



# Brenchley PreSchool

## **Health & Safety Policy**

### **Statement of intent**

Brenchley Pre-School Limited believes that the health and safety of the children is of paramount importance. We make our Preschool a safe and healthy place for children, parents, staff and volunteers.

### **Aim**

We aim to make children, parents and staff aware of health and safety issues and to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment

### **Methods**

The member of staff responsible for health and safety is Helen Excell, She has undertaken Health and Safety training and regularly updates her knowledge and understanding. We display the necessary health and safety at work poster.

### **Risk assessment**

Our risk assessment process includes:

- Checking for hazards and risks indoors and outside of both Rainbows and Teddies Rooms.
- Generic risk assessments for resources and activities.
- Assessments for Outings and outdoor activities not on site .

We maintain lists of health and safety issues which are checked before each session. More detailed information is in the Risk Assessment folder.

### **Insurance Cover**

We have public liability insurance and employers' liability insurance. The certificate is displayed in the foyer.

### **Awareness raising**

- Our induction training for staff and volunteers includes a clear explanation of health and safety issues so that all adults are able to adhere to our policy and understand their shared responsibility for health and safety. The induction training covers matters of employee well-being, including safe lifting and the storage of potentially dangerous substances.
- Health and safety is discussed at every staff meeting.

Children are made aware of health and safety issues through discussions, planned activities and routines.

### **Children's safety**

- Only persons who have been checked for criminal records by an enhanced disclosure from the Criminal Records Bureau and are registered with Ofsted as child carers have unsupervised access to the children, including helping them with toileting. This is in accordance with requirements under the Safeguarding Vulnerable Groups Act 2006 for the vetting and barring scheme.
- All children are supervised by adults at all times.
- Whenever children are on the premises at least two adults are present.

## **Security**

- Systems are in place for the safe arrival and departure of children. The times of the children's arrivals are recorded by the staff member on the door, the children self-register and additionally we call the register around nine thirty in the morning and again at one thirty in the afternoons. On departure, a member of staff will stand by the door and record the child's departure.
- If a child leaves the session early with their parent or carer, this is recorded immediately in the register.
- Outer doors to the building are locked and kept shut at all times except at opening and closing times.
- Visitors/Engineers/Maintenance personnel are required to sign the visitors book on arrival/departure. At no time are they left without a suitable person shadowing them.

## **Authorised Collection of children**

Children will only be allowed to leave the Preschool with adults who are authorised by the child's parents to collect their child.

Additional personnel picking up children must be authorised by the parents. The name of the person collecting the child from Preschool is recorded in the register. (See collection policy for more details).

- Our systems prevent unauthorised access to our premises.
- Our systems prevent children from leaving our premises unnoticed.
- The personal possessions of staff and volunteers are securely stored during Pre-school sessions in a lockable cupboard these must be placed in the cupboard before entering Rainbows or Teddies rooms.

## **Windows**

Windows above the ground floor are secured so that children cannot climb through them.

## **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 wet or damaged.

## **Kitchen**

- Children do not have unsupervised access to the kitchen
- All surfaces are clean and non-porous.
- Cleaning materials and other dangerous materials are stored out of children's reach.

## **Electrical equipment**

- All electrical equipment conforms to safety requirements and is checked regularly with PAT testing taking place annually.
- Our boiler/electrical switchgear/meter cupboard 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.
- There are sufficient sockets to prevent overloading.
- Radiators are covered by guards to prevent burns
- The temperature of hot water is thermostatically controlled to prevent scalds.
- Lighting and ventilation is adequate in all areas including storage areas.

## **Storage**

- All resources and materials which children select are stored safely.
- All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

## **Outdoor area**

- Our outdoor area is securely fenced and gated. Bolts and gate locks are checked on every occasion before the children enter the garden.

- Our outdoor area is checked for safety and cleared of rubbish or debris before it is used.
- Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides.
- All outdoor activities are supervised at all times.

### **Sun policy**

Parents sign to give permission for staff to apply suncream. Should the sun-cream we use not be suitable for their child or children, we ask parents to provide their own.

Sun hats are provided by Preschool and regularly washed. (See Sun Policy for further details.)

### **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 schedule for cleaning resources and equipment, dressing up clothes and furnishings.
- The toilet area has a high standard of hygiene including hand washing and drying facilities and the disposal of nappies.
- Soiled nappies are suitably wrapped and disposed of.
- We implement good hygiene practices by:
  - cleaning tables between activities;
  - checking toilets regularly;
  - wearing protective clothing - such as aprons and disposable gloves - as appropriate;
  - providing sets of clean clothes;
  - providing tissues and wipes

### **Activities and resources**

- Before purchase or loan, equipment and resources are checked to ensure that they are safe for the ages and stages of the children and are covered by the CE or UKCA symbol.
- The layout of play equipment allows adults and children to move safely and freely between activities.
- All equipment is regularly checked for cleanliness and safety and any dangerous items are repaired or discarded.
- All materials - including paint and glue - are non-toxic.
- Sand is clean and suitable for children's play.
- Physical play is constantly supervised.
- Children are taught to handle and store tools safely.
- Children who are resting or sleeping in the area assigned are checked regularly and monitoring is recorded.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.

### **Food and drink**

- All staff have had either basic food hygiene training or Level 2 Training
- All food and drink is stored appropriately.
- Adult's hot drinks are made available to them via the kitchen at lunchtimes only.
- Snack and meal times are appropriately supervised and children do not walk about with food and drinks. (For more information refer to Nutrition and Healthy food policies).
- Fresh drinking water is available to the children at all times. The children bring in their own individual water bottles also.

### **Allergies/Intolerances**

- We operate systems to ensure that children do not have access to food/drinks to which they are allergic.
- Parents whose children have allergies/intolerances are sent out a disclaimer letter asking them to make a choice if they would give permission for their child to eat foods which have the new labelling from manufacturers stating: Not suitable for customers with an allergy due to the manufacturing methods not the ingredients.

## **Outings and visits**

- We have agreed procedures for the safe conduct of outings.
- A risk assessment is carried out before an outing takes place including the journey.
- Parents always sign consent forms before major outings.
- We encourage parents and carers in the Teddies Room especially to come with their children on outings.
- The children are appropriately supervised to ensure no child gets lost and that there is no unauthorised access to children.
- Our Health & Safety Office (Helen Excell) has a vehicle with appropriate insurance cover to transport children if necessary.
  - If the outing requires coach travel, we will only use a reputable coach company and check to ensure they have seat belts.
  - Where possible, the venue will be checked by a member of staff prior to the outing to check that it is suitable for groups of children and children with special needs.
- If food and drink is offered during the outing, a check is made for allergies and other dietary requirements.
- A first aid kit and medication for children who need it, will be carried on all outings, and any information on special health requirements of children.
- A mobile telephone will be carried on all outings.
- The register will be taken so it has a list of all contact numbers.
- Spare clothes, nappies and sensitive baby wipes will be carried on the outing.

## **Animals**

- Under no circumstances are animals to be brought onto the Pre-school premises unless prior authorisation has been obtained.
- The only exception to the above relates to Guide Dogs.
- If authorisation has been granted, all animals visiting the Pre-school must be free from disease, had relevant immunisations and safe to be with children and do not pose a health risk.
- We will ensure that all animals kept by the Pre-school, or provided for exhibition to the children, will be free from disease, safe to be with children and do not pose a health risk.
- Advanced notice will be given to inform you of any animals provided for exhibition on our noticeboard or via e-mail, tapestry notification or telephone.

## **Fire safety**

- Fire doors are clearly marked, never obstructed and easily opened from inside.
- 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 parents; and
  - practised regularly at least once every term.
- Records are kept of fire drills in the daily risk assessment folder and the annual servicing of fire safety equipment is logged with the Primary School.

## **First aid and medication**

All staff hold current paediatric first aid qualifications.

Both our first aid kits:

- complies with the Health and Safety (First Aid) Regulations 2013;
- is regularly checked by our Health & Safety Officer and re-stocked as necessary;
- is easily accessible to adults; and
- is kept out of the reach of children.

We will administer hypoallergenic plasters if the need arises. Parents who are aware of an allergy to this type of plaster should advise the Preschool when completing their child's registration form.

At the time of admission to the Preschool, parents' written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval.

#### **Our Accident/Incident Book:**

- is kept safely and accessible
- All accidents and incidents are recorded in the Incident Folder or staff accident folder.
- Staff accident records are in a separate accident book located in Rainbows room.
- all staff and volunteers know where they are kept and how to complete them.
- Our Health & Safety Officer counter signs the form and reviews them to identify any potential or actual hazards/risks.
- Accidents/Incidents that have occurred outside of preschool are also recorded.

Ofsted is notified of any injury requiring treatment by a General Practitioner or hospital, or the death of a child or adult.

Any injury requiring General Practitioner or hospital treatment to a child, parent, volunteer or visitor is reported to the local office of the Health and Safety Executive.

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 local office of the Health and Safety Executive:

Children's prescribed drugs are stored in their original containers, are clearly labelled and are inaccessible to the children.

Parents give prior written permission for the administration of medication. The administration is recorded accurately and parents sign the forms to acknowledge the administration of a medicine.

If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional.

#### **Sickness**

Our policy for the exclusion of ill or infectious children is discussed with parents and is summarised below.

Ofsted is notified of any infectious diseases which a qualified medical person considers notifiable.

Parents and carers are requested to keep their children away from the Preschool if their child has been vomiting or diarrhoea until at least 48 hours after the last occasion.

Parents and carers are asked to observe exclusion times for infectious diseases, under advice from Health protection unit. We will inform other parents and carers of infections and sickness so that they can observe their own children, but we will respect confidentiality by not identifying the child(ren) concerned.

If a child becomes ill at the Pre-school, they will be taken to a quiet area in the Pre-school away from other children and we will ask the parent or carer to collect the child.

**In the event of an outbreak of an infectious disease we will conduct a risk assessment and if necessary we will refer to our Emergency Closure of Pre-school Policy.**

#### **Head lice**

If a child has nits or lice:

- We will give advice to the child's parent and recommend treatment be undertaken.

- We will not suspend the child or treat them any differently in a session unless a re-infection occurs within a short period of time see Quarantine and exclusions document on display in the foyer.
- We will treat the matter as confidential.
- We will inform all parents of the problem, either verbally or by a poster on the notice board, to monitor their own child.

### **Safety of adults**

- Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.
- When adults need to reach up to store equipment, they are provided with safe equipment to do so. Any member of staff that climbs the large ladder needs to have an additional member of staff with them,
- The sickness of staff and their involvement in accidents/incidents are recorded. The records are reviewed termly to identify any issues which need to be addressed.
  - We keep a record of all substances that may be hazardous to health - such as cleaning chemicals, or gardening chemicals if used. This states what the risks are and what to do if they have contact with eyes or skin or are ingested. It also states where they are stored.
  - We keep all cleaning chemicals in their original containers.

### **Records**

In accordance with the statutory framework for the EYFS (2021) we keep records of:

- adults authorised to collect children from Pre-school;
- 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;
- the times of attendance of children volunteers and visitors (Register)
- accidents and incidents
- near misses

All urgent repairs to the premises are reported immediately to the school. If the repair does not require urgent attention, then the area will be marked out of bounds until it is rectified.

### **Legal Framework**

- Health and Safety at Work Act (1974)
- Management of Health and Safety at Work Regulations 1999/2006.
- Electricity at Work Regulations 1989
- Control of Substances Hazardous to Health Regulations (COSHH) (2002)
- Manual Handling Operations Regulations 1992 (as amended)
- Health and Safety (Display Screen Equipment) Regulations 2002
- Early Years Foundation Stage (2023)

### **Further guidance**

- *Health Safety Law: What you Should Know (HSE 2009) and*
  - *Health and Safety Regulation...a Short Guide (HSE 2003)*
  - *Electrical Safety and You (HSE 2012)*
  - *COSHH: A Brief Guide to the Regulations (HSE 2012)*
- Manual Handling – Frequently Asked Questions (HSE)

*This Policy was reviewed at a Management Meeting held on 1<sup>st</sup> September 2025.*



.....  
Mrs Victoria Relle – Chairman of Branchley Preschool



# Brenchley Pre-School Limited

## Health and Safety Policy

Staff Member	Signature	Date
Sian		
Helen		
Zena		
Kirsty		
Trina		
Elaine		
Claire		
Eryn		
Lucy		
Lizzie		