

Little Stars Pre-school

HEALTH AND SAFETY POLICY

Little Stars Pre-School operates in the field of providing education to pre-school children age 2-5 years. The management recognises the importance of ensuring, promoting and improving the health, safety and welfare of employees and all other persons, especially children, who may be adversely affected by the undertaking. To this end they will ensure compliance with the:

Health and Safety at Work Act 1974

Management of Health and Safety at Work Regulations 1999

The reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

Electricity at work Regulations 1989

Control of Substances Hazardous to Health Regulations (COSHH) 2002

Manual Handling Operations Regulations 1992

Health and Safety (Display Screen Equipment) Regulations 1992

And all other relevant legislation, with particular emphasis being given to:

- The provision and maintenance of safe machinery, equipment and tools etc.
- The safe use of storage, handling and transport of articles and substances.
- The provision of adequate information, instruction, training and supervision of employees and contractors.
- The provision of a safe workplace, including means of entry and exit.
- The provision of a safe and healthy work environment.
- The provision of safe systems of work and effective emergency procedures.
- Cleanliness throughout the setting to reduce the risk of any infection.

The Management will also ensure the appropriate identification and allocation of sufficient resources to realise the above commitment.

Responsibilities

Management

The Management will authorise the implementation and monitor effectiveness of all health and safety policies and procedures, and ensure compliance with relevant legislation. It will also ensure that appropriate resources, in terms of time, staff, money etc are identified and allocated to fulfil these policies.

Riddor

We follow the guidelines of the Reporting Injuries, Diseases and Dangerous Occurrences (RIDDOR) for the reporting of accidents and incidents.

Ofsted is notified of any injury at the setting requiring treatment by a general practitioner or hospital doctor, or the death of a child or adult.

When there is any injury requiring general practitioner or hospital treatment to a child, parent, volunteer or visitor or where there is a death of a child or adult on the premises, we make a report to the Health and Safety Executive using the format for the Reporting of Injuries, Diseases and Dangerous Occurrences.

We meet our legal requirements for the safety of our employees by complying with RIDDOR. We report to the Health and Safety Executive:

- Any accident to a member of staff requiring treatment by a general practitioner or hospital
- Any dangerous occurrences, this may be an event that causes injury or fatalities or an event that does not cause an accident but could have done such as a gas leak etc.

Health and Safety Officers

Julia Cairns is responsible for the day-to-day implementation of health and safety policies and procedures, including risk assessments, and for identifying necessary resources, training and information needs.

All Staff

All staff have a legal responsibility to ensure their own health and safety and to ensure that they do not put anyone else at risk through their work activities. All equipment, safety devices and anything else provided in the interests of health and safety must be used in accordance with any training, information or instructions given. Every effort must be made to co-operate with the Management in all matters of health and safety.

Risk assessments

There are written risk assessments in place to support the daily health and safety of the pre-school. These risk assessments are reviewed by all staff on an annual basis.

Daily health and safety checks for the indoor and outdoor environment are recorded on a daily basis.

All trips off site are fully assessed prior to the event, ensuring adequate control measures are in place to maintain staff and children's safety at all times.

Fire Drills

Drills are held on a half termly basis, and are recorded in a fire log book by Maddie Musselwhite (Health and Safety Officer).

The pre-school are responsible for ensuring that the smoke alarms are working and these are checked and logged every week on a weekly risk assessment.

The landlord is responsible for the maintenance of the fire extinguishers and a copy of these is in our Health and Safety folder.

A tick sheet is on file to ensure that all children and staff regularly take part in our fire drills.

Portable appliance testing

The pre-school will ensure that all electrical equipment is certificated on an annual basis. A record of this is filed in the Health and Safety folder.

Cleanliness and Hygiene

- We regularly seek information 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 have a daily cleaning routine for the setting which includes the hall, ailing room, kitchen, toilets and nappy changing area.
- We have a schedule for cleaning resources and equipment, dressing up clothes, cushions, cups, plates, cutlery and furnishings.
- The toilet area has a high standard of hygiene including hand washing and drying facilities.
- We implement good hygiene practices by:
 - Cleaning tables between activities with anti bacterial spray
 - Cleaning toilets regularly and completing the cleaning log sheet in the toilet area
 - Wearing protective clothing such as disposable aprons and gloves
 - Insisting that parents provide a change of clothes daily when their child/ren are in session
 - Providing tissues and face wipes (checking first of any known allergies)

Grievances and Discipline

Grievances should be reported to the Pre-school Manager in the first instance where the matter will be dealt with. All employees are encouraged to report shortcomings in any health and safety arrangements, policies or procedures, and constructive critics are welcome. Such reports should again be made to the Pre-school Manager in the first instance. Employees who do not comply with the provisions of the health and safety policy, or do not follow defined safe systems

of work, will be disciplined in accordance with the procedure detailed in the employee's terms and conditions of employment.

Review and Revision

This policy will be reviewed regularly and revised as necessary, in accordance with any changes to the work place, work activities or legislation.

Signed on behalf of the pre-school: Jo Mengham

Role of signatory: Owner

This policy is a static policy for our website and will be reviewed and amended throughout the academic year. Copies of our up to date policies can be seen at our Pre-school.