



Health & Safety Policy inc. Smoking & Drugs

The Health and Safety of your child is very important to us and all staff have a duty under the Health and Safety at Work Act 1971 to take reasonable care of the health and safety of themselves and others.

Risk Assessments

- A full risk assessment of the setting is carried out annually and annotated where necessary of any changes.
- A check of the inside and outside areas is carried out regularly. Any action taken following a check or incident will be noted and added to the risks assessments.
- Cleaning equipment and sharp objects are to be stored in the cupboard.
- Children will be supervised when playing outside on the patio.
- A Risk Assessment and trial run of any 'off-site' visits will be carried out by a senior member of staff.
- Children must stay with a member of staff when leaving the setting with a ratio of 1:4 for 'Off-Site' visits or 1:5 for Allotment/Forest School activities.
- All staff will follow our 'Safeguarding', 'Outings' and 'Lost Child' Policy when leaving the site.
- The preschool mobile phone will be carried at all times and have emergency contact details should we need to contact the parents.
- The children will be taught about safety issues like crossing the road and stranger danger.
- Staff will be aware of the spread of toys across the floor to prevent trips and falls.
- Lunch boxes will be checked for out of date food and un-chopped fruit/vegetables that could cause a choking hazard. Parents will be advised to cut fruit etc accordingly.

Security

- The Preschool door will be locked with the pin code system to prevent children opening the door to strangers or unknown people entering the setting.
- Identification from any visitors or health professionals visiting the setting will need to be shown.
- Children are escorted to the toilets by a member of staff with a 'sensible' ratio. A doorbell has been fitted in the toilets that links to the schoolroom in case of emergencies.
- In the event of any emergency, the Police will be called, and Ofsted will be informed within 14 days.
- Staff will follow the Safeguarding and Lockdown procedures in the case of a serious incident.

Health & Hygiene

- Tithe Barn Preschool is registered with the Environmental Health Department and our rating will be displayed on our Noticeboard.
- All toys will be checked and cleaned regularly to ensure they are safe for children to use. Any broken or hazardous toys will be removed immediately.
- New playdough will be made each week.
- The kitchen is kept very clean, following hygiene guidelines on the storing of food, and keep the fridge at the correct temperature.
- Clean tea towels will be used at the beginning of every session.



- All staff must wash their hands before handling any food and at least half the staff will hold a Level 2 in Food Hygiene.
- For cooking activities, all staff, helpers and children must wash their hands and working areas are to be wiped clean with anti-bacterial spray, before beginning the activity. Staff and children are to wear aprons. No children are allowed in the kitchen. Utensils will be washed after each child.
- Children do not have access to harmful waste, the bins are emptied daily, and any used nappies are wrapped and placed in the outdoor rubbish bin.
- Strict hygiene guidelines to prevent contamination will be followed at all times.
- Children will be taught about physical exercise and making healthy food choices.
- All children will wash their hands after using the toilet, before and after snack, and at lunchtime. Paper towels will be provided for children to dry their hands.
- Tables will be wiped down with anti-bacterial spray before and after snack time, lunchtime and before storing away.

First Aid

- All staff must know where the First Aid box is to be found.
- The list of contents is to be checked termly and recorded.
- First Aid bum bags will be carried by staff on outings.
- Disposable gloves are available for use when dealing with bodily products.
- All accidents should be entered in the accident book and signed by the parent/carer on collection of the child.
- The accident book is analysed annually for any patterns to keep children safe, or more frequently after a serious accident.
- Soiled materials must be disposed of in plastic bags and deposited in the outside bin.
- A supply of plastic bags should be kept near the First Aid box.
- Spare sets of clothing are provided for changing children.

No Smoking Policy

In accordance with the National Standards produced by the Department for Education and Skills we have a no smoking policy at the Tithe Barn Preschool.

- There is a designated smoking area outside the Tithe Barn.
- The children will be taken inside if a member of the public is smoking outside near the patio area.

Alcohol & Other Drugs Policy

It is our policy to keep children safe when they are in our care.

In order to do this, we will ensure that anyone who has contact with the children at the setting is not under the influence of alcohol or any other drug, which may affect their ability to care for children.

Written September 2016

Reviewed annually

Signed:  