

## HEALTH AND SAFETY POLICY

It is Wingle-Tye's aim to provide a safe environment for both children and staff. As part of The Children Act OFSTED, Environmental Health and Fire Prevention Officers regularly check our premises. Fire drills are held regularly and recorded. All fire exits are clearly marked and free from obstructions and fire extinguishers are clearly labelled. Fire drill procedures are displayed. A first aid box is kept and maintained. Copies of our Inspection Reports can be obtained from the Manager.

Our aim is to ensure that all reasonably practical steps are taken to ensure the health, safety and welfare of all persons using the premises. To achieve this we will actively work towards the following

- Maintaining a safe and healthy place of work and safe access and egress from it.
- All equipment is safe and in good order and where appropriate will conform to British Standards.
- All snacks provided will be nutritious and pay due attention to children's particular dietary requirements.
- Ensuring safety and the absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Ensuring 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 safety at work and to ensure that they have access to health and safety training as and when provided.
- Formulating effective procedures for use in case of fire and other emergencies and for evacuating the premises.
- Risk assessments will be carried out daily.
- A minimum of two qualified First Aiders will be present in the Pre-School and appropriate first aid arrangements will be provided.
- Employees follow the regulations of the Health & Safety at Work Act 1974 and any other relevant legislation. Our employees are aware of Section 7 of this Act, which lays duty on individuals to take all reasonable care for the health and safety of themselves, the children and other persons affected by their actions or omissions.
- No student will be left unsupervised at any time and children must be supervised at all times.

### **All employees will be responsible for ensuring the following:-**

- All fire exits to be clearly marked and kept clear and all fire extinguishers to be labeled and in date.
- A copy of fire drill procedures to be clearly visible at all times.

- Keeping all fire exits clear at all times
- Keeping all electrical equipment well out of the reach of the children at all times
- All electrical sockets to be covered by safety plugs and no wires to be left trailing.
- Making sure that all external doors and gates are kept closed and secure and or locked at all times.
- All medicines are kept out of the reach of the children and stored away from any accessible areas.
- All staff should be familiar where the First Aid Box is kept.
- When dealing with any accidents involving bodily fluids, protective aprons and gloves should be worn.
- Never leave scissors or any dangerous objects lying about.
- All cleaning materials and equipment are kept locked away in their designated places.
- All equipment is safe and in good condition. If not it must be reported to the officer in charge.
- Floors are mopped after all spillages or accidents.
- No student or volunteer should be left unsupervised at any time.
- Children must be supervised at all times.
- Under no circumstances may anyone take a child from the premises if they are not the elected parent/carer and written or verbal permission has not been granted. A password system is in use.
- All visitors to read statement in Visitor's Book and sign book on entry and when leaving.
- No smoking on the premises.
- No hot drinks in any room occupied with children.
- No inappropriate jewellery (large earrings, facial studs etc.)
- Clothes to be smart and practical. Sensible shoes to be worn.
- Adults and children's hands should be washed after going to the toilet and before meals.
- Hands should be washed before preparing food.
- Fruit should be washed before eating.
- Food should be stored in appropriate containers.
- All food areas should be cleaned before preparing and serving food.

Should your child become ill whilst in our care every effort will be made to contact you or your emergency contact. If this is not possible we will seek medical assistance where necessary (please see declaration on enrolment form). All staff hold a First Aid Certificate.

We aim to encourage children to take care of their physical well-being and personal hygiene and to give children an awareness of their own worth and gifts whilst encouraging respect for the gifts of others and understanding their needs.