Anlaby Park Methodist Pre-School

Health and Safety Policy

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees and a safe early learning environment in which children are cared for and learn. We provide information, training and supervision to meet this purpose and we wish to develop and promote a strong health and safety culture within the Pre-School for the benefit of all staff, children and parents. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out within this policy and sufficient resources will be made available to honour our commitment.

**Aims and objectives**

The aim of this policy statement is to ensure that all reasonably practical steps are taken to ensure the health, safety and welfare of all persons using the premises.

To achieve this we will actively work towards the following objectives:

* Establish and maintain a safe and healthy environment throughout the Pre-School including outdoor spaces
* Establish and maintain safe working procedures amongst staff and children
* Make arrangements for ensuring safety and the absence of risks to health in connection with the use, handling, storage and transport of hazardous articles and substances
* Ensure the provision of sufficient information, instruction and supervision to enable all people working in or using the Pre-School, to avoid hazards and contribute positively to their own health and safety and to ensure that staff have access to regular health and safety training
* Maintain a healthy and safe Pre-School and safe entry and exit from it
* Formulate effective procedures for use in case of fire and other emergencies and for evacuating the premises. Practice this procedure on a regular basis to enable the safe and speedy evacuation of the pre-school
* Follow the regulations of the Health & Safety at Work Act 1974 and any other relevant legislation
* Maintain a safe working environment for pregnant workers or for workers who have recently given birth including undertaking appropriate risk assessments
* Maintain a safe environment for those with disabilities and ensure all areas of the Pre-School are accessible (wherever practicable)
* Provide a safe environment for students or trainees to learn in
* Encourage all staff, visitors and parents to report any unsafe working practices or areas to ensure immediate responses by the management.

We believe the risks in the Pre-School environment to be low and we will maintain the maximum protection for children, staff and parents. The Pre-School will:

* Ensure all entrances and exits from the building, including fire exits are clearly identifiable and remain clear at all times
* Regularly check the premises room by room for structural defects, worn fixtures and fittings or electrical equipment and take the necessary remedial action
* Ensure that all staff, visitors and children are aware of the fire procedures and regular fire drills are carried out
* Ensure that all members of staff are aware of the procedure to follow in case of accidents for staff, visitors and especially children
* Ensure that all members of staff take all reasonable action to control the spread of infectious diseases and wear protective gloves and clothing where appropriate
* Prohibit smoking on the premises (Including the smoking of electronic cigarettes)
* Prohibit any contractor from working on the premises without prior discussion with the manager/nominated person/ member of the church property committee
* Prohibit running inside the premises unless in designated areas
* Cover all electrical sockets and take appropriate measures to reduce risks where necessary and ensure no trailing wires are left around the setting
* Ensure all cleaning materials are placed out of the reach of children and kept in their original containers
* Familiarise all staff and visitors with the position of the first aid boxes and ensure all know who the appointed first aiders are
* Ensure children are supervised at all times
* Ensure no student is left unsupervised at any time.

**Responsibilities**

Responsibility for Health and Safety in the Pre-School is undertaken by Dawn Sharpe who has overall and final responsibility for this policy being carried out.

The deputy manager will be responsible in her absence.

All employees have the responsibility to co-operate with the manager/deputy to achieve a healthy and safe Pre-School and to take reasonable care of themselves and others. Neglect of health and safety regulations/duties will be regarded as a disciplinary matter.

Whenever a member of staff notices a health or safety problem, which they are not able to rectify, they must immediately report it to the appropriate person named above. Parents and visitors are requested to report any concerns they may have to the manager/deputy.

Daily contact, half termly staff meetings and supervisions provide consultation between management and employees, this will include health and safety matters.

**Health and safety training**

* All staff will undertake health and safety training during their induction
* There is at least one paediatric first aider in the Pre-School and on outings

**Health and safety arrangements**

* All staff are responsible for general health and safety in the Pre-School
* Risk assessments will be conducted on all areas of the Pre-School, including rooms, activities, outdoor areas, resources and cleaning equipment
* All outings away from the Pre-School (however short) will include a prior risk assessment
* All equipment and areas will be checked thoroughly by staff before children access the area. All unsafe areas will be rectified by the staff to ensure the safety of children, if this cannot be achieved the manager/deputy will be notified immediately
* We provide appropriate facilities for all children, staff, parents and visitors to receive a warm welcome and basic care needs, e.g. easy to access toilet area and fresh drinking water
* The Pre-School will adhere to Control Of Substances Hazardous to Health Regulation (COSHH) to ensure all children, staff, parents and visitors are safe around any chemicals we may use on the premises
* All staff and students will receive appropriate training in all areas of health and safety which will include risk assessments, manual handling and fire safety
* We have a clear accident and first aid policy to follow in the case of any person in the Pre-School suffering injury from an accident or incident
* We have a clear fire safety policy and procedure which supports the prevention of fire and the safe evacuation of all persons in the Pre-School. This is to be shared with all staff, students, parents and visitors to the setting
* All health and safety matters are reviewed informally on an on-going basis and formally annually or when something changes. Staff and parents will receive these updates as with all policy changes as and when they happen

**This policy was adopted on: July 2022**

**Signed on behalf of the Pre-School:**

**Date for review: June 2023**