

This policy will be reviewed in full by the Senior Leadership Team on an annual basis.

Date the policy was last reviewed and agreed	SLT		SLT	
	Name	Signature	Name	Signature
February 2026	Natasha			

This policy is due for review up to 12 months from the above date

Health and Safety - General Standards Policy

Legal Basis: Related Sub Section in The Statutory Framework for The Early Years Foundation Stage (March 2021)

Safety

3.55. Providers must ensure that their premises, including overall floor space and outdoor spaces, are fit for purpose and suitable for the age of children cared for and the activities provided on the premises. Providers must comply with requirements of health and safety legislation (including fire safety and hygiene requirements).

1 INTRODUCTION

Our setting believes that the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, parents, staff and volunteers.

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.

The member of staff responsible for health and safety is the Deputy Manager, who is competent to carry out these responsibilities. She undertakes health and safety training and regularly updates her knowledge and understanding.

2 INSURANCE COVER

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed on the main information board.

3 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 the policies and procedures as they 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.

- Records are kept of these induction training sessions and new staff and volunteers are asked to sign the records to confirm that they have taken part.
- Health and safety issues are explained to the parents of new children so that they understand the part played by these issues in the daily life of the setting.
- As necessary, health and safety training is included in the annual training plans of staff, and health and safety is discussed regularly at staff meetings.
- We operate a no smoking policy.

- Children are made aware of health and safety issues through discussions, planned activities and routines, in an age appropriate way.
- Emergency evacuation drills are carried out regularly.
- A file is available at each session for the reporting of any accident/incident.
- Children only leave the preschool with authorised adults over the age of 18 years old.
- A member of staff carries out risk assessments daily and initials a check list to show tasks have been performed/checked.
- The layout and space ratios allow children and adults to move safely and freely between activities.
- A register of both adults (including visitors) and children is completed documenting arrival and departure times to ensure there is an accurate record of attendance in the pre-school vital for emergency evacuation.

4 SAFETY OF STAFF AND VOLUNTEERS

Staff and volunteers are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.

- When required to reach up to store equipment or to change light bulbs safety equipment is provided.
- All warning signs are clear and in appropriate languages (languages not provided will be sought and used if/when needed).
- Whenever children are within the preschool setting at least two members of staff must be present. (One, at least, must hold a level 3 qualification or equivalent.) Adult to child ratios must be adhered to at all times.
- The sickness of staff and their involvement in accidents is recorded. The records are reviewed termly to identify any issues that need to be addressed.
- We keep all cleaning chemicals in their original containers.
- All medication and a correctly stocked first aid box are stored out of children's reach in original containers and in recommended conditions.
- Staff and volunteers supervise all children at all times.
- Staff and volunteers are not permitted to have hot (scalding temperature) foods or liquids in areas where children are during the session.
- All staff and volunteers need to read and sign their understanding of all policies and procedures.

5 WINDOWS

Low level windows are made from materials that prevent accidental breakage or are made safe. Windows above the ground floor are secured so that children cannot climb through them.

6 DOORS

We take precautions to prevent children's fingers from being trapped in doors. Doors are held back or securely closed to prevent them from being closed by children. Storage areas remain secured to prevent children from having access. Fire doors are never obstructed. The main entrance is locked.

7 FLOORS

All floor surfaces are checked daily to ensure they are clean and even, and not wet or damaged.

8 ELECTRICAL

All electrical equipment conforms to safety requirements and is checked regularly. The boiler/electrical switch gear/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 electrical sockets to prevent overloading. The temperature of hot water is controlled to prevent scalds. Lighting and ventilation are adequate in all areas including storage areas. Children do not have access to the kitchen. The door/child gate must be closed and secured at all times.

9 STORAGE

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

10 OUTDOOR AREA

Our outdoor area is securely fenced. Our outdoor area is checked for safety and cleared of rubbish before it is used. Staff, volunteers and children are alerted to the dangers of poisonous plants, herbicides and pesticides. Where water can form a pool on equipment, it is emptied before children start playing outside. Our outdoor sand pit is covered when not in use and is cleaned regularly. All outdoor activities are supervised at all times and the adult to child ratios are maintained.

11 HYGIENE

We regularly receive updates 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 implement good hygiene practices by:

- cleaning tables between activities;
- cleaning toilets regularly;
- wearing protective clothing - such as aprons and disposable gloves - as appropriate;
- requiring staff/children to have spare sets of clean clothes
- providing tissues and wipes.

12 ACTIVITIES & RESOURCES

The toys and equipment in preschool provide opportunities for children, with help from staff and volunteers, to develop new skills and concepts in the course of their play and exploration. The equipment provided:

- Is appropriate for the age and stage of the children. Equipment offered to children is developmentally appropriate, recognising that materials suitable for an older child may pose a risk to younger/less mature children.
- Offers challenges to developing physical, social, personal and intellectual skills.

- Features positive images of people, both male and female from a wide range of ethnic and cultural groups, with or without disabilities.
- Includes a range of raw and sensory materials, which can be used in a variety of ways and encourages an open ended approach to creativity and problem solving.
- Equipment/resources/activities enable children, with adult support, to develop individual potential and move towards learning outcomes.
- All equipment/resources/activities conform to all relevant safety regulations, are cleaned regularly and are risk assessed when used. Any faulty equipment is removed from use and is repaired. If it cannot be repaired it is discarded. Large or expensive pieces of equipment are discarded only with the consent of the Senior Manager.
- Before purchase or loan, equipment and resources are checked to ensure that they are safe for the ages and stages of the children currently attending the setting.
- The layout of play equipment allows adults and children to move safely and freely between activities.
- 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 learn about health, safety and personal hygiene through the activities we provide and the routines we follow.

STAFF DECLARATION

I agree that I have read and understood the information set out in this policy, and will abide by it.

I understand that if I have any questions about this policy, I will raise them with my manager prior to signing my agreement below.

Staff Name	Staff Signature	Date