Health and Safety – General Policy

Aims and objectives

At Little Stars Pre-school we aim to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees and a safe early learning environment in which children learn and are cared for. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

The aims of this policy are to ensure that

- The Pre-school meets all statutory Health and Safety requirements
- The roles and responsibilities for safety matters are clearly identified
- All reasonably practical steps are taken to protect the health, safety and welfare of all persons using the premises.
- Sufficient resources are available to provide a safe environment

This policy should be read in conjunction with other Pre-school policies and procedures which contribute to these aims and in particular:

- Fire and Emergency Evacuation Policy
- Infection Control Policy
- Sickness and Illness Policy
- Food, Drink and Food Hygiene Policy
- Safeguarding Children Policy

To achieve these aims we will actively work to:

- Develop and promote a strong health and safety culture within the Pre-school for the benefit of all staff, children and parents, we provide information, training and supervision.
- Establish and maintain a safe and healthy environment throughout the Pre-school including outdoor spaces
- Establish and maintain safe working practices amongst staff and children
- Make arrangements for ensuring safety and the minimising of risks to health in connection with the use, handling, storage and transport of hazardous articles and substances
- Ensure the provision of sufficient information, instruction and supervision to enable all people working in or using the Pre-school to avoid hazards and contribute positively to their own health and safety and to ensure that staff have access to regular health and safety training
- Maintain a healthy and safe Pre-school with safe entry and exit routes
- Formulate effective procedures for use in case of fire and other emergencies and for evacuating the Pre-school premises. Practice this procedure on a regular basis to enable the safe and speedy evacuation of the Pre-school
- Maintain a safe working environment for pregnant workers or for workers who have recently given birth, including undertaking appropriate risk assessments

- Maintain a safe environment for those with special educational needs and disabilities and ensure all areas of the Pre-school are accessible (wherever practicable)
- Provide a safe environment for students or trainees to learn in
- Encourage all staff, visitors and parents to report any unsafe working practices or areas to ensure immediate response by the management.

Health and Safety Management and Responsibilities

Under the Health and Safety at Work Act (1974), the employer has overall and final responsibility for this policy being carried out at a place of work. For Little Stars Pre-school, Emmanuel Church, Shepherds Lane, Guildford, Surrey GU2 9SJ the employer is the Parochial Church Council (PCC) of the Parish of Guildford Emmanuel, St Francis and St Clare.

On behalf of the PCC the Pre-school Management Committee provides oversight.

The designated Health and Safety Officer (HSO) in the Pre-school is **Kelly Lott and Kate Torocsik** who report to the Pre-school Manager who in turn reports to the Vicar (or if there is no incumbent, the Deputy Chair of the PCC). The Pre-school Manager/Deputy Pre-school Manager(s) will be responsible in the HSO's absence.

The HSO is competent to carry out these responsibilities and has undertaken health and safety training and regularly updates her knowledge and understanding.

All employees have the responsibility to cooperate with the manager to achieve a healthy and safe Pre-school and to take reasonable care of themselves and others. Neglect of health and safety regulations/duties will be regarded as a disciplinary matter (see separate policy on disciplinary procedures).

Whenever a member of staff notices a health or safety problem which they are not able to rectify, they must immediately report it to the appropriate person named above. Parents and visitors are requested to report any concerns they may have to the manager.

Daily contact and half termly staff meetings provide consultation between manager and employees. This will include health and safety matters.

We display the necessary health and safety poster in the preschool staff cupboard.

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

We ensure that all staff 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.

Awareness and Training

We ensure that all adults and children in the setting have the appropriate Health and Safety awareness and training.

- 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 procedures as they understand their shared responsibility for health and safety.

  The induction training covers
  - matters of employee well-being, including safe lifting and COSSH regulations (the storage of potentially dangerous substances).
  - emergency evacuation procedures, first aid, security, and RIDDOR. Regulations.

- We keep records of these induction training sessions and new staff and volunteers are asked to sign the records to confirm that they have taken part.
- As necessary, health and safety training is included in the annual training plans of staff, and health and safety is discussed regularly at our staff meetings.
- We ensure that all members of staff are aware of the procedure to follow in case of accidents for staff, visitors and children
- We include planned activities, routines and discussions that help children to become aware of health and safety as part of their daily routine i.e. Road Safety.
- We explain health and safety issues to the parents of new children, so that they understand:
  - The part played by these issues in the daily life of the setting.
  - Their own legal responsibility as a visitor to the setting to care for their own and others health and safety.

- We ensure that all staff, visitors, parents and children are aware of the fire procedures and regular fire drills are carried out

For first aid we will:

- Familiarise all staff and visitors with the position of the first aid boxes and ensure all know who the appointed first aiders are.
- Ensure that all staff hold a current paediatric first aid certificate and are on the premises at all times when the children are present and accompanying children on outings.
  - The first aid qualifications will be updated every 3 years

- Ensure staff paediatric first aid certificates are made available to parents upon request

Risk identification, assessment and management

We take all reasonable steps to prevent harm occurring at the Pre-school by assessing and controlling the risks in the setting and whenever operating outside of the setting. Our assessment covers adults and children, deciding which areas need attention and developing an action plan which specifies the action required.

We risk assess:

- The environment (premises etc),
- All activities
  - General day-to-day activities
  - Specific activities including any outings.

Risk assessments are recorded in the risk assessment file.

The environmental risk assessment considers hazards within the pre-school room, toilets, outside environment, and in the outdoor play area, and identifies aspects of the environment that need to be checked on a regular basis, when and by whom these aspects will be checked, and how the risk will be removed or minimised. Based on the risk assessment the Pre-school will:

- Ensure all entrances and exits from the building, including fire exits are clearly identifiable and remain clear at all times
- Regularly check the premises rooms for structural defects, worn fixtures and fittings or electrical equipment and take the necessary remedial action
- Have the appropriate fire detection and control equipment which is checked regularly to make sure it is in working order
- Prohibit smoking/vaping on the Pre-school premises
- Prohibit any contractor from working on the premises without prior discussion with the officer in charge
- Risk assess all electrical sockets and take appropriate measures to reduce risks where necessary and ensure no trailing wires are left around the Pre-school
- Ensure all cleaning materials are placed out of the reach of children and kept in their original containers

For activities we

- Encourage children to manage risks safely and prohibit running inside the premises unless in designated areas
- Prohibit certain foods that may relate to children's allergies, e.g. peanuts are not allowed in the Pre-school
- Follow the allergies and allergic reactions policy for children who have allergies

On outings outside the Parish Centre, appropriate staff to children ratios will be maintained - See Outings Procedure

Health & Hygiene (See also Infection Control Policy and Food, Drink and Food Hygiene Policy)

We manage health and hygiene in the setting and:

- Ensure there are suitable hygienic changing facilities (see infection control policy)
- Children will be assisted in the toilets only with authorised staff.
- Children will wash their hands before snack time, Lunch time, after going to the toilet and before/after cooking.
- Tables are cleaned with anti-bacterial spray and single use cloths.
- Special aprons will be used by the children for cooking, and also by the staff when dealing with food and at snack time.
- Disposable gloves will be worn when dealing with body fluids.
- Ensure that all members of staff take all reasonable action to control the spread of infectious diseases and wear protective gloves and clothing where appropriate
- The Manager will notify parents/carers and Health Agency of any communicable diseases.
- For infections we request that:
    - Parents should keep children at home if they have any type of infection, and for parents/carers to inform the Pre-School so other parents may be informed.

    - Parents allow 48 hours to elapse after an attack of sickness/ diarrhoea before sending the child back to Preschool.
- We expect children/adults to have cuts and sores covered with a dressing.

To promote good hygiene within the setting we ensure that:

- We regularly seek information from the environmental health department and the health authority to keep up-to-date with the latest recommendations.
- Our daily routines encourage the children to learn about personal hygiene.
- Our daily cleaning routine includes the Pre-school rooms, equipment, toilets and nappy changing area.
- We have a schedule for cleaning resources, equipment, dressing up clothes and furnishings.
- The toilet area has a high standard of cleanliness by checking each cubicle after use, and cleaning the toilets and hand basins at the end of each session.
- We implement good hygiene by practices by:
    - Cleaning tables between activities using anti-bacterial cleaning solutions
    - Wearing protective clothing such as aprons and disposable gloves as appropriate
    - Encouraging children to wash hands and use tissues to clean noses
    - Changing nappies and soiled clothing as necessary
    - Providing paper towels and tissues

Accident and Emergency Procedures

To deal with accidents and emergencies:

- There is always qualified first-aider present at all times.
- A first aid box is available at all times and the contents checked regularly.
- Accidents will be recorded in the accident book and signed by the parent/carer.
- In the event of serious accident requiring hospital treatment, staff will call for an ambulance in the first instance and inform parents of the action taken. A member of staff will accompany the injured child to the hospital (staffing ratios permitting) and stay with the child until the parent arrives. Any injuries to the head will be treated as potentially serious and an ambulance will be called even if there is no profuse bleeding or loss of consciousness. If the injury is easy to see and is not serious, staff will administer first aid in the setting (in some cases we may phone the parent and advise that they should collect their child early). When the parent collects their child and signs the accident book, we will recommend that they monitor their child's health for the rest of the day.
- Ofsted, HSE and LADO will be notified of any serious injury requiring treatment by a General Practitioner or hospital, or the death of a child or adult
- Children arriving with an injury will be recorded on the Arrival with Injury form and the parent/carer will be asked to explain what happened. If we become aware of an injury sustained earlier, we will make a note of this and ask the child what happened. The parent will be asked to sign to say that we have noticed an injury after the child was left but that it appears to have been sustained before the child came into the setting that morning. The parent will be asked for an explanation. If the injury or illness is a cause for concern for the child's well-being at Pre-school the Supervisor or deputy will request that parents keep their child at home until they are recovered. Parents will be asked to seek written relevant medical approval for the

child to attend the group, as well as giving written permission for their child to attend. Parents will be asked to sign that they will not hold the Pre-school liable for any recurring injury or ill health resulting from the child's continuing attendance at Pre-school.

- In the event of a child arriving frequently with unexplained injuries, or where the child and parent's accounts differ every time suspicion of physical abuse may arise (see 'Safeguarding Children Policy ').
- We have a legal obligation to report any suspicion of abuse and this will be done without notification

General Safety Precautions

- Ensure children are supervised at all times
- Ensure no student or volunteer is left unsupervised at any time
- Adults do not walk about with hot drinks or place hot drinks within the reach of children.
- The floor will be regularly checked for hazards and brooms will not be left unattended.

Accessing and leaving the setting

Access to and departure from the setting will be controlled:

- A register of both adults and children is completed every morning so that a record of all those present is available in an emergency
- All staff are aware of the system in operation for the children's arrival and departure and a member of staff will be at the main door during these periods.
- All doors to the outside and to the rest of the Parish Centre are locked and bolted during the session.
- All visitors will be signed in and out and accompanied by a member of staff whilst in the setting.

During the Pre-school sessions

- Whenever children are on the premises at least two adults are present
- If a group of children goes into another area of the Church Centre, there will be sufficient adults to maintain appropriate ratios for staff and children remaining in the Pre-school setting, as well as for the group who have gone out of the setting.
- Children will be counted when moving from and to the pre-school rooms.

For the collection of children

- Children leaving early will be signed out in the register, with a brief reason.
- Children will only be allowed to leave the premises with parents/guardians or persons nominated by parents/guardians. In the event of a telephoned request during the session or written or verbal advice given by parents about an un-nominated person (or person not recognised by staff, even if nominated on the Registration form) collecting a child, staff on duty will ask for the password that is set up when the child starts pre-school. The passwords are held at the back of the register.

Premises

The Pre-school operates in a part of the Church buildings, which are the responsibility of the PCC. For the whole church buildings The PCC ensures that:

- This is a No Smoking/Vaping building.
- Fire doors will not be obstructed.
- The temperature of hot water is controlled to prevent scalds but in line with Health and safety regulations.
- Lighting and ventilation are adequate in all areas of our setting, including storage areas.
- All electrical equipment conforms to safety requirements and is checked regularly.
- Relevant electrical items are PAT tested
- Fire extinguishers are checked annually.

In addition the Pre-school will ensure that:

- The outdoor space is securely fenced, with a coded padlock in operation on the gate.
- Safety checks on the parts of the premises used by the Pre-school, both outdoors and inside, are made and recorded before and after every session.
- Fires, heaters, wires and leads are properly guarded where needed, and we teach the children not to touch them.
- There are sufficient sockets in our setting to prevent overloading.
- We switch electrical devices off from the plug at the end of the day where possible.

With respect to storage, the Pre-school will ensure that:

- Chairs will not be stacked more than 4 high.
- All resources and materials which are used by the children are stored safely.
- All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

Activities and equipment

- Before purchase or loan, we check equipment and resources to ensure that they are safe for the ages and stages of the children currently attending the setting.
- Equipment is checked regularly for cleanliness and safety, and any dangerous items are repaired or discarded.
- Equipment offered to children is developmentally appropriate, recognizing that materials suitable for an older child may pose a risk to younger/less mature children. The ages and stages of development of the children attending the setting are taken into consideration at staff planning meetings before setting up activities and equipment.
- The layout of the room and play equipment allows adults and children to move safely and freely between activities.
- All activity materials- including paint, glue and play dough- are non-toxic.
- Sand is clean, suitable for children's play and replaced regularly.
- Children do not have unsupervised access to kitchens, cookers or any cupboards storing hazardous materials. All surfaces are clean and non-porous.
- There will be no climbing on chairs or tables or running indoors.
- The climbing frame and slide will be supervised..

- No toys will be taken on the climbing frame and slide and children in unsuitable footwear, such as open-toed sandals, wellington boots and 'Crocs', will not be allowed to use this equipment.
- Physical play is constantly supervised.
- Children using scissors are supervised and supported by an adult.
- Children are taught to handle and store tools safely.

Jewellery and accessories

- Our staff do not wear jewellery or fashion accessories, such as belts or high heels, that may pose a danger to themselves or children.
- Children may wear stud earrings only.

Banned Dog Breeds

The Pre-school does not permit any banned dog breed, including legally exempt prohibited dogs, onto the Pre-school premises or into any area where children are present.

Under current legislation in England and Wales, the following dog types are prohibited:

- Pit Bull Terrier
- Japanese Tosa
- Dogo Argentino
- Fila Brasileiro
- XL Bully (unless legally exempt)

For the purposes of safeguarding children, Little Stars Pre-school will not allow any of the above prohibited dog types onto the Pre-school premises, regardless of whether the dog has been granted an exemption under the law.

Safety of adults

- We ensure that adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.
- We provide safe equipment for adults to use when they need to reach up to store equipment or to change light bulbs.
- We ensure that all warning signs are clear and in appropriate languages.
- We record the sickness of staff and their involvement in accidents. The records are reviewed termly to identify any issues that need to be addressed.
- Uniform tops are provided to staff. Bottoms must be appropriate for working with children, they must be smart casual and not cause restricted movement or be a trip hazard. Staff must wear appropriate shoes at all times.

Control of substances hazardous to health COSH

- Our staff implement the current guidelines of the Control of Substances Hazardous to Health Regulations (COSHH).

- We keep a record of all substances that may be hazardous to health - such as cleaning chemicals, or gardening chemicals if used.
- Hazardous substances are stored safely away from the children.
- We carry out a risk assessment for all chemicals used in the setting. This states what the risks are and what to do if they have contact with eyes or skin or are ingested.
- We keep all cleaning chemicals in their original containers.
- We keep the chemicals used in the setting to the minimum in order to ensure health and hygiene is maintained.
- Environmental factors are considered when purchasing, using and disposing of chemicals.
- All members of staff are vigilant and use chemicals safely.

Records

We keep records including:

- A register of both adults and children is completed every morning so that a record of **all** those present is available in an emergency.
    - Anyone leaving early will be signed out in the register
- All accidents or incidents - both for children and staff – are recorded in the accident book.
- A record is available for reporting any changes of clothing or nappies by staff.
- 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;
- Use and storage of COSHH substances

Regular safety monitoring will include checks of the accident and incident records, and these will be signed each half term by the Manager.

Legal framework

We follow all relevant legislation and associated guidance relating to health and safety within the Pre-school including:

- The requirements of the Statutory Framework for the Early Years Foundation Stage (EYFS) 2026
- The regulations of the Health & Safety at Work Act 1974 and any other relevant legislation including:
    - Management of Health and Safety at Work Regulations (1999)
    - Control Of Substances Hazardous to Health Regulation (COSHH) (2002)
    - Electricity at Work Regulations (1989)
    - Manual Handling Operations Regulations (1992 (As Amended 2004))
    - Health and Safety (Display Screen Equipment) Regulations (1992)
- Any guidance provided by Public Health England, the local health protection unit, the local authority environmental health department, fire authority or the Health and Safety Executive.

Review / Version Control				
Review period - 1 year				
Version	Created	Reviewed	Initials	Changes
Health and Safety Policy (v1.0)	04/2020		DH / AP	
Health and Safety Policy (v2.0)	03/2022		DH AP	Re-written
Health and Safety – General Policy - Oct24 – v2.1	10/2024		DH AP	Changed template and added version control. No changes to wording
Health and Safety – General Policy – v2.2	10/2025		DH AP	Minor wording changes including change to name of employer
Health and Safety – General Policy – v2.3	09/2026		DH SH AP	Addition of section on banned dog breeds. Wording updates and changes