



## **Health, Safety, Hygiene Policy**

### **Policy statement**

Our pre-school believes that the health and safety of children is of paramount importance, we promote a high standard of hygiene and we make our setting a safe, clean healthy place for children, parents, staff and volunteers.

- We aim to make children, parents, volunteers and staff aware of health, hygiene and safety issues and to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment
- All staff have induction training and have a good understanding of health, safety and hygiene and Covid-secure workplace requirements.
- We have a named competent member of staff who co-ordinates all the settings health and safety issues
- We display the necessary health and safety poster and Letter from the Department of Education What to do if a child displays symptoms of coronavirus (Covid-19).

### **Risk assessment and Procedures (forms that are ticked daily)**

- checking for hazards and risks indoors and outside, and in our activities and procedures. Our assessment is for both staff and children;
- deciding which areas need attention; and
- developing an action plan that specifies the action required, the timescales for action, the person responsible for the action and any funding required.

We maintain lists of health, safety and hygiene issues, which are checked:

- At the start of the session.

### **Insurance cover**

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed on the wall outside the kitchen.

### **Awareness raising**

- Our induction training for staff and volunteers includes an explanation of health, safety and hygiene issues so that all staff and volunteers are able to adhere to the pre-schools policy and understand their shared responsibility for health, safety and hygiene. 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, safety and hygiene issues are explained to the parents of new children so that they understand the part played by these issues in the daily life of the setting.
- As necessary, health, safety and hygiene training is included in the annual training plans of staff, and health, safety and hygiene is discussed regularly at staff meetings.



- We have a no smoking policy.
- Children are made aware of health, safety and hygiene issues through discussions, planned activities and routines.

### **Children's safety**

- We ensure all staff employed have been checked for criminal records by an enhanced disclosure from the Disclosure and Barring Service (DBS).
- All children are supervised by adults at all times.
- Whenever children are on the premises we ensure that we are keeping within the necessary ratios.

### **Security**

- Systems are in place for the safe arrival and departure of children. The times of the children's arrivals are recorded (see arrival and departure policy).
- The arrival and departure times of adults - staff, volunteers and visitors - are recorded.
- Our systems prevent unauthorised access to our premises.
- Our systems prevent children from leaving our premises unnoticed.
- In the event of a child being lost or not collected there is a clearly defined procedure to be followed.

### **Doors**

- We take precautions to prevent children's fingers from being trapped in doors.

### **Floors**

- All surfaces are checked daily to ensure they are clean and not uneven or damaged.

### **Nappy Changing Area (see toileting policy)**

- All children are changed on a suitable changing mat, which is risen off of the ground.
- An adult changing a child will always wear gloves (washed hands) and these will be disposed by wrapping them with the soiled nappy in a nappy bag after each child
- Adults will record the children they changed and reason why they are changed.
- The changing mat is cleaned before and after each use.
- All nappies are disposed of by placing any soiled nappies into a nappy bag; this is then collected weekly.
- Cleaning materials are kept safely out of reach in the nappy changing area.

### **Kitchen**

- Children do not have access to the kitchen.
- All surfaces are clean and non-porous.
- There are separate facilities for hand-washing and for washing up.
- All cleaning materials and other dangerous materials are stored in the kitchen (out of children's reach).



- When children take part in cooking activities, they:
  - are supervised at all times;
  - are kept away from hot surfaces and hot water; and
  - do not have unsupervised access to electrical equipment.

### **Electrical and gas equipment**

- All electrical/gas equipment conforms to safety requirements and is checked regularly.
- Our water heater is not accessible to the children.
- Fires, heaters, electric sockets, wires and leads are properly guarded and the children are taught not to touch them.
- Gas heaters are checked daily to make sure they are not covered.
- There are sufficient sockets to prevent overloading.
- The temperature of hot water is controlled to prevent scalds.
- Lighting and ventilation is adequate in all areas including storage areas.

### **Equipment and Storage**

- There is adequate storage space for equipment.
- All of the pre-schools equipment and toys from which children select are stored safely.
- All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.
- The pre-school has sufficient, suitable toys and play materials to provide stimulating activities and play opportunities.
- All furniture, toys and equipment are kept clean and are in a good state of repair. The pre-school conforms to BS EN safety standards or the toys (Safety) Regulations (1995). (Toys that are dangerous are discarded or repaired).

### **Outdoor area**

- Our outdoor area is safe, secure and well maintained.
- Our outdoor area is checked for safety and cleared of rubbish before it is used.
- Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides
- Our sand pit is securely covered and has clean sand.
- All outdoor activities are supervised at all times.

### **Hygiene**

- We regularly seek information from the Environmental Health Department and the Health Authority to ensure that we keep up to date with the latest recommendations.
- Our daily routines encourage the children to learn about personal hygiene.
- We have a daily cleaning routine for the setting which includes the hall, kitchen, toilets and nappy changing areas.



- The pre-school regularly clean the resources and equipment, dressing-up clothes and furnishings.
- The toilet area has a high standard of hygiene including hand washing (with liquid soap) and disposable towel dispensers
- We implement good hygiene practices by:
  - cleaning tables before and after activities;
  - washing our hands;
  - checking toilets regularly;
  - wearing protective clothing - such as aprons and disposable gloves;
  - providing sets of clean clothes for children;
  - providing tissues and wipes.

### **Activities**

- The layout of play equipment allows adults and children to move safely and freely between activities.
- All materials - including paint and glue - are non-toxic.
- Physical play is constantly supervised.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.
- ICT safety – children can spend a limited time (10-15 mins) when accessing an Ipad, this is monitored by an adult or key person.

### **Food and drink (see food and drink policy/reporting food poisoning)**

- Staff who prepare and handle food receive appropriate training and understand - and comply with - food safety and hygiene regulations.
- All food and drink is stored appropriately.
- Adults do not have hot drinks in the play area.
- Snack and meal times are appropriately supervised and children do not walk about with food and drinks.
- Fresh drinking water is available to the children at all times.
- We operate systems to ensure that children do not have access to food or drinks to which they are allergic.
- If there is an outbreak of food poisoning within the setting, the manager will contact the Environmental Health Department and Health Protection Agency, to report the outbreak and comply with any investigation
- If identified as a notifiable disease under the Public Health Regulations 1988 the setting will report the matter to Ofsted within 14 days

### **Basic kitchen opening and closing checks**

- Procedures and tick list via risk assessment carried out daily



## **Animals**

- Animals visiting the setting are free from disease and safe to be with children, and do not pose a health risk.
- Children wash their hands after contact with animals.

## **Fire safety (see evacuation policy) procedure written up fire drills**

- Fire doors are clearly marked, are not obstructed and easily open from inside.
- Smoke alarms and fire fighting appliances conform to BSEN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.
- Our emergency evacuation procedures are approved by the Fire Safety Officer and are:
  - clearly displayed in the premises;
  - explained to new members of staff, volunteers; and
  - practised regularly at least once every six weeks.
- Records are kept of fire drills and the servicing of fire safety equipment.

## **First aid and medication**

All staff member hold a current first aid training certificate. The first aid qualification includes first aid training for infants and young children.

Our first aid kit:

- complies with the Health and Safety (First Aid) Regulations 1981;
  - is regularly checked by a designated member of staff and re-stocked as necessary;
  - is easily accessible to adults; and
  - is kept out of the reach of children.
1. At the time of admission to the setting, parents' written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval.
  2. Parents sign a consent form at registration allowing staff to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that parents have been informed and are on their way to the hospital.
  3. Cuts or open sores, whether on an adult or a child will be covered with a plaster, but written permission is required from all parents/carers.
  4. If the children of pre-school staff are unwell, the children will not be allowed to accompany their parent/carer to work.

## **Our accident book:**

- is kept safely and accessibly;
- all staff know where it is kept and how to complete it; and



- is reviewed monthly to identify any potential or actual hazards.

Ofsted is notified of any injury requiring treatment by a general practitioner or hospital doctor, or the death of a child or adult. Parent/carers are phoned straight away if any child has had a head injury.

When there is any injury requiring general practitioner or hospital treatment to a child, parent, volunteer or visitor or where there is a death of a child or adult on the premises, we make a report to the Health and Safety Executive using the format for the Reporting of Injuries, Diseases and Dangerous Occurrences.

### **Dealing with incidents and recording and reporting them**

We meet our legal requirements for the safety of our employees by complying with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations). We report to the Health and Safety Executive: [www.hse.gov.uk/riddor/index.htm](http://www.hse.gov.uk/riddor/index.htm)

- any accident to a member of staff requiring treatment by a general practitioner or hospital; and
- any dangerous occurrences. This may be an event that causes injury or fatalities or an event that does not cause an accident but could have done, such as a gas leak.
- Any dangerous occurrence is recorded in our Incident Book. See below.

Information for reporting the incident to Health and Safety Officer is detailed in the Pre-school Learning Alliance's publication, Accident Record.

### **Our Incident Book**

- We keep an incident book for recording incidents including those that are reportable to the Health and Safety Executive as above.
- These incidents include:
  - break in, burglary, theft of personal or the setting's property;
  - fire, flood, gas leak or electrical failure;
  - attack on member of staff or parent on the premises or near by;
  - any racist incident involving a staff member or family on the centre's premises;
  - death of a child, and
  - a terrorist attack, or threat of one.
- In the incident book we record the date and time of the incident, nature of the event, who was affected, what was done about it - or if it was reported to the police, and if so a crime number. Any follow up, or insurance claim made, should also be recorded.
- In the unlikely even of a terrorist attack we follow the advice of the emergency services with regard to evacuation, medical aid and contacting children's families. Our standard Evacuation Policy will be followed and staff will take charge of their key children. The incident is recorded when the threat is averted.
- In the unlikely even of a child dying on the premises, for example, through cot death in the case of a baby, or any other means involving an older child, the emergency services are called, and the advice of these services are followed.





- The incident book is not for recording issues of concern involving a child. This is recorded in the child's own records for incidents; accidents and medication which is all together but individual for all children and filed alphabetically.

### **Administration of medication**

- Medication is not administered unless they have been prescribed for the child by a doctor. These drugs must be in-date and prescribed for the current condition. There must be a care plan for the child and a medication record of the dose that the child can take this must be signed by the parent and updated termly or if medication is changed.
- Children taking prescribed medication must be well enough to attend the setting.
- Prescribed drugs such as an asthma pump are clearly labelled with child photo attached and are kept in the kitchen by the hatch (in a separate box) so they are accessible in an emergency. They are accessible to adults but, inaccessible to all children.
- Parents give prior written permission for the application of creams provided by parents but are not prescribed. In our registration form they can tick a box to agree to provide nappy cream or their own sun cream which the key person or buddy will be aware of. These are kept in a separate box in the kitchen so that staff can access them but children cannot. There is a book for each child and a log is made regarding the time and date when applied.
- Written permission states the name of the child, name/s of parent(s), date the medication starts, the name of the medication and prescribing doctor, the dose and times, or how and when the medication is to be administered.
- The administration is recorded accurately each time it is given and is signed by staff. Parents sign the record book at the end of the session to acknowledge the administration of a medicine. All records are kept individually in key person/buddy allocated to the child in alphabet order.
- If the administration of prescribed medication requires medical knowledge, the pre-school will endeavour to provide members of staff with training by an appropriate health professional.
- Medication such as calpol, cough mixture and a course of antibiotics will not be given to children, but if you need to administer a treatment a parent/carer will need to come in and give this to your child and this needs to be signed as given on the premises at that date and time and stored on their records.

### **Sickness (Contagious diseases there is a separate policy for this)**

The pre-school has a procedure for the exclusion of ill or infectious children this is discussed with parents. This includes procedures for contacting parents - or other authorised adults - if a child becomes ill while in the setting.

- We do not provide care for children, who are unwell, have a temperature, or sickness and diarrhoea, or who have an infectious disease which could be Coronavirus. The pre-school must be informed of the nature of infection, so as to warn other parents.



- Parents are informed children with head lice are not excluded, but must be treated to remedy the condition. The pre-school must be informed of head lice, so as to warn other parents.
- HIV (Human Immunodeficiency Virus) may affect children or families attending the setting. Staff may or may not be informed about it.
- Children or families are not excluded because of HIV.
- Good hygiene practice concerning the clearing of any spilled bodily fluids is carried out at all times.
- Staff or children suffering from sickness and diarrhoea, do not attend the setting for 48 hrs after contracting symptoms.
- Children or staff who have symptoms of Covid-19 will take necessary precautions, so as not to spreading the virus in the setting, if they are extremely ill, they will not come into the setting.
- Ofsted/Dept of Health (PHE) is notified of any infectious diseases that a qualified medical person considers notifiable.

## **Records**

In accordance with the Statutory Framework of the Early Years Foundation Stage (EYFS) 2025, we keep records of:

### **Adults**

- names and addresses of all staff on the premises, including temporary staff who work with the children or who have substantial access to them;
- names and addresses of the owners or of all members of the management Trustees;
- all records relating to the staff's employment with the setting, including application forms, references, results of checks undertaken etc.

### **Children**

- names, addresses and telephone numbers of parents and adults authorised to collect children from setting;
- the names, addresses and telephone numbers of emergency contacts in case of children's illness or accident;
- the allergies, dietary requirements and illnesses of individual children;
- accidents and medicine administration records;
- consents for outings, administration of medication, emergency treatment; and incidents.





All records are kept secure, safe and confidential, in accordance with the Data Protection Act 2018 implementation of the General Data Protection Regulation (GDPR).

This policy was review on July 09, due to change in Health and Safety Officer Aug '10, Updated Medication in Dec 2011, revised in Sept 2012 revised in

Sept 2013 and now revised in Sept 2014, reviewed in sept 2015 and 2016 and updated Sept 2017 reviewed Sept 2018 and updated Sept 2019 and updated Sept 2020 and updated in Sept 2021 and updated in 2022 and updated in 2023 and updated 2024 and update in Sept 2025

Signed on behalf of management

Virginia McCarthy

The Health and Safety Officer at Next Steps pre-school

### **Government document:**

Health Protection in schools and other facilities chapter 1-9 2019