



Health and Safety Policy

Health and Safety at Work Act 1974

Health and Safety (First Aid) Regulations 1981

Food Hygiene Act 2006

Health and Safety Information for Employees 1989

It is the duty and responsibility of the committee as employers to ensure the health and safety of:

- Employees
- Children in their care
- Helpers
- The public affected by the group's activities by providing a safe place of work, safe access to and from the workplace and information on health and safety.

The committee will take all reasonable steps to ensure that:

- Premises are kept safe to prevent risks to users.
- Equipment is not dangerous and manufacturer instructions for use are followed.
- All adults working in the group are instructed on all matters of health and hygiene safety.
- All accidents are recorded in an Accident/Incident book which is kept with the preschool records and is available at each session. All records to be kept for 3 years after the child has left.
- Fire precautions are observed.

Under Health and Safety (First Aid) Regulations 1981, all workplaces must have first aid provisions.

The committee has a responsibility to :-

- Provide a first aid box for employees/students/helpers/children.
- To appoint a person / persons to take charge in the event of an accident. (*Leader of session*)
- Notify all employees/ helpers of the location of the first aid box and names of first aiders.
- Keep all records of accidents to employees/students/helpers/children.
- Provide basic information on health and safety to employees/students and helpers.

Responsibilities

Overall responsibility of ensuring that this policy is implemented lies with the Chairperson. Other committee members/staff have the following responsibilities for day-to-day activities.

Health and Safety Representative *(Committee Health & Safety Officer)*

- **Accident Prevention check list and Risk Assessment**

The accident prevention risk assessment exercise must be carried out once a term using the check list. A health and safety five-step guide can be referred to for assistance. These records are to be kept for future reference.

- **Outdoor play area**

Using the same check list, the outdoor area must be checked at least once every term. With the preschool having some access to the primary schools outdoor play areas, checks must be made that regular risk assessments and safety measures have been made by preschool staff.

- **Accident/Incident Book** *(Committee Health & Safety Officer /Preschool Leader)*

At least every half term the Accident Book must be scrutinised and any recurring accidents investigated and reported back to the committee.

- **First Aiders**

Ensure that First Aiders certificates are valid and if necessary arrange adequate update. An up-to-date list of First Aiders must be displayed in a prominent place. Check and ensure the First Aid box is restocked from either notification from staff or on conducting the health and safety check list.

- **Health and Safety Issues**

Keep up-to-date with any relevant health and safety issues (ie. Obtaining literature) and pass this onto the committee and staff.

Sessional Health and Safety Representative *(Preschool Leader)*

The preschool Leader is responsible for the immediate safety of staff, children and other third parties (helpers). The preschool Leader conducts an Induction Programme which includes many health and safety issues for all new staff and gives regular updates on health and safety at staff meetings. It is their responsibility to advise staff and other adults of important health and safety matters namely:

- Advise of any known risk or hazard and the precautions required (ie. Moving the home corner equipment).
- All dangerous materials eg, medicines and cleaning materials are stored out of the reach of children.
- To ensure that the security gate is secure and active. That staff are aware of procedures for allowing access to and from the preschool for both adults and children.
- Staff to be aware that no child will leave unless accompanied by an authorised adult.
- No child allowed in the kitchen area unless supervised by a member of staff.
- Ensure the fire exit is not obstructed and nothing placed (too close) underneath the heaters.
- Make sure good hygiene (ie. Washing hands) is observed at all times especially with preparation of food and drink.
- Ensure the Preschool environment is a strictly non-smoking area.
- Children are not allowed to run inside or to throw sand or toys. The layout and space ratios allow adults and children to move safely and freely between activities.

- Children will be supervised by staff at all times and the layout allows overall supervision.
- Activities such as cooking, woodwork or physical interactive play will receive constant staff supervision.
- Premises are checked before locking up at the end of the day.
- The Preschool Leader must be made aware of any accidents.
- Ensures that equipment and toys are assessed, by staff, before use that it is safe and fit for purpose. Anything that is deemed unsafe is to be removed to be either repaired or replaced.

Nappy Changing Linked to the Safeguarding Children Policy

Nappy changing is only to be carried out by a member of staff. The preschool provides a changing mat, nappy sacks, some nappies and spare clothing if required. This is conducted on the floor of the children's toilet area. If another adult is present within the preschool (other than staff or the child's parent/carer) they may be asked to move away or leave whilst nappy changing is taking place, to ensure safeguarding of the child. Staff to encourage the child to lie on the mat and kneel on the floor themselves. The child's own equipment to be used if possible. Staff to put on gloves to conduct the nappy change, whilst talking to the child to ensure the child feels secure and happy. Dirtied nappy is placed in nappy sack and placed in child's bag if they have one or carrier bag (tied in a knot) for the parent/carer to take home. When finished staff dispose of gloves in bin provided and use antibacterial wipes to clean the changing mat. Staff then wash hands. Antibacterial gel is also available for staff.

First Aiders

The Preschool Leader ensures that all staff attend the relevant Paediatric First Aid Course and that staff are made aware when they need to be updated. New Staff must be prepared to undertake relevant training as recommended by the Health and Safety Representative and Preschool Leader at the first opportunity.