



Registered Charity # 1203754

Health and Safety Policy

Designated Health and Safety Officer:

Alex Boyce – Pre-school Manager

Aim

To provide a suitable, clean, and safe environment where children can grow, learn, and thrive. This policy ensures that the pre-school meets all statutory requirements for health and safety and adheres to the Early Years Foundation Stage (EYFS) Safeguarding and Welfare Requirements.

Objectives

We implement health and safety policies and procedures by:

- Recognising our corporate responsibility and duty of care towards those who work in and receive services from our provision. Staff and service users are also responsible for ensuring their own safety and that of others.
- Maintaining valid insurance, including public liability, with an up-to-date certificate displayed prominently.
- Conducting regular risk assessments to ensure the safety of children, staff, parents, and visitors. All individuals are responsible for maintaining safe premises, equipment, and working practices.
- Houghton and Wyton Pre-school is a smoke-free setting. Smoking and vaping are not permitted anywhere on the premises, including the outdoor areas. This applies to staff, parents, volunteers, and visitors at all times. If children access spaces previously used for smoking, staff ensure adequate ventilation. Smoking in work clothes and the use of electronic cigarettes are also prohibited.
- Ensuring staff are not under the influence of alcohol or any substances that impair their ability to care for children. Staff taking medication must seek medical advice and inform the Pre-school Manager if there is any risk of impairment.
- Prohibiting the consumption or presence of alcohol on the premises.
- Conducting risk assessments and access audits for each area and modifying procedures based on specific needs.
- Regularly monitoring and reviewing risk assessments and health and safety procedures.

Emergency Procedures

- **Emergency Contacts:** A list of key emergency contacts, including local emergency services and poison control, is readily accessible to all staff.
- **Evacuation Plans:** Clear evacuation procedures are displayed throughout the setting, and regular fire drills are conducted to ensure everyone is familiar with the process.
- **Amendment to Open Hours:** Where the Manager and/or Trustees determine that the environment cannot be maintained at a safe and suitable standard (for example due to extreme weather, loss of utilities, flooding or other unforeseen circumstances), the Pre-school may temporarily close or amend its opening hours. Parents, Cambridgeshire County Council, Ofsted and other relevant agencies will be notified as appropriate.



First Aid

- **First Aid Training:** All permanent staff members are trained in first aid.
- **Location of Kits:** The main first aid kit is on the kitchen windowsill, with a compact kit located in the pre-school room for immediate access.

Incident Reporting

- All accidents and incidents are reported to the Designated Health and Safety Officer and all forms are stored securely in line with GDPR
- Incident report forms must be completed, detailing:
 - The event.
 - Actions taken.
 - Any follow-up required.

Monitoring and Review

- This policy is reviewed annually by the Board of Trustees or sooner if significant changes occur.

Health and Hygiene Practices

- Staff follow strict hygiene protocols, including:
 - Regular handwashing.
 - Cleaning and sanitising surfaces and equipment.
 - Minimising the risk of infection through effective hygiene practices.

Parent Involvement

- Parents are informed of our health and safety practices, promoting shared responsibility for safety in the pre-school environment.

Further Guidance

- Dynamic Risk Management in the Early Years (Alliance, 2017)
- Health and Safety Executive: www.hse.gov.uk/risk
- Food Standards Agency: www.food.gov.uk
- Ministry of Housing, Communities & Local Government: www.communities.gov.uk



Legislation and Guidance

This policy complies with the following legislation:

- Health and Safety at Work etc. Act 1974
- Health and Safety (Consultation with Employees) Regulations 1996
- Management of Health and Safety at Work Regulations 1992
- Regulatory Reform (Fire Safety) Order 2005
- Electricity at Work Regulations 1989
- Regulation (EC) No 852/2004 (Hygiene of Foodstuffs)
- Manual Handling Operations Regulations 1992 (Amended 2002)
- Medicines Act 1968
- RIDDOR Amendment Regulations 2012
- COSHH Regulations 2004
- Health and Safety (First Aid) Regulations 1981
- Childcare Act 2006

Acknowledgment

All members of the Houghton and Wyton Pre-school community, including staff, trustees, volunteers, parents, and carers, are required to acknowledge that they have read and understood this policy. By doing so, they agree to adhere to its principles and contribute to a safe and supportive environment for all.