



Meadow Drive, Horringer, Suffolk, IP29 5SB
Tel: 01284 735181 E: manager@horringerpreschool.co.uk
Charity: 1164658

Health and Safety Policy

At Horringer Pre-school we recognise that we have a duty of care for all children, staff, volunteers and visitors.

This policy aims to set out clear procedures to ensure we provide a safe and secure environment for all by:-

- Carrying out a daily sweep that covers the outdoor and indoor areas
- Carrying out monthly risk assessments which are recorded and located in the kitchen area.
- Carrying out an annual risk assessment.
- Any health and safety issues arising are dealt with immediately either by repair or removal.
- Children are supervised both in the building and the garden area at all times.
- Heaters, electric points, wires and leads are adequately guarded.
- A register is completed at the start of each session and amended as people leave to keep an accurate record of those present.
- Emergency numbers are kept for all children. We ask for a minimum of three contact numbers and expect parents to inform us of any changes.
- Toys and equipment are age appropriate and checked regularly to ensure they are clean and in good repair.



Meadow Drive, Horringer, Suffolk, IP29 5SB
Tel: 01284 735181 E: manager@horringerpreschool.co.uk
Charity: 1164658

- Children do not have access to the kitchen area and it is secured with a locked door.
- Two adults are always present when children are on the premises.
- Staff are made aware of health and safety and manual handling as set out in the staff induction booklet.
- Children are closely supervised at all times especially when using water, sand or real implements and tools during cooking/woodwork etc.

Security

- Outdoor space is securely fenced.
- The main door is secured with a chain.
- Visitors to the Pre-school must sign the visitor's book upon arrival and departure.
- Children are verbally reminded to stay sitting with the adult until they see their grown up.
- An adult will stand at the door during arrival and departures of children, another member of staff will sit with the children before they are greeted by their parents/carers.
- Children will only leave with authorised adults. Parents/carers must notify Pre-school when a different adult will collect their child and sign and date the book to authorise this.

Fire safety

- Fire exits are kept clear at all times.



Meadow Drive, Horringer, Suffolk, IP29 5SB
Tel: 01284 735181 E: manager@horringerpreschool.co.uk
Charity: 1164658

- We have clear Fire and Emergency Evacuation procedures in place and drills are carried out half termly and recorded.
- Fire extinguishers are checked annually. Fire safety check documentation is located in the Operational Plan.

First Aid

- All staff hold an up to date paediatric first aid certificate.
- The first aid kit is easily accessible at all times.
- The first aid kit is kept well stocked and dates checked. Sterile items will be kept sealed until used.
- Surgical gloves must be worn when dealing with body fluids.
- Body fluids will be cleaned away immediately and soiled cloths flushed away or wrapped in plastic bags and placed in the outside rubbish bin.
- A book is available at each session for the reporting of any accident. This will be signed and dated by the member of staff dealing with the accident and by the parent/carer upon collection.
- Volunteers, students and parent helpers must ask a staff member to deal with any child's personal care and accidents.
- Parental permission is obtained via the enrolment form for both first aid and emergency medical treatment.



Meadow Drive, Horringer, Suffolk, IP29 5SB
Tel: 01284 735181 E: manager@horringerpreschool.co.uk
Charity: 1164658

Hazardous substances

- All cleaning equipment is stored out of children's reach.
- Staff are aware of hazardous plants and we ensure the garden area is clear of any harmful vegetation.
- Medicines are clearly labelled and kept out of children's reach.
- Substances are stored in their original containers and used in accordance to manufacturer's instructions.

Outings

- During outings away from the Pre-school, building risk assessments are carried out prior to the trip.
- Safe child to adult ratios are maintained.
- Pre-school staff are not insured to transport children within their own vehicle.
- Please see outings policy for further details.

Illness

- Parents are asked to keep their children at home if they have an infection.
- Pre-school should be informed as to the nature of the infection so other parents can be alerted
- In the case of communicable diseases, the Pre-school will contact the authorities and all parents.



Meadow Drive, Horringer, Suffolk, IP29 5SB
Tel: 01284 735181 E: manager@horringerpreschool.co.uk
Charity: 1164658

- Guidance on Infection control in Schools and Nurseries is located in the kitchen for all staff to refer to.
- Parents are asked to keep their children at home for 48 hours after vomiting or diarrhoea.
- Details of the NHS Direct website are kept on the parent notice board for their information.

Medication

- All medication should be in the original container, clearly marked with the child's name and stored out of children's reach.
- When medication needs to be administered it should be logged on the relevant form stating child's name, name of medication, time and dose with the signature of parental permission and person administering the dose.
- With regard to the administration of life saving medication such as insulin/adrenaline or nebulisers, a care plan will be drawn up in consultation with parents. Staff will seek extra training as and when necessary.
- A care plan will be drawn up for any child presenting severe allergic reactions

Food Hygiene

- Staff are in receipt of Food Hygiene Certificates or are sourcing training.
- All meals and snacks provided will be nutritious and pay due attention to children's individual dietary requirements.



Meadow Drive, Horringer, Suffolk, IP29 5SB
Tel: 01284 735181 E: manager@horringerpreschool.co.uk
Charity: 1164658

- Allergies are recorded on the back of children's refreshment cards.
- Staff and children will wash hands prior to handling food and drink.
- Raw and cooked food will be prepared separately.
- Clean surfaces using disinfectant.
- Keep food covered and at a safe temperature.
- Fridge temperature is checked daily.
- Fruit and vegetables are washed thoroughly.
- Tea towels are washed daily and a different tea towel is used each session.
- Dispose of waste properly and out of reach of children.

Personal Hygiene

- Disposable gloves will be worn when assisting children with toilet hygiene.
- Nappies must be disposed of in a plastic bag and put directly into the outside rubbish bin.
- A record of nappy changing is kept visible above the changing unit, staff must update it every time they change a nappy.
- Students, volunteers and parent helpers will not be involved in a child's personal hygiene but ask for assistance from a member of staff who must have a DBS certificate.
- Tissues are available at all times and disposed of appropriately.
- Children are taught basics of personal care such as hand washing, dressing independently, using the toilet and shielding their mouths when coughing.
- Disposable towels are used for drying hands and disposed of appropriately.



Meadow Drive, Horringer, Suffolk, IP29 5SB
Tel: 01284 735181 E: manager@horringerpreschool.co.uk
Charity: 1164658

- Spare clothes are available should the children need to change. Soiled clothes will be wrapped in a plastic bag.

General Hygiene

- The Pre-School is cleaned thoroughly on a daily basis.
- All toys and equipment are kept clean and in good repair.
- Towels and tea towels are laundered separately on a daily basis.
- All spills are dealt with immediately using appropriate cleaning fluids diluted in accordance to manufacturer's instructions.
- No smoking is allowed on the premises or within the grounds.