Next Steps Pre-school, Elms Vale, Church Road, Dover, CT17 9LW
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Registered Charity No. 1156391

Health, Safety and Hygiene Policy

Policy statement

Our pre-school believes that the health and safety of children are of paramount importance. We promote a high standard of hygiene and make our setting a safe, clean and 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 hazards and risks so that children can 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 of the setting's health and safety issues.
- We display the necessary health and safety poster and the letter from the Department for Education, What to do if a child displays symptoms of coronavirus (Covid-19).

Risk assessment and procedures (forms that are ticked daily)

Our risk assessment process includes:

- checking for hazards and risks indoors and outside, and in our activities and procedures (our assessment covers 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 each 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-school's policy and understand their shared responsibility for health, safety and hygiene. The induction training

covers matters of employee wellbeing, 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 staff's annual training plans, and health, safety and hygiene are 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 keep within the required 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 raised off the ground.
- An adult changing a child will always wash their hands and wear gloves; the gloves are disposed of by wrapping them with the soiled nappy in a nappy bag after each child.
- Adults record which children they have changed and why.
- The changing mat is cleaned before and after each use.
- All nappies are disposed of by placing them in a nappy bag; these are 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 are adequate in all areas, including storage areas.

Equipment and storage

- There is adequate storage space for equipment.
- All of the pre-school’s 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 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 cleans 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 minutes) using an iPad, and this is monitored by an adult or their key person.

Food and drink (see Food and Drink Policy and 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 times and mealtimes 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 the UK Health Security Agency (UKHSA) to report the outbreak, and will comply with any investigation.
- If it is identified as a notifiable disease under the Health Protection (Notification) Regulations 2010, the setting will report the matter to Ofsted within 14 days.

Basic kitchen opening and closing checks

- Procedures and a tick list are completed daily as part of the risk assessment.

Animals

- Animals visiting the setting are free from disease, are 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)

Fire drill procedures are written up and recorded.

- Fire doors are clearly marked, are not obstructed and open easily from the inside.
- Smoke alarms and firefighting appliances conform to BS EN 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 and 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 members hold a current first aid training certificate, which includes first aid 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.
- 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.
- 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.
- 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.
- 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;
- is known to all staff, who 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. Parents/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 under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

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 Injuries, Diseases and Dangerous Occurrences Regulations). We report the following to the Health and Safety Executive (www.hse.gov.uk/riddor):

- 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 incidents to the Health and Safety Executive is detailed in the Early Years Alliance 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, or theft of personal property or the setting's property;
    - fire, flood, gas leak or electrical failure;
    - an attack on a member of staff or parent on or near the premises;
    - any racist incident involving a staff member or family on the setting's premises;
    - the 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, the nature of the event, who was affected, what was done about it, whether it was reported to the police and, if so, the crime number. Any follow-up or insurance claim made should also be recorded.
- In the unlikely event 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 event 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 their advice is followed.
- The incident book is not for recording issues of concern involving a child. These are recorded in the child's own records for incidents,

accidents and medication, which are kept together but individually for each child and filed alphabetically.

Administration of medication

- Medication is not administered unless it has been prescribed for the child by a doctor. Medicines 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 the child can take; this must be signed by the parent and updated termly or whenever the medication changes.
- Children taking prescribed medication must be well enough to attend the setting.
- Prescribed medicines, such as asthma inhalers, are clearly labelled with the child's photo attached and are kept in the kitchen by the hatch (in a separate box) so that 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 that are provided by parents but are not prescribed. On our registration form, they can tick a box to agree to provide nappy cream or their own sun cream, and the key person or buddy will be made aware of this. These creams 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 kept of the time and date each cream is applied.
- Written permission states the name of the child, the name(s) of the parent(s), the date the medication starts, the name of the medication and prescribing doctor, the dose and times, and 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 by the key person/buddy allocated to the child, in alphabetical 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 courses of antibiotics will not be given to children. If your child needs such treatment during the session, a parent/carer will need to come in and give it to them; this must be recorded as given on the premises, with the date and time, and stored on their records.

Sickness (there is a separate policy for contagious diseases)

The pre-school has a procedure, discussed with parents, for the exclusion of ill or infectious children. 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, have sickness and diarrhoea, or have an infectious disease (which could include coronavirus). The pre-school must be informed of the nature of the infection so that other parents can be warned.
- Children with head lice are not excluded but must be treated to remedy the condition, and parents are informed of this. The pre-school must be informed of head lice so that other parents can be warned.
- 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 up of any spilled bodily fluids is carried out at all times.
- Staff or children suffering from sickness and diarrhoea do not attend the setting until 48 hours after their symptoms have stopped.
- Children or staff who have symptoms of Covid-19 will take the necessary precautions so as not to spread the virus in the setting; if they are very unwell, they will not come into the setting.
- Ofsted and the UK Health Security Agency (UKHSA) are notified of any infectious diseases that a qualified medical person considers notifiable.

Records

In accordance with the Statutory Framework for the Early Years Foundation Stage (EYFS) 2026, 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 Board of 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 the 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 and emergency treatment, and incidents.

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

Government guidance

- Health protection in schools and other childcare facilities (chapters 1–9), 2019

This policy was first reviewed in July 2009 and has been reviewed and updated every year since. It was last updated in September 2026.

Signed on behalf of management: Virginia McCarthy

Health and Safety Officer, Next Steps Pre-school