

Health And Safety Policy

Flying Start Pre-School

Flying Start will recognise the need to provide a clean and safe environment for adults and children. We will follow the Health and Safety Law. Also the following procedures are undertaken to ensure that good standards are maintained at all times. Sarah Maynard and Michelle Gladwell are responsible for Health and Safety within the setting. She is responsible for all risk assessments, staff awareness and liaising with scouts on specific issues that arise. • Health and Safety Law Poster is displayed in the kitchen.

- Our Staff Ratio will be in 2-3 years 1:4

3-5 years 1:8

- At least one member of staff with level 3 must be present on the premises when children are present and at least one member of Level 2, with other staff members present with regard to ratios. • Those aged 17 or over may be included in the ratios, long term students/volunteers may be included within the ratio as long as we feel they are competent.
- Children must usually be within sight and hearing of staff, however as the children's independence develops and is encouraged they may be always within sight or hearing e.g. going down to the bathroom.
- Outing Ratios will be decided on the age and capability of each child; however the required ratio will never be exceeded.
- Outing Risk assessment completed prior to any outing.
- Yearly Risk Assessment completed in the autumn term.
- Daily Risk Assessments are undertaken for indoors and outdoors. Any areas of concern raised, a form will be filled out with the action needed and time of implementation.
- Activities, equipment and areas all have their own risk assessment which are reviewed annually or before if required. Any new activities, equipment or areas will be risk assessed prior to use. • We have an 'Animal at Pre-School Policy and Risk Assessment' in place for our nursery pets and animal visitors.
- The children are encouraged to take part by thinking about safety with their own risk assessments for nursery and garden areas.
- We have a 'Safety Squirrel' who watches over the children and is a child friendly way to talk to the children about health and safety.
- Fire procedures and risk assessments are kept up to date.
- We are insured with Morton Michel holding Employers' Liability Insurance and details are displayed on our main notice board.
- We encourage good hygiene procedures e.g. washing hands, wearing protective clothing. •

Up to date First Aid Kit is accessible.

- Insulation and Servicing Certificates are kept by the scouts association who we hire the building from and who are responsible.
- If a child or staff member have an accident or injury, an Accident and Incident form must be completed and the area made safe.
- If any accidents, injuries or diseases of a serious nature occur then RIDDOR will be implemented and OFSTED will be notified. We are aware that from September 2011 all reportable work-related injuries and incidents under RIDDOR will move to be a predominantly online system, with a suite of seven forms available on it's website to make the statutory reporting process quick and easy.

www.hse.gov.uk/

- F2508 Report an Injury.
- F2508 Report of a Dangerous Occurrence.
- F2508A Report of Case Diseases.
- OIR9B Report of an injury offshore.
- OIR9B Report of a Dangerous Occurrence Offshore.
- F2508G1 Report of a Flammable Gas Incident.

- F2508G2 Report of a Dangerous Gas Fitting.

A telephone service remains for reporting fatal and major injuries **only** - call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

- Children are made aware of the boundaries that are set for them and rules regarding their safety on a regular basis.
- To prevent accidents we encourage the children to play and keep toys and equipment within their designated area.
- Toys and equipment are checked and maintained regularly.
- Should any equipment be faulty, hazardous or worn then it will be immediately removed or replaced as stated in the Risk Assessment Policy.
- All electrical equipment will be either checked by a qualified electrician for a PAT or replaced every three years.
- The cleaning and sterilizing of toys and equipment is done on a rota.
- COSHH records are kept in the Health & Safety folder.
- Staff are made aware when lifting heavy equipment or children of the importance of bending knees and holding the child/object close.

Other policies that may overlap with this policy and procedure are:-

Hygiene Policy

Risk Assessments

Fire Drill / Policy/ Procedure/ Risk Assessment

RIDDOR forms

COSHH information sheets

Animal at Pre-School Policy and Risk Assessment

Sun Safety Policy

Premises and Security Policy

This policy was adopted on	Signed on behalf of the nursery
19/01/2024	Sarah Maynard