



# Health and Safety Policy

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Lymestone Preschool is committed to providing a safe, healthy, and nurturing environment where children can learn, play, and thrive. We recognise our duty to comply with all relevant health and safety legislation, including the Statutory Framework for the Early Years Foundation Stage (EYFS), and to promote a culture of safety among staff, children, and families.

We will:

- Protect children, staff, parents, and visitors from harm.
- Identify and manage risks effectively.
- Promote safe practices in all activities.
- Ensure all staff are trained and confident in health and safety procedures.

## Responsibilities

Preschool Committee and Managers: Overall responsibility for health and safety, policy review, and compliance.

Staff: Follow procedures, report hazards, and maintain safe environments.

Parents/Carers: Support safety measures and share relevant health information.

Children: Encouraged to follow simple safety rules appropriate to their age.

## Risk Assessment

Senior management will conduct daily safety checks each morning of indoor and outdoor areas and Furniture and equipment before they are accessed by any children.

Risk assessments for activities, trips, and equipment are completed or reviewed before attending/using equipment. Staff may also carry out dynamic risk assessments where necessary which is not documented but will avoid injury or risk.

All staff are responsible in ensuring that furniture and equipment are kept in good order, if damage or faults are found, they are immediately to stop use and remove from floor. This should be recorded and reported to management for repairs or safely disposed of.

Risk assessments take place for staff or children, when necessary, this can include by not limited to broken bones, or health issues that may affect their capability within the workplace. These will be completed by management and staff or parent before attending setting.

The Preschool management will ensure that the following premise and equipment checks are completely within the stated timeframe and with a registered compliant company.

- PAT Testing (Annual)
- Building Maintenance checks (Annual)
- Electric and Gas safety checks (Annual)

## Health & Hygiene

## Hygiene

All adults and children will partake in regular handwashing and good hygiene habits.

All the Preschool areas will be cleaned throughout the day with a focus on high traffic areas. A deeper clean down and disinfect will take place at the end of each day. Regular deep cleans of toys, soft furnishings and carpets will take place termly and/or when we have any infectious/norovirus outbreaks.

Cleaning products and chemicals are stored in a high-level cupboard in the kitchen and bathroom only, these cupboards are not accessible to children. Staff will be trained on use of cleaning products and equipment and would have read and Understood our COSHH file.

All staff preparing snacks for children will hold a valid food hygiene certificate at level 2 minimum and hold a food allergy training certificate. Allergies for children attending the setting will be clearly displayed during serving snack and in the kitchen. Staff will always follow safe food handling and allergy management procedures. East Devon food standard agency will visit the Preschool routinely and the preschool will display in our front facing window our food hygiene rating

## Health

Medication on site for emergency use only will be kept boxed in a cupboard out of reach to children. Dates of expiry will be checked regularly and before administration, when medication has expired it will be taken to a local pharmacy by a senior member of staff for safe disposal. Medication for children that has been prescribed and will be administered at the preschool will be clearly labelled. Signed consent will be gained before any medication is administered. Staff will always follow the policy and procedures in our medication policy. Any staff medication will be kept separately from children's medication in a locked cupboard within the office. Medication for staff will be documented and updated when necessary

Staff will complete manual handling training as part of their induction process. Manual handling must be kept to a minimum, and staff should assess tasks beforehand to reduce the risk of injury.

Staff are expected to minimise the carrying and holding of children and encourage children to walk independently where appropriate and safe to do so. Any necessary lifting or carrying of children must be carried out in accordance with manual handling training and the child's individual needs.

The Preschool has a children's sickness and health policy and infection, prevention and control policy that outlines the expectations that parents and staff are to adhere to, and procedures the Preschool will follow if there is an outbreak.

## Accidents & Emergencies

All qualified Early Years practitioners and floor-based management are paediatric first aid trained and hold a valid certification. The preschool will ensure sufficient staff with current paediatric first aid qualifications are present at all times in accordance with EYFS requirements.

First aid kits are fully stocked and checked regularly with a record kept. Kits are clearly displayed within each room, and in the kitchen. Additional supplies are kept in a clean locked unit within the office. On outings the Preschool outing bag will always be taken which contains a first aid kit and any children who need to have medication kept on them always will have this packed.

Parents will be informed of all accidents and head injuries in accordance with the Preschool's Accident, Incident and First Aid Policy. Any accidents/incidents involving staff/Volunteer will be recorded and kept in their personnel file.

The Preschool has appropriate fire detection and control equipment in place. Such as fire blanket located in the kitchen and fire extinguishers located throughout the building. Fire exits are clearly marked and emergency lockdown procedures in place. Fire evacuation drills are conducted at least termly are recorded, any identified risks or hazards are logged and removed or reduced where possible. An external company service our fire safety equipment on a yearly basis. All staff and volunteers have read and understood the Preschool Fire safety policies and procedure, and refreshers take place during staff training.

## **Reporting**

Certain serious accidents, injuries, diseases and dangerous occurrences involving children, staff or visitors will be reported to the Health and Safety Executive (HSE) under RIDDOR requirements. Where required, Ofsted and other relevant agencies will also be notified.

## **Safeguarding & Security**

### **Safeguarding**

Lympstone Preschool makes safeguarding a priority and operate on a robust safeguarding and whistleblowing policy and procedures in line with all requirements in the EYFS. All staff are trained at a level 2 in safeguarding and level 3 for our DSL and Deputy DSL, both DSL's have also received additional training in Encompass Operation.

Children are always supervised, with a minimum of 2 qualified early years staff always onsite. Staff: child ratios are always adhered in line with the EYFS. Lone working with children does not take place except in exceptional circumstances where appropriate risk assessments and safeguarding measures are in place.

### **Security**

Access into and out of the premises is always secure. A key entry gate is in operation at the front of the Preschool; access is through a coded gate that only current staff will know. This code is changed regularly. Additional locks are on internal doors with staff being fully aware of procedures to follow.

Camera and recording CCTV operates within the Preschool grounds. During the Preschool opening hours, no Recording will be taken. When the Preschool closed CCTV will record until opening the next day. This is to deter any acts of vandalism being caused and will be used as evidence if necessary. The Preschool has a CCTV policy in place and follows all procedures.

### **Visitors and Contractors**

Visitors and contractors must sign in, follow health and safety procedures and be supervised where appropriate. Contractors undertaking work on site must provide evidence of suitable health and safety arrangements.

## **Training**

All staff/volunteers job descriptions states that they must complete regular online/in person training to ensure the health and safety, wellbeing and any other important practices of working in setting are understood and adhered to.

## **Related Policies**

This policy should be read alongside the Preschool's:

- Safeguarding and Child Protection Policy
- Accident, Incident and First Aid Policy

- Administration of Medication Policy
- Infection Prevention and Control Policy
- Fire Safety and Emergency Procedure
- Lockdown Procedure
- Missing Child Policy
- Outings and Visits Policy
- Intimate Care Policy
- Uncollected Child Policy
- Food Hygiene and Allergy Management Policy
- Behaviour Management Policy
- Whistleblowing Policy

*This policy was approved by Lympstone Preschool Committee, and will be reviewed annually, or sooner if legislation, guidance or operational requirements change.*

Reviewed: 02/06/2026