THE WOODLAND PRE-SCHOOL

The Guide and Scout Centre,
Coates Lane, Downley.
Bucks, HP13 5UX
Tel 01494 521953 (8.00am – 3.30pm)
www.thewoodlandpreschool.co.uk

Health and Safety Policy

Policy Statement

The Health & Safety at Work Act 1974 requires that the Woodland Pre-School has a written Health and Safety Policy, containing details of our organisation, arrangements and means for managing and monitoring health, safety and welfare.

Our employees also have a legal obligation to familiarise themselves with the policy.

Woodlands believes that the health and safety of children is of paramount importance. We aim to make our pre-school a safe and healthy place for children, parents, students, staff and volunteers. We also aim to make everyone at the setting aware of health and safety issues and to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment.

Officers

Our named Health and Safety Officer is Karen Pearson. Her Deputy is Lisa Mortimer. They are competent to carry out these responsibilities.

The Health and Safety Officers regularly update their knowledge and understanding and share this with other relevant parties.

The necessary health and safety poster can be found on the notice stand in the foyer of Woodlands.

Risk Assessment

We have a comprehensive Risk Assessment procedure (see Risk Assessment Policy for more details.)

In summary our risk assessment process includes;

- A daily check of the halls, toilets, kitchen and outside areas before use
- Checking for hazards and risks indoors and outside and in our activities.

Our assessment takes into account adults and children and encompasses:

- Deciding which areas need attention
- Developing an action plan which specifies the action required, the timescales for action, the person responsible for the action and any funding required
- A termly risk assessment - when a full risk assessment is carried out
- A yearly risk assessment of resources and toys which includes cleaning as necessary

Insurance Cover

We have public liability insurance and employers' liability insurance. The certificate is displayed in the entrance foyer. The insurance is due for renewal annually in March.

Awareness raising

- Our induction training for staff and volunteers includes providing a copy of this policy and a clear explanation of health and safety issues so that all adults are able to adhere to our policy and understand their **shared responsibility** for health and safety. The induction training covers matters of employee well-being, including the location of fire exits, fire drill procedure, building security (keeping doors locked) safe lifting and the storage of potentially dangerous substances.
- Records are kept of these induction training sessions and new staff and volunteers are asked to sign the records to confirm that they have taken part.
- Health and safety issues such as collection details, security, allergy awareness and relevant details of the Sick Child Policy are explained to the parents of new children so that they understand the part they play in the daily life of the pre-school.
- As necessary, health and safety training is included in the annual training plans of staff and health and safety is discussed regularly at staff meetings.
- We have a no smoking policy.
- Children are made aware of health and safety issues through discussions, planned activities and routines.

Safety of Children

This is dealt with in detail in our Safeguarding Children and Student Placement policies.

In summary;

- Only persons who have been checked for criminal records by an enhanced disclosure from the Criminal Records Bureau (DBS check) have unsupervised access to the children, including helping them with toileting.
- Students are not left alone with a child or group of children.
- Activities and outside play are supervised by adults at all times. Children are not always supervised in the toilet but the toilets are checked regularly and there is always an adult nearby if children request help.
- Whenever children are on the premises at least two members of staff are present.
- We follow a strict policy regarding adult: child ratios.

Safety of adults

This is dealt with in detail in our Manual Handling policy**.**

- Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.
- When adults need to reach up to store equipment they are provided with safe equipment to do so.
- All warning signs are clear.

- Adults are advised not to remain in the building on their own or leave on their own after dark.
- The sickness of staff is recorded on the register and reviewed termly to identify any issues which need to be addressed.
- Staff involvement in accidents is recorded. The records are reviewed termly to identify any health and safety issues which need to be addressed.

Security

Systems are in place for the safe arrival and departure of children:

Arrival

- A member of staff will supervise the front door and greet families as they arrive each day.
- The time children arrive is marked on the register.
- The children are welcomed into Beechnut room where a member of staff will help settle them
- The Leader ensures that all staff members are marked as present with their arrival time in the register and that any other adults visiting have signed the visitors' book.
- The main door is locked whenever it is left unattended.

Departure

- A member of staff will supervise the front door in the entrance hall and welcome parents back to the setting as they arrive to collect their children.
- The children's creations and any letters will have been given to them in advance and the staff member on duty is made aware of any issues or messages which may need to be passed onto the parents /carers.
- A member of staff will supervise the departure of the children and will hand them over at the front door.
- The departure times of the children are recorded.
- Visitors are required to sign out of the visitors' book.
- Our security procedures prevent unauthorised access to our premises.
- Our security procedures prevent children from leaving our premises unnoticed.
- The personal possessions of staff and volunteers are securely stored during pre-school sessions in the designated places which are out of reach of children.

Building Security

Windows and ventilation

- Low level windows are made from materials which prevent accidental breakage.
- Low level windows in the rooms the children have access to are non-opening. Top windows are opened by staff and closed at the end of each session.
- Damaged windows would be cordoned off and reported to the Guide and Scout Centre Committee.

Doors

- The main door has a high-level turn lock which, when locked, prevents unauthorised access to the building and prevents children from opening the door.

- Internal doors can be pushed open and care is taken to ensure fingers are not trapped. A rubber "door jammer" can be used during sessions.

Floors

- All surfaces are checked daily to ensure they are clean and not uneven or damaged.
- Any temporary flooring used e.g. water mats, is inspected regularly to ensure it is clean and safe to use and does not pose a potential trip hazard.

Locking Up

- The premises are checked before locking up at the end of each session.

Kitchen

- Children do not have unsupervised access to the kitchen.
- Children are prevented from unsupervised access to the kitchen by closing and bolting the bottom half of the stable door
- Parent volunteers are politely reminded to adhere to this policy and asked not to allow children (even their own) access into the kitchen while they are preparing snacks or drinks.
- All surfaces are clean and non-porous.
- There are separate bowls for washing cups and for washing paint pots and brushes. Pink cloths are used for washing up. Blue cloths are for cleaning tables, paint pots etc.
- Cleaning materials and other dangerous materials are stored out of children's reach.
- When children take part in cooking activities, they;
    - are supervised at all times;
    - are kept away from hot surfaces and hot water
    - do not have unsupervised access to electrical equipment

Electrical/gas equipment

- All electrical/gas equipment conforms to safety requirements and is checked regularly by the Management Committee of the Guide and Scout Centre
- Our boiler/electrical switchgear/meter cupboard is not accessible to the children
- Fires, heaters, electric sockets, wires and leads are properly guarded and the children are taught not to touch them
- As of October 2025 there is no heating system in the centre but work is planned for over half term. Currently plug in electric heaters are used and placed out of reach of the children.
- There are sufficient sockets to prevent overloading
- The temperature of hot water is controlled to prevent scalds
- Lighting and ventilation is adequate in all areas including storage areas

Storage

- All resources and materials which children select are stored safely
- All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing

Outdoor area

- Children will have the opportunity to play in the fresh air throughout the year, whether in the pre-school's own outside area, the Common or on trips

- The outdoor area is securely fenced. When children are on the premises the main gate is always bolted and padlocked, an additional high level bolt is secured and a metal chain fastened across both gates. When the children are outside the pedestrian gate is secured by a sliding bolt and padlock.
- The outdoor area is checked as part of our daily risk assessments for safety and cleared of rubbish before it is used
- Adults and children are alerted to the dangers of fungi. Poisonous plants are removed
- Children are not allowed access to the Nature area without an adult accompanying them
- Where water can form a pool on equipment, it is emptied before children start playing outside
- Our outdoor sand pit is covered when not in use. The sand is monitored and changed regularly
- All outdoor activities are supervised at all times
- Children are not allowed outside to play unless staff are present within the appropriate ratios

Sun safety

- We understand our responsibility to ensure that children are protected from the harmful effects of the sun. We follow the guidance provided by Cancer Research UK for Nurseries and Preschools.
- The five Key skin cancer prevention messages are:
    - Spend Time in the shade between 11 and 3
    - Make sure you never burn.
    - Aim to cover up with a t-shirt, hat and sunglasses
    - Remember children burn more easily
    - Then use factor 30+ sunscreen which is at least 4 or 5 stars

- We aim to provide an environment that enables children, staff, students and volunteers to stay safe in the sun. We already have shady areas in the outside area
- Parents are asked to supply a sunhat and apply sunscreen to their child before coming to Woodlands on sunny days
- Spare sunhats are always available for children who don't bring one
- We also endeavour to promote the above messages, through education by helping the children to learn about sun safety at a level appropriate to their understanding and to increase knowledge and influence behaviour of those adults caring for the children who attend our preschool

Hygiene

- In accordance with the Food Hygiene Regulations, January 2006, the Woodland Pre-school is registered with Buckinghamshire Council, as a Food Business Establishment.
- Food safety management procedures, based on the principle of "Hazard Analysis Critical Control Point" (HACCP) have been put in place.
- The Woodland Pre-school is categorised as a low risk business - mainly fruit, vegetables, milk and water are provided at snack time and the items produced during cooking sessions are usually taken home to be eaten or eaten at snack time.
- Children attending lunch club are required to provide their own lunches in appropriate named lunch boxes.
- Our daily routines encourage the children to learn about personal hygiene.

- We have a daily cleaning routine at the end of each session which includes the main hall, kitchen, toilets and nappy changing areas.
- This is supplemented by the Guide and Scout Centre cleaning routine. They employ a cleaner who thoroughly cleans the centre.
- All used nappies and pull ups are bagged and disposed of in the general waste
- The toilet area has a high standard of hygiene including hand washing and drying facilities for adults.
- We implement good hygiene practices by;
    - cleaning tables between activities and especially before snack time with an antibacterial cleaner
    - checking toilets regularly
    - wearing protective clothing - such as aprons and disposable gloves - as appropriate
    - providing sets of clean clothes as needed
    - providing face tissues and wipes as needed
    - using the specialised spills kit when necessary e.g. dealing with vomit, blood or urine

Food and drink

- Staff who prepare and handle food receive appropriate training and understand and comply with food safety and hygiene regulations. Staff members who have attended such training courses share the information learnt with other staff members or regular volunteers
- All food and drink is stored appropriately
- If adults are carrying hot drinks through the play area(s) they should be in a thermal lidded cup and are not placed within reach of children
- Snack and lunch times are appropriately supervised with a staff member sat at each table to reduce the risk of choking and to ensure children do not walk about with food
- Fresh drinking water is available to the children at all times
- We operate systems to ensure that children do not have access to food/drinks to which they are allergic

Activities

- Before purchase or loan, equipment and resources are checked to ensure that they are safe for the ages and stages of the children currently attending the pre-school
- The layout of play equipment allows adults and children to move safely and freely between activities
- All equipment is regularly checked for cleanliness and safety and any dangerous items are repaired or discarded
- All materials - including paint and glue - are non-toxic
- Sand is clean and suitable for children's play. The sand is replaced as required
- Other malleable play items such as play dough are replaced regularly (minimum fortnightly)
- Physical play is constantly supervised
- Children are taught to handle and store tools safely
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow
- Children are only permitted to wear stud style earrings to Woodlands

Outings and visits

This is dealt with in more detail in our Outings and Risk assessment policies

In Summary:

- We have agreed procedures for the safe conduct of outings
- Risk assessments have been carried out to cover regular local outings and are referred to prior to each outing. Local factors e.g. building work, activity on the Common, are taken into consideration
- Outings usually take place locally and parents sign a consent form when the child starts at the setting to cover these outings. Parents always sign an additional consent form before major outings
- Our adult to child ratio is high, normally one adult to two children but sometimes one adult to three children where appropriate
- The children are appropriately supervised to ensure no child gets lost and that there is no unauthorised access to children
- Portable first aid kits and children's emergency medication are taken on all outings and visits

For those children remaining at pre-school, the adult to child ratio conforms to the statutory guidance in the Early Years Foundation Stage.

Animals

This is dealt with in our Animals in the Setting Policy

Fire safety / Evacuation procedures

The Evacuation Drill policy details what to do during a fire/evacuation drill.

- Fire exits are clearly marked. Staff are told the importance of Fire Doors being kept shut but easily opened from the inside and Fire Exits unlocked and unimpeded
- Smoke detectors and fire fighting appliances conform to BSEN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the Guide and Scout Management Committee
- Our emergency evacuation procedures are;
    - Clearly displayed in the premises
    - Explained to new members of staff, volunteers and parents
    - Practised termly to ensure that all children and adults have participated

- Our practice drills include;
    - Familiarising children with the sound of the smoke alarm
    - Familiarising children and staff with where the fire exits are
    - Familiarising children with being led from the building
    - Allocating roles of responsibility for collecting registers and visitors book, checking toilets, counting children
    - Assessing how long evacuation takes

- Allocating responsibility for calling the emergency services should a real emergency occur
- Allocating responsibility for contacting parents of all children

The servicing of the fire safety equipment is undertaken by the Guide and Scout Management Committee

The Fire Drill Book, which is kept in the filing cabinet contains details of our fire/ emergency evacuation procedures

First aid and medication

At least one member of staff with a current Certificate of Paediatric First Aid training from an approved organisation, is on the premises or on an outing at any one time.

At the present time the named, qualified first aiders are;

Farzana Jamadar, Lisa Mortimer, Shayle Swanepoel, Katy White, Natalie Ellis, Gemma Tanswell, Sarah McKnight, Lydia Davies, Emily Smith

Our first aid kit:

- Complies with the Health and Safety (First Aid) Regulations 1981
- Is regularly checked by a designated member of staff (Lisa Mortimer) and re-stocked as necessary
- Is easily accessible to adults
- Is kept out of the reach of children on the top shelf of the white cupboard in Acorn Room

Portable first aid kits are taken on all outings along with all children's emergency medication

- At the time of admission to the pre-school, parents' written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval.

Child injured or involved in an accident

- All accidents are to be entered on to Tapestry and discussed with parents on collection and signed. Once signed, a copy is saved on Tapestry and sent to the parent. The accident forms are saved electronically on the preschools' cloud. These are reviewed at least half termly to identify any potential or actual hazards
- The first aider will take charge of the care of the injured child. Other staff will support the first aider and care for the remaining children in a calm manner
- If the injury is minor, e.g. a scrape or bruise, the parent will be notified when they collect their child and they will be asked to sign the online accident form on Tapestry.
- If the injury is more serious, the online accident form will still be completed and signed, but the parents will be notified immediately by telephone
- If the first aider feels that the accident requires an expert opinion, please refer to the Emergency Action Plan policy
- Inform OFSTED of any serious illness or accident incurred whilst at the setting.

Reporting Hazards or concerns

- Should a member of staff, student or volunteer helper be concerned about a potential hazard, they must report this immediately to the Leader. If the hazard cannot be dealt with simply and straight away a full risk assessment must be carried out / written up and these concerns passed onto either the buildings management committee or the trustees, whichever is relevant. These are acted upon within realistic timescales.
- If parents have a concern about a potential hazard they should feel free to discuss this issue with the Leader or another member of staff who should in turn report it to the Leader. Parent/carers concerns will be taken seriously and given all due attention.
- However if a parent remains concerned and does not feel that adequate action has been taken they have the right to make a formal complaint. Please read our Complaint procedure for further details.

Notifying external agencies

- Ofsted is notified of any injury requiring treatment by a General Practitioner or hospital, or the death of a child or adult
- Ofsted is notified of any outbreak of food poisoning
- We meet our legal requirements for the safety of our employees by complying with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations)

- We report to the local office of the Health and Safety Executive any instance of;
    - A death or major injury - immediately
    - An over-three-day injury (that is when an employee or self- employed person has an accident at work and is unable to work for over three days, but does not have a major injury) within ten days
    - A work-related disease -immediately the diagnosis is confirmed
    - Any dangerous occurrences (that is when something happens that does not result in a reportable injury, but which clearly could have done.) - immediately

- In the event of any of the above we would contact RIDDOR preferably online How to make a RIDDOR report - RIDDOR - HSE
- We will keep a full record of any accidents or injuries reported
- All forms received back from RIDDOR after a report will also be filed and retained.

Medication

This is dealt with in more detail in our Managing medicines policy.

- We do not routinely administer prescribed medicines at Woodlands.
- We do not administer non prescribed drugs at Woodlands.
- Children's other prescribed drugs are requested to be kept and administered by the parents/carers at home unless the child has made significant improvement in their diagnosed condition.
- Individuals' inhalers and epi-pens are stored in an agreed location of which all staff are aware.
- Parents give prior written permission for the administration of inhalers and epi-pens.

- If prescribed emergency medication requires medical knowledge only trained staff can administer it such as Adrenalin for children with known anaphylaxis.
- Children with long term medical condition, e.g. diabetes, will not be excluded. Appropriate staff training will be undertaken and a Health Care Plan implemented.

Sickness

Please read our Sick Children Policy

- Our policy for the exclusion of ill or infectious children is discussed with parents. This includes procedures for contacting parents, or other authorised adults, if a child becomes ill at pre-school.

- Parents must keep children at home for 48 hours after the last incidence of vomiting or diarrhoea.

- Ofsted is notified of any infectious diseases which a qualified medical person considers notifiable.

Records

- In accordance with the EYFS Statutory guidance, we keep records of:
    - 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
    - The times of attendance of children, staff, volunteers and visitors
    - Accidents

In addition, the following policies and documentation in relation to health and safety are in place:

Links to Other Policies
Safeguarding Children Policy
Complaint Policy
Food Hygiene and Infection Control Policy
Emergency Action Plans
Outings Policy
Risk Assessment Policy
Sick Child Policy
Staff and Employment Policy
Manual Handling Policy
Managing Medicines Policy
Student Placement Policy
Evacuation Drill Policy

Links to EYFS Key Themes and Commitments
Keeping safe
Health and Well-being

Parents as Partners
Key Person
The Learning Environment

Links to legislation and key guidance

COSHH 2002 (Care of Substances Hazardous to Health Regulations)
Manual Handling Operations Regulations 1992 (amended 2002)
Childrens Act 1989 and 2004
The health and safety at work act 1974
Health Protection Agency Act 2004
Public Health (Infectious diseases) Regulations 1988
Public Health (Control of diseases) Regulations 1984
Data protection Act DPA 2018
Freedom of information act 2000
The management of health and safety regulations 1999
The health and safety regulations (consultation with employees) regulations 1996
The electricity at work regulation 1989
The Safety representatives and safety committee's regulations 1977
International children's emergency fund (UNICEF)
The United Nations convention on the rights of the child 1992

Further Information

Department for education: Department for Education - GOV.UK

Department of health: www.dh.gov.uk

Health and safety executive: www.hse.gov.uk

This policy (Health and Safety) has been adopted by the Woodland Pre-School

On (date) October 2025_____

To be reviewed on (date) October 2026_____