for children’s play.
* Physical play is constantly supervised.
* Children learn about health and safety through managed appropriate risk, activities undertaken and routines followed.

Fire Safety:

* Fire doors are clearly marked, never obstructed and easily opened from inside.
* Smoke detectors/alarms and firefighting equipment conform to BSEN standards and are checked yearly.
* Our emergency evacuation procedures are approved by a Fire Safety Officer, are practised regularly and are displayed on the main notice board.
* Regular evacuation/fire drills are practised, recorded and reviewed.

First Aid and Medication:

* At least one member of staff with a current first aid certificate (relevant to infants and children) is on the premises at any one time.
* Our first aid kit complies with the Health and Safety (First Aid) Regulations 1981.
* Ofsted and the local office of the Health and Safety Executive are notified of any injury requiring treatment by a General Practitioner or hospital, or the death of a child or adult.
* Children’s prescribed drugs are stored in their original containers clearly labelled, inaccessible to children and only administrated by an authorised, trained member of staff when prior written permission has been received from the parent (through means of a medical permission form)
* Staff medication is stored in clearly labelled containers, inaccessible to children.

Accidents, injury and incidents

* We hold Accident/Incident and Previous Injury forms.
* Our forms are kept safely and accessibly, and are reviewed regularly to identify any potential or actual hazards.
* The accident/incident form is used when a child has been hurt or injured. The previous injury form gives details of any accident, injury or marking on or to the child that did not occur at preschool. We request that parents inform us of any previous injuries on, or before arrival to preschool.

Records:

In accordance with the Early Years Foundation Stage Statutory Framework, we keep records of:

* The names, addresses and telephone numbers of emergency contacts for every person at the setting including children staff, volunteers and students
* Allergies, dietary and illnesses of individual children
* Accidents and incidents

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