



Health and Safety Policy

Policy statement

The Health and Safety of both the children and the adults present at Elworth Pre-school Group on a daily basis are of the utmost importance.

Procedures

The Group aims to promote a healthy lifestyle and a high standard of hygiene in the following ways:

- All snacks that are provided are sugar free and take into account any particular dietary requirements.
- Fresh fruit and vegetables are washed before use and prepared on plastic chopping boards.
- Clean tea towels etc. are readily available and laundered after each session.
- Children have the opportunity to play outside in the fresh air throughout the year. In the summer, protective hats are provided for the children.
- Hands are always washed after using the toilet and before snack time. Paper towels are used for drying hands and disposed of in a waste bin.
- Tissues are readily available for the children to wipe their noses on.
- Children are reminded of the need to cover their mouths with their hands when they sneeze or cough.
- Protective gloves are available for the staff when cleaning up spills of bodily fluids. Areas affected by the spillage are immediately disinfected.
- Clean clothing is available for children who have an accident of some kind. Parents/carers are asked to keep their child at home if the child has been unwell during the last 24 hours.
- Smoking is not permitted in the Church Hall.

The safety of the children and adults is maintained in the following ways:

- Children are supervised by an adult at all times.
- An accident book is provided for the recording of any accidents. The accident book is periodically examined to see if there is any repetition of types of accidents involving equipment or specific activities.
- The premises are checked regularly and any dangerous items or damage are dealt with immediately.
- There is sufficient space for the children and adults to move around freely.
- Adults have hot drinks before the arrival of the children.
- Fire doors are never obstructed. Fire extinguishers are checked annually.
- Regular fire drills are carried out.
- The number of adults and children is recorded at each session.
- A correctly stocked First Aid box is available. All staff have a current paediatric First Aid qualification.
- If a child becomes unwell during a session, their parent/carer will be contacted and they will be asked to take the child home as soon as possible.
- Large equipment is erected with care.
- Activities such as woodwork are closely supervised. Safety goggles are provided for adults and children.
- The adult: child ratio is 1: 4 for 2 year olds and 1: 8 for 3+ year olds.
- The adult: child ratio on outings is 1:2.

Further guidance

- Health and Safety Law
- Health and Safety Regulations
- Electrical safety and you
- COSHH
- Manual Handling

This policy was adopted at a meeting of
Held on
Date to be reviewed
Signed on behalf of the management committee

Elworth Pre-school Group
..... (date)
..... (date)

Name of signatory

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Role of signatory (e.g. chair/owner)

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