

## **Health and safety policy and procedure (See also: the premises and equipment safety checklist.)**

**It is the policy of Berriew Pre-school to place the safety of anyone who uses our provision as the highest priority, and that the safety of children in our care is paramount.**



### **We do this by:**

- Operating a system of regular and written risk assessments of the premises, equipment and activities and recording actions taken as a result (see premises and equipment health and safety checklist).
- Ensuring access to and egress of our premises are secure and children are always supervised.
- Recognising that health and safety is the responsibility of each individual.
- Appointing a staff member as safety co-ordinator. The manager, who is responsible for bringing the safety policy to the attention of everyone, and for monitoring all aspects of safety in Berriew Pre-school. This includes maintaining compliance with the Regulatory Reform (Fire Safety) Order 2005, including six monthly - as a minimum - drills and logs). See fire log.
- Ensuring the appointed safety co-ordinator develops and maintains a professional relationship with the relevant fire safety officer and ensuring their recommendations are implemented.
- Asking that all concerns are brought to the attention of the person in charge/Manager, chairperson/RI
- Carrying out a safety check on premises, both indoor and outdoor every day, and recording the results., to include room Temperature- Environment and workplace temperature minimum is 18C.
- Using, maintaining and storing any specialist equipment according to relevant legislation and manufacturer's instructions.
- Carrying out a full written risk assessment of operational practice at least annually, or in response to an event or incident.
- Making available at all times the means for reporting and recording any accident, incident, or 'near miss'.( see accident/incident and first aid policy)
- Regularly monitoring and reviewing the accident and incident logs and reports of findings and actions taken.
- Informing parents/carers, staff, students and visitors of safety procedures.
- Maintaining a register of both adults and children as they arrive and leave, which is kept accessible in case of emergency (see arrivals policy)
- Maintaining (or exceeding) the regulatory adult:child ratios at all times.



- Ensuring that at least one member of staff (on a minimum ratio of 1:10) has a current first aid qualification in first aid for infants and young children and is present during operational hours.
- Ensuring that as an employer Berriew Pre-school meets the relevant First Aid at Work requirements  
<http://www.hse.gov.uk/firstaid/legislation.htm>
- Maintaining first aid equipment that is available and accessible for staff during operational hours.
- Monitoring children who are sleeping on the premises. See sleeping policy.
- Maintaining a minimum presence of two adults on the premises, when any/only one child is present.
- Taking account of health and safety arrangements as each child is admitted and as each member of staff is recruited.
- Operating an effective admissions and collection policy, including a lost or missing child policy.
- Operating a rigorous staff recruitment policy.
- Operating an effective emergency evacuation and reverse evacuation policy and procedure.
- Maintaining an effective outings policy.
- Operating an effective child protection policy and procedure and safeguarding policy.
- Implementing an effective outdoor play and sun policy and procedure.
- Operating an effective confidentiality policy and procedure.
- Operating an effective use of electronic equipment policy and procedure.

This **health and safety** policy and procedure was passed for use in Berriew Pre-School.

On:

By:

Position:

Date of planned review: