



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.

1. Risk Assessments

- i. A full risk assessment of the setting is carried out annually and annotated where necessary of any changes.
- ii. 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.
- iii. Cleaning equipment and sharp objects are to be stored in the cupboard/drawers.
- iv. Children will be supervised at all times when playing outside on the patio.
- v. A Risk Assessment and trial run of any 'off-site' visits will be carried out by a senior member of staff.
- vi. Children must stay with a member of staff when leaving the setting with a ratio of 1:4 for 'Off-Site' visits or 1:8 for Allotment/Forest School activities.
- vii. All staff will follow our 'Safeguarding', 'Outings' and 'Lost Child' Policy when leaving the site.
- viii. The preschool mobile phone will be carried at all times and have emergency contact details should we need to contact the parents.
- ix. The children will be taught about safety issues like crossing the road and stranger danger.
- x. Staff will be aware of the spread of toys across the floor to prevent trips and falls.
- xi. Lunch boxes will be checked for out of date food and un-chopped fruit/vegetables that could cause a choking hazard.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.

2. Security

- i. The Preschool doors will be locked with the pin code system to prevent children opening the door to strangers or unknown people entering the setting.
- ii. Identification from any visitors or health professionals visiting the setting will need to be shown.
- iii. All visitors including students must sign in and read our Visitor Policy.
- iv. 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 school rooms in case of emergencies.
- v. In the event of any emergency, the Police might need to be called, and Ofsted will be informed within 14 days.
- vi. Staff will follow the Safeguarding and Lockdown procedures in the case of a serious incident.

3. Health & Hygiene

- i. Tithe Barn Preschool is registered with the Environmental Health Department and our rating will be displayed on our Noticeboard.
- ii. 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.
- iii. New playdough will be made each week.
- iv. The kitchen is kept very clean, following hygiene guidelines on the storing of food, and keep the fridge at the correct temperature.



- v. Clean tea towels will be used at the beginning of every session.
- vi. All staff must wash their hands before handling any food and at least half the staff will hold a Level 2 in Food Hygiene and Two members will hold Advanced Food Hygiene (Level 3).
- vii. One member of staff will be our allocated Allergens Specialists with extra training.
- viii. 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.
- ix. 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.
- x. Strict hygiene guidelines to prevent contamination will be followed at all times.
- xi. Children will be taught about physical exercise and making healthy food choices.
- xii. 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.
- xiii. Tables will be wiped down with anti-bacterial spray before and after snack time, lunchtime and before storing away.

4. First Aid

- i. All staff must know where the First Aid box is to be found.
- ii. The list of contents is to be checked termly and recorded.
- iii. First Aid bum bags will be carried by staff on outings/Forest School.
- iv. Disposable gloves/aprons are available for use when dealing with bodily products.
- v. All accidents should be recorded on an accident form and signed by the parent/carer on collection of the child.
- vi. The accident folder is analysed periodically for any patterns to keep children safe, or more frequently after a serious accident.
- vii. Soiled materials must be disposed of in plastic bags and deposited in the outside bin.
- viii. Spare sets of clothing are provided for changing children.

5. No Smoking/Vaping Policy

- i. In accordance with the National Standards produced by the Department for Education we have a strict no smoking/vaping policy at the Tithe Barn Preschool.
- ii. Staff need to be aware of the designated smoking area outside the Tithe Barn for hirers.
- iii. The children will be taken inside if a member of the public is smoking outside near the patio area.
- iv. Staff wishing to smoke or vape must leave the Tithe Barn premises and ensure they do not smell of any smoke or vape on their return. Failure to do so will result in a disciplinary meeting.

6. Alcohol & Other Drugs Policy

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



7. Physical and Mental Health

We pride ourselves on being a supportive working environment with a family feel and will always support our staff the best way we can. We want all our staff to have a good work/life balance and encourage staff to share any problems that arise both at work and at home.

- i. The Managers will take any physical and mental health issues seriously and talk to the employee to understand any new or existing health concerns that may affect your ability to work with children.
- ii. The employee must disclose any physical and mental health issues to the Managers so they can be supported in the best way possible. This will be kept confidential.
- iii. Perimenopause and Menopause: This is new to employee rights and still under negotiation. The Managers will support any employee going through this phase of life and can offer alternative uniform. *
- iv. Your "Right to Disconnect". The Managers recognise your right to disconnect from work on email, phone and social media. In recognition of this you will not be contacted between 6pm Friday and 6pm Sunday. This includes the work WhatsApp group. Any personal information sharing during the "disconnected hours" must be done in a social WhatsApp group.
- v. The employers have a duty of care and are responsible to support their employees' health, safety and wellbeing (Equality Act 2010).

Written September 2024

Reviewed annually

Signed:  