Health, Safety & Environmental Policy

Policy created	01.12.2015	Version number	3.4
Last reviewed	01.11.2026	Next review date	01.11.2027

Policy Statement

This policy is in place to ensure that Plymtree Pre-school is operating in a safe environment with due regard for children's health and safety. The Pre-school committee and staff are committed to ensuring the continued wellbeing of your children whilst they are in our care.

Plymtree Pre-school recognises that as an employer it has a responsibility to ensure the health, safety and welfare at work of employees, whether paid or voluntary. We also recognise the responsibility to others who are on the premises, not least the children, who may otherwise be affected by our actions.

In accordance with the Health and Safety at Work etc Act 1974, we maintain safe working conditions and ensure that all employees are sufficiently aware of and practise safe systems of working. Employees have a duty to take care of their own safety and the safety of others who may be affected by their acts or omissions. They are required to report any health and safety concerns immediately and to cooperate with us in all health and safety matters.

We will, where appropriate, act on the advice given by agencies such as Ofsted, the Health and Safety Executive and the Fire Service in relation to health and safety matters.

This policy incorporates the pre-existing Health Policy version 7.2 and the Health & Safety Policy version 7.1.

This policy is based on guidance taken from the HSE website.

Specific Responsibility

The Committee are responsible for ensuring that this policy is satisfactorily implemented. The Settings Manager is responsible for ensuring all new employees/students/volunteers are aware of and understand this policy.

Staff members must report any health and safety issues or concerns to the Committee immediately.

The Pre-school Leader is responsible for ensuring that the First Aid box is regularly checked and stocked.

Please note that maintenance of safety equipment belonging to the village hall is the responsibility of Plymtree Village Hall Committee. The Pre-school checks that the hall and the areas and equipment used by the children belonging to the village hall daily to ensure that it is safe for the children to use the equipment/rooms such as the toilets and the cleanliness of the kitchen for preparation of children's snacks for example.

Use of the Setting

All adults are aware of the systems in operation for children's arrival and departures and an adult will be at the door during these periods – usually the Pre-school Leader.

Children are marked 'in' and 'out' of the register at the beginning and end of each session. An attendance register of both adults and children are completed as people arrive so that a complete record of all those present is available in any emergency.

Children will leave the setting only with authorised adults. Adults unfamiliar to pre-school staff will be asked to provide a password set up by the parent/carer before they are allowed to leave with the child. Parents are asked to inform the Pre-school if anyone different is collecting their child.

Safety checks are made on the premises prior to the start of a session and this is recorded daily. The main entrance is locked, with a bolt at an adult's level. Side doors are also locked, again with bolts at adult level.

The layout and space allows children and adults to move safely and freely between activities.

The appropriate adult: child ratios, as set out in the Statutory Framework for Early Years Foundation Stage and verbal risk assessments communicated by the setting manager, will always be maintained throughout all sessions.

Internal safety gates/barriers are used as necessary.

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

Equipment

Equipment must always be used in accordance with any instructions given.

Equipment is checked regularly and any dangerous items are repaired/discarded. No employee should attempt to repair equipment unless trained to do so.

Heaters and plug points are adequately guarded as required.

Large equipment is erected with care and checked regularly.

Activities such as cooking and climbing receive close and constant supervision.

Equipment offered to children is developmentally appropriate, recognising that materials suitable for an older child may pose a risk to younger children.

Staff emergency

If a staff member needs to leave the setting in an emergency, the following procedure should be followed:

- Check that the current staffing level is in compliance with the required adult:child ratios.

If yes:

- Then the Chairperson must be called to be advised of the situation.

If no:

- Telephone any staff not currently in the setting and ask if they are able to come in; and/or
- Telephone the Chairperson to advise and ask if they are able come in

Should none of the above be available to come in at short notice, then telephone all Committee members to see if they are available to come to the setting.

Should cover not be available, Ofsted must be advised and parents called for early pick up. On arrival of the first parent they should then be asked to stay until the remaining children are picked up or a Committee or staff member has arrived.

Staff and Committee members' telephone numbers are held in the register.

Accidents

Every effort should be made to avoid an accident happening. For that reason, adults must supervise children at all times.

If an accident occurs, accident/incident sheets are available at each session for the reporting of any accidents/incidents.

For accidents more than simply a knock (a knock being when a child just stands up and carries on), a log form must be completed by the staff member who witnessed the accident (or, if not witnessed, by the Setting Manager/Pre-school Leader). This matter will be notified to the parent/carer upon collection of their child and they will be asked to sign the form to show their acknowledgment. The accident log form will then be placed in the Pre-school Accident & Incident folder kept in the filing cabinet.

An incident log form must also be completed in relation to a behaviour problem, a child arriving with an unexplained significant injury, a missing child or a child saying something significant. The form is to be completed by the Setting Manager/ Pre-school Leader with the assistance of the staff member who witnessed the incident, if appropriate. This matter will be notified to the parent/carer upon collection of their child and they will be asked to sign the form to show their acknowledgment, unless it is the Setting Manager/ Pre-school Leader's belief that in doing so it might put the child in danger.

First Aid

The Pre-school will ensure that the First Aid equipment is kept clean, replenished and replaced as necessary. Sterile items will be kept sealed in their packages until needed, and all equipment will be in date.

The First Aid box is located in the kitchen.

It is the responsibility of the Pre-school Leader to inform the Committee if the box needs updating.

The Setting Manager will ensure that Pediatric First Aid training is kept up to date.

Accident Procedure

- Staff are trained in First Aid; it is a statutory requirement (EYFS Sept 2025) to ensure there is **at least** one trained First Aider on site **at all times**.
- All accidents, no matter how small, will be recorded in the accident file/forms, including any details of first aid administered.
- Parents/carers will sign the entry on collection of the child.
- Individual pages should be used for confidentiality
- Safety gloves must be worn when dealing with bodily fluids in accordance with our Health and Safety policy.
- Ensure compliance with the Health, Safety and Environmental Policy.

If necessary, telephone the emergency services:

- Dial **999** or **112** and ask for an ambulance
- Your telephone number is **07928 786673**
- Your location is as follows: **Plymtree Pre-school**, **Plymtree Parish Hall**, **Plymtree**, **Cullompton**, **Devon**
- Your post code is: **EX15 2LE**
- Give exact location in the setting
- Give your name
- Give the casualty's name and brief description

Prior Parental Consent for Emergency Treatment

This is obtained from all parents/carers as part of the Welcome Pack when a child starts pre-school. This forms part of the Admission Policy.

More information on the administration of medication and Individual Care Plans is included in this policy.

Informing Ofsted and Local Child Protection Agencies

We will inform Ofsted and local child protection agencies about any:

- serious accident involving a child;
- serious illness or injury to a child; and
- death of a child registered at our setting (whether death takes place in the setting or whilst not under our care)

We will also inform them about any action taken and we will act on any advice given.

We will notify them as soon as is reasonably practicable, but within 14 days of the incident happening.

Children/Staff who are unwell

It is our duty to record and identify any illnesses within children in our care. Medical advice may need to be sought by parents/carers in order to identify and confirm specific illnesses as staff are not trained medical practitioners.

Children with suspected or confirmed infectious illnesses/diseases will be excluded and are asked not to return to Pre-school for 48 hours.

Parents/carers should not send children to Pre-school until 48 hours after the last bout of sickness/diarrhoea. Staff should adhere to the same rule.

Parents/carers should ensure that their child is well enough to attend Pre-School. This includes children with non-specific illness who may have a cold and temperature and parents should bear in mind that Pre-school staff cannot give non-prescribed medication to children. In order to ensure the best quality care for all children attending Plymtree Pre-school may decline entry to a child whom staff do not deem well enough to attend.

Parents/carers must inform us of any contagious illnesses their child has had.

We expect parent/carers to cooperate with us by not bringing children to the Pre-school if they have any infectious or contagious illness. Staff will also be asked not to attend work under the same circumstances.

If the child/ren of Pre-school staff are unwell, the children will not accompany their parents/carers to work in the Pre-school.

Cuts or open sores, whether on adults or children will be covered with plasters or other dressings, taking into account of the needs of the individual. Parents are asked to notify Pre-school if their child is allergic to plasters.

If a child becomes ill whilst at Pre-school the following procedures will be followed:

- If a child becomes ill we will take every possible step to contact parents/carers, but if this is not possible, we will take responsible measures to care for the child.
- In the event that the primary parents/carers cannot be reached, the given emergency contacts will be contacted.
- All treatment given must be recorded in the incident book.
- Notifiable diseases should be reported to OFSTED – 0300 123 1231 and the Health Protection Unit, Infection Control office on 0344 2253557 and also the local environmental health department on 01395 517457. A list of notifiable diseases is included in the Appendices to these Policies.

RIDDOR

In accordance with RIDDOR (Reporting of Injuries, Diseases or Dangerous Occurrences Regulations) legislation the following incidents to any person as part of a Pre-school activity will be reported to the Health and Safety Executive on 0845 300 9923:

- Death;

- Specified injuries as set out under RIDDOR legislation which includes a fracture (but not of fingers, thumbs or toes), amputation, loss of sight (temporary or permanent) and injury resulting from an electric shock;
- Over seven day injuries – where an employee is away from work or unable to perform their normal work duties for more than seven consecutive days (not counting the day of the accident);
- Non-fatal accidents to non-workers resulting in hospital treatment;
- Occupational diseases;
- Dangerous occurrences as set out on the HSE website; and
- Gas incidents.

Such incidents should also be reported to Ofsted.

Fire Safety

All staff should familiarise themselves with the fire safety instructions, which are displayed on the noticeboards. Please refer to the Fire Safety Policy for further details of our evacuation procedures.

Control of Substances Hazardous to Health (COSHH)

All dangerous materials, including medicines and cleaning materials are stored out of reach of children, adhering to the COSHH Regulations. Such materials will be used and disposed of with care and in accordance with the COSHH Regulations.

Hygiene

It is our policy to provide a healthy and safe environment for staff and children.

The Health & Safety Hygiene daily check list is carried out daily and filed weekly.

Employees have a responsibility to ensure that their personal hygiene meets an acceptable standard and that they observe good environmental hygiene practices, for example, by using the appropriate waste bin for the disposal of rubbish.

Cleaning and clearing

We recognise that we have a duty to set appropriate standards of cleanliness throughout. In complying with that duty:

- Any spills of blood, vomit or excrement are wiped up and flushed away down the toilet. Disposable gloves are always used when cleaning up spills of bodily fluids. Floors and other affected surfaces are disinfected using a suitable disinfectant. Fabrics contaminated with body fluids are put into a plastic bag for the parent/carer to take home.
- Spare clean clothing is available in case of parent/carers not providing them as are plastic bags in which to put soiled garments.

- Washing and changing of children will take place in the toilet area.
- Tissues are available and children are encouraged to blow and wipe their noses. Soiled tissues are disposed of hygienically.
- Table tops are cleaned regularly using antibacterial spray.
- Food preparation areas are maintained in accordance with food hygiene regulations in which staff have training.

Personal Hygiene

To prevent the spread of all infection, adults in the Pre-school will ensure that the following good practices are observed:

- Hands are washed after using the toilet and before cooking or eating.
- Parent/carers are asked to bring a change of clothes / nappies so staff can change the children when necessary.
- Children are discouraged from wearing jewellery to the setting. However, children with pierced ears may wear small safety studs. Children with pierced ears are not allowed to try on or share each other's earrings. Only studs are to be worn.
- Parents/carers of children who wear jewellery on religious grounds should make Pre-school staff aware of this prior to the child/ren commencing at the setting.
- Individual paper towels are used and disposed of appropriately for hand drying purposes.
- Hygiene rules related to bodily fluids are followed with particular care and all staff are aware of how infections can be transmitted.
- Children are encouraged to shield their mouths/noses when coughing or sneezing.

For more information please refer to our Food and Drink Policy.

Food and Drink

The Pre-school has a responsibility to maintain acceptable levels of hygiene and health and safety with respect to food. Adults will observe current legislation regarding food hygiene and where necessary will undertake training as arranged by the Setting Manager.

Please see the Food and Drink Policy for more information.

Administration of Medication

Plymtree Pre-school appreciates that although children may be well enough to return to pre-school after an illness (see illness section of HSE Policy), they may still require medication.

Staff will only administer **prescribed** medication, with written consent on a Short-Term administration of medical treatment form or a Long-Term administration of medical treatment form, completed by parent/carer. Staff cannot administer medication if an entry is not made.

The Administration of Medicines Procedure shall be adhered to at all times.

In cases where children require the use of inhalers and epi pens these can be stored on site and if necessary, we will arrange for specialist staff training for administering unusual drugs. No medication should be stored on the premises save for in exceptional circumstances.

The following procedure for administering medicines shall be followed for all cases.

Requirements for the Pre-school to Administer Medication

- A Medicines Form must be completed by the parent giving consent to administer the dosage required.
- The Pre-school will only administer medication which has a firmly attached label showing the child's name and the official pharmacy label.

Administration of Medicine Procedure

- Medicine shall be administered by a member of staff and witnessed by a second member of staff.
- The staff member shall check that the Medicines Form has been filled out.
- The staff member shall check that the dosage on the Medicines Form is the same as the pharmacy label on the medicine.
- The correct dosage shall then be measured out.
- The second staff member shall also check the dosage, and then witness as the correct dosage is administered.
- The Medicines Form shall be filled in immediately, and signed by both members of staff.
- If medicine is given late, or not given at all, staff shall record the relevant details on the Medicines Form.
- The completed form shall be kept for a period of two years.

Storage of Medicines

- During sessions medicines shall be stored on a high shelf in a cupboard/container in the kitchen where children have no access. Medication will then be sent home with the child, save for in exceptional circumstances when it should be stored in the locked filing cabinet.
- Medicines requiring refrigeration shall be stored in the kitchen fridge.

Smoking

Please see our Non-Smoking Policy for more information.

Risk Assessments

The Setting Manager carries out general workplace risk assessments periodically. The purpose is to assess risks to the health and safety of employees, visitors and other third parties as a result of our activities and to identify any measures that need to be taken to control those risks. These risk assessments may be written or verbal.

Hazards

Any hazards should be reported to the Chairperson by email or other written form.

Training

The Setting Manager and Committee ensure that members of staff are given adequate training and supervision to enable them to perform their duties safely and competently. Health and safety matters will be included in the staff induction.

Emergency Plan

Plymtree Pre-school has an Emergency Plan which staff will put into operation in the event of an emergency situation arising. The Emergency Plan is in place to safeguard children and staff at the Pre-school. A copy of the Emergency Plan is kept in the daily register.

Insurance

The Pre-school holds public liability insurance and displays the certificate on the notice board.

Document History

Date	Change details	Reviewed by
01/01/16	Policy created to merge the Health Policy with the Health & Safety Policy. Added clause on wearing safety studs. Added clause re jewellery for religious reasons. Changed 'accident' to 'incident' book. Added clause to inform parents if we are unable to contact them, given emergency contacts will be phoned. Removed staff duty to 'identify' an illness – clause added for parents/carers to seek medical advice. Added provision to inform Ofsted/Local authority of death of child registered at setting (previously stated whilst in our care) in line with Ofsted guidance. Added contact details for Chair of Village Hall committee. Any repetition removed. Added reference to Emergency Plan	Rowan Pettitt
03/08/16	Policy reviewed – no changes	Rowan Pettitt
01/01/18	Added paragraph: Parents/carers should ensure that their child is well enough to attend Pre-School. This includes children with non-specific illness who may have a cold/temperature. In order to ensure the best quality care for all children attending Plymtree Pre-school may decline entry to a child who staff do not deem well enough to attend.	Rowan Pettitt

16/05/18	Play Leader changed to Pre-school Leader	Ellie Hibberd
02/10/18	Policy reviewed – no updates	Donna Manser
01/10/19	Policy reviewed – no updates	Donna Manser
06/10/19	Changed Pre-school folder to Pre-school Accident & Incident folder and removed comment that forms will be kept in the child's file. Amended 'child arriving with an injury' to 'child arriving with an unexplained significant injury'.	Clare Livingstone
10/11/20	Covid-19 annex added	Anna Shelbourne
22/09/21	Policy reviewed – no updates	Anna Shelbourne
29/09/22	Covid-19 annex removed	Anna Shelbourne
01/09/23	Policy reviewed – no update	Charlotte Gibbins
01/09/24	Policy reviewed- no update	Charlotte Gibbins
1/10/25	Reviewed - Removed "The Pre-school has a nominated Health and Safety Officer on the Committee." Removed "The Chairperson of the Village Hall Committee is currently Richard Shelbourne." Added "verbal risk assessments communicated by the setting manager" Added "it is a statutory requirement (EYFS Sept 2025") Changed communications re. hazard to "reported to the Chairperson by email or other written form"	Clare Livingstone
01/11/26	Policy reviewed – removed "Should none of the above be available, then telephone Plymtree School (01884 277294) to ask if they have any cover available.	Clare Livingstone