**Health and Safety Policy**

Emmer Green Pre-school believes that the Health and Safety of children is of paramount importance, we make our Pre-school a safe and healthy place for children, parents/carers and staff.

Our Public Liability Insurance Certificate can be found on the Noticeboard.

Risk Assessment

Our Risk Assessment process includes checking for hazards and risks inside and outside.

Our Assessment covers adults and children deciding which areas need attention and developing an Action Plan which specifies the action required and to report to Reading Borough Council if needed.

Safety

The safety of both children and adults is of paramount importance. To ensure this safety we as a group will make sure only persons who have been checked for criminal records by a DBS procedure work at Emmer Green Pre-school, also any adult that is in the building are not left alone at all times. Eg. Workmen and Parent Helpers.

Always have a Supervisor/Deputy on the main outside door and another staff member on the internal door into Pre-school.

Children do not have access to the kitchen area or storage cupboard and all cleaning materials are kept in a locked cupboard.

Staff can only drink a hot drink in the kitchen area or offices away from all the children.

Children are supervised when doing cooking.

Security

We have systems in place when children arrive and leave the Pre-school.

We have a Visitor book where all visitors need to sign in.

Our doors are key coded so staff can get in and out.

Electrical equipment is PAT Tested every year by Reading Borough Council.

Storage

All resources and materials which children select are stored safely. All equipment and resources are stored and stacked safely in our cupboard to prevent them accidentally falling or collapsing.

Outdoor Area

Our outdoor area is securely fenced with Emergency Exits if we needed to get out.

The outside area is checked daily for rubbish, gates checked, equipment check and staff alert Supervisor (Deputy) of any poisonous plants.

Hygiene

Our daily routines encourage the children to learn about Personal Hygiene.

Washing hands before coming into Pre-school and after going to the toilets.

The Staff check toilets areas regularly by wearing protective disposable gloves.

Fire Safety

Fire doors are clearly marked and are never obstructed and easy to open.

We have our emergency evacuation procedure and is it displayed on the office window.

First Aid and Medication

All staff hold a current First Aid Training Certificate. Our First Aid boxes are on the kitchen work top and are checked regularly.

Prescribed Medicine is in the office in the box with the child’s name on it, in the original containers and Parent/Carer has to fill in a form and the medicine has to be given to the child by two members of staff and then the Parent/Carer needs to sign.

Accident Forms

All staff know where the Accident and Incident forms are kept. They are signed by a Parent/Carer then put into the folder and locked away.

Sun Safety

We are aware of the dangers of exposing a young child to direct sunlight, therefore during the summer months we will use Pre-school sun cream on all children that stay to a day session. We will use sun cream with at least SPF 30. If Parents/Carers would like their child to have their own sun cream it needs to be named.

If children are using the Pre-school cream parents need to sign the form to say the child can use it.

All children will be required to wear a sun hat outside during sunny days, please make sure the child’s name is in it. We also encourage children to wear tops that cover their shoulders (vests and strappy tops are discouraged).

This policy was adopted by the Pre-school on ......................................................................

Signed on behalf of the Committee .......................................................................................

Name of signatory ...................................................................................................................