



FOREST ROW COMMUNITY PRE-SCHOOL POLICY

1 HEALTH AND SAFETY POLICY

It is the intention of Forest Row Community Pre-school to provide and maintain a safe and healthy working environment for all employees, children and their parents/carers whilst on the premises.

Forest Row Community Pre-school takes all positive steps to promote safety within the setting and outings. We ensure that all proper precautions are taken to prevent accidents by our ongoing risk assessment being conducted by our registered Health and Safety Officer – Sandra Booth.

Employees are reminded that they have a responsibility to work safely and efficiently, to report incidents that could lead to injury or damage, to ensure that accidents are recorded in the Accident Book and to avoid interfering intentionally or recklessly with anything provided for health and safety. Any hazardous situation should be reported immediately to the supervisor who will inform the Health and Safety Officer.

The Committee Chair has overall responsibility for ensuring the policy is implemented. The Supervisor on duty is responsible for health and safety during the pre-school session and should ensure the following daily safety checks are carried out.

1. Fire exits unobstructed and open freely.
2. Floor clean, dry and clear of obstructions.
3. Hazardous substances out of reach of children and away from foodstuffs in store room.
4. Toilets clean and hygienic, steps, paper towels and soap available.
5. Equipment in use safe and hygienic.
6. First Aid box properly sited and stocked.
7. Cupboard doors kept closed, toys and equipment safely stored.
8. Register completed with the names of children and names of adults present - noted in the visitor's book.

Identified Safety Hazards:

Kitchen:

- Adults only are allowed in the kitchen area.
- The kitchen sink is to be used for the preparation and clearing away of food and drink.
- The sinks in the hall are to be used for cleaning play equipment.
- Washable dishcloths are to be used the kitchen area only.
- Blue jay cloths are used for cleaning all other areas.

Lavatories:

- All adults and children should wash their hands after using the toilet.
- Gloves should be worn when cleaning lavatories or dealing with accidents.
- Children may only be accompanied to the lavatory by staff and helpers who have been police checked..

Inside:

- No smoking at all times.
- No hot drinks in the hall - adults should have their refreshments in the kitchen.
- Adult's scissors, staplers and other such potentially dangerous equipment should be kept out of children's reach. Children should only use scissors under supervision.
- The back door should be locked & the chain on, kitchen gate and cupboards should be kept closed while pre-school is in session.
- The room should be maintained at an appropriate temperature (thermometer on quiet room wall).
- Dispose of used tissues in the bin.
- Hands should be washed after handling tissues.
- Dirty nappies should be wrapped and disposed of immediately.

Outside:

- Ensure gate is closed prior to children going outside.
- Check garden for litter/fouling.

General:

- Report any faults in equipment immediately to the supervisor who should remove it from use and liaise with the equipment officer or inform the Health and Safety Officer.
- Visitors must ring the bell, staff should establish the identity of strangers.
- All visitors are to sign the Visitors Book. Staff are to ensure this has been done.
- The Committee recommends that staff and helpers lift heavy equipment in pairs.

Accidents and Emergencies and Fire Drill

Please see the separate written policies which detail first aid and evacuation procedures.

Consultation on Health and Safety Matters

Staff should raise any concerns, in the first instance, with the supervisor and Health and Safety Officer who should liaise with the Committee chair or raise such matters at committee meetings.

Date Prepared	Reviewed	Next Review
September 1995	September 1997	March 2006
	September 1999	
	September 2001	
	March 2004	
Re-written April 2007		March 2008