



Laugh and Learn Pre-School

Health and Safety Policy

(To be read in conjunction with our Covid-19 Policy)

General Welfare Requirements in accordance with the EYFS

The provider must take all necessary steps to keep children and adults safe and well.

Policy Statement

We take Health and Safety very seriously here at Laugh and Learn and our aim is to provide and maintain safe and healthy working conditions, equipment and work procedures for all of our employees, and to provide such information, training and supervision that is required for this purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities, and are constantly working towards providing a safe, healthy and hygienic environment for all children and adults.

Procedures

Procedures for Safety

In order to avoid the risk of accidents safety will be maintained by following the following safety procedures:

- ❖ Children will always be supervised by responsible adult staff members. An adult/child ratio of 1:4 will be kept at all times for children between the age of 2 years and 3 years, (although the legal requirement is 1:3 but we will only use this in emergencies) and 1:8 for children between the ages of 3 years and 5 years. This ratio will always be maintained over the area of the whole premises.
- ❖ Trips outside the premises will use an adult/child ratio of 1:2 (1:1 where possible). For outings only involving a few children the ratio of adults/children remaining at the premises will always be as above.
- ❖ All disinfectants bleach, cleaning fluids and medicines will be stored in the kitchen out of the reach of children and the children will not be allowed access to the kitchen area at any time.
- ❖ The start and end of every session when the doors are open and parents have access will be closely monitored and a register will be kept of every child in attendance and will be marked when they leave.
- ❖ Children will only be allowed to leave with a known, authorized adult. Where the collecting adult is not familiar to the pre-school staff a password will be set up with the parents.
- ❖ All adults and visitors will also be entered on the daily register or by signing in/out in a "visitors' book" situated by the main door.
- ❖ Safety checks will be carried out daily on the premises both indoors and outdoors by following the daily risk assessment situated in a folder in the kitchen. These checks will cover both inside and outside the premises, before, during and after every session.
- ❖ Fire extinguishers will be checked annually and this is the responsibility of the landlords to organise. All adults on the premises should familiarise themselves with how to use this equipment by reading the instructions on the side.
- ❖ Procedures for fire/evacuation drills are detailed in the "Fire Policy" and will be displayed within the daily register folder situated in the Kitchen. All adults should familiarise

themselves with the procedures and a half termly fire drill will be carried out and evaluated to ensure it remains accurate. A record of the date, time taken and people involved will be kept of each drill.

- ❖ Fire doors will never be obstructed.
- ❖ Windows, sockets, stairs, heaters, potentially dangerous materials and layout of activities and equipment (indoors and outdoors) will be closely supervised to remove or minimise hazards.
- ❖ Equipment and activities available to the children will take account of safety and the children's age and stage of development.
- ❖ At least two members of staff at each session will have first aid training for children and babies, although we will endeavor to ensure that all of our staff are qualified pediatric first aiders.
- ❖ The landlord is responsible for organising an annual PAT testing of all electrical equipment on the premises.
- ❖ Every adult will know where the first aid box and accident/incident forms are kept (situated in the Kitchen) and a named person will be responsible for checking the contents of the First Aid box weekly.

Procedures for Health and hygiene

In order to avoid risks to health and avoid the spread of infection the following procedures will be followed:

- ❖ No smoking/vaping is permitted on the premises at any time when the Pre-School is in attendance. Please refer to our No Smoking Policy.
- ❖ All staff must wash their hands in the sink in the toilet area after using the facilities (not the sink in the kitchen) and should be mindful of being a good role model to the children. Paper towels/hand dryers will be available and should be disposed of hygienically. All children should also be encouraged to wash their hands after visiting the toilet and put their hands over their mouths when they cough or sneeze.
- ❖ Tissues will be supplied for children and adults to blow noses and should be disposed of hygienically when used.
- ❖ Nappies and soiled clothing will be changed in accordance with our Nappy Changing Policy and protective gloves and cleaning equipment will be provided.
- ❖ Kitchen hygiene procedures and food preparation procedures will always be followed, details of which are kept in the food hygiene diary situated in the kitchen, together with opening and closing checks.
- ❖ At snack time the tables will be prepared and cleaned with antibacterial spray and the children will be encouraged to wash their hands before eating.
- ❖ Details of children with allergies, dietary requirements or special medical needs will be displayed in the snack area. The information will include name, date of birth, details of health needs/requirements/allergies, prescribed medication and photograph.
- ❖ All activities will take into account children's health, dietary and physical needs.
- ❖ All open wounds and sores on staff and children should be covered with a waterproof plaster or other suitable dressing.
- ❖ In the case of vomiting, diarrhoea or any infectious disease all staff and children affected will be excluded from pre-school for 48 hours after the last episode, this includes children of volunteers (an up-to-date exclusion list is available from the local Health Authority, Early Years Directorate, EYDCPs or Playgroup Network).

- ❖ Parents will be informed by way of a notification letter on the front door if there is any infection such as COVID, vomiting, head lice, worms, impetigo or childhood infectious diseases at the pre-school which may affect other children or their parents.
- ❖ All toys will be cleaned regularly in accordance with daily/weekly/termly checklists situated in the folder in the kitchen area and checked before each use for safety
- ❖ During our planned yearly activity "Pet Week" children will be encouraged to handle visiting animals and help care for them, a permission slip is necessary from all parents for their child to take part in such activities and is subject to any allergies, medical or emotional needs. After handling any animals, the children and adults will wash their hands.

Procedure for Children who become ill during a session

When a child becomes ill at our setting our policy is to send the child home to ensure their needs are met in the most appropriate setting and to protect other children and adults from the risk of cross infection.

- ❖ If a child has an accident which results in bleeding, vomiting, or diarrhoea:
 - protective gloves must be worn and adults should remain calm to reassure the child.
 - the wound should be cleaned with clean water and a suitable dressing applied if appropriate.
 - the hard surfaces in the pre-school affected should be cleaned and disinfected.
 - The child should be cleaned to remove blood, vomit, urine or faeces.
 - Clothes, soft toys or soft furnishings stained by bodily fluids should be washed accordingly.
 - all tissues/cleaning cloths soiled with bodily fluids should be placed in a carrier bag and disposed of carefully in the outside bins.
- ❖ If a member of staff suspects a child is unwell or contagious, they must report this to the session leader.
- ❖ One member of staff will be assigned to make sure the child is as comfortable as possible and away from other children, whilst the session leader will telephone the parents first, and if no answer other emergency contact numbers will be tried.
- ❖ If parents or emergency contact numbers do not answer the child will be cared for by one member of staff until the end of the session.
- ❖ Parents will always be advised to seek the advice of a medical practitioner.
- ❖ Where staff are concerned about a child's condition deteriorating e.g. suspected meningitis, they will take the child directly to hospital and seek medical guidance.

HIV / AIDS

No one has the right to know if another person is HIV positive or has AIDS and any information concerning this should not be shared with anyone else without the permission of the person concerned. All settings should follow the hygiene policy when dealing with accidents resulting in bleeding or vomiting, diarrhoea and changing nappies. OTHER PARENTS DO NOT NEED TO BE TOLD. Any failure by an employee to keep this information confidential may result in immediate dismissal and will always result in disciplinary proceedings.

RESPONSIBILITIES

The allocation of duties for safety matters and the particular arrangements which we make to implement the policy are set out below.

1. Overall and final responsibility for health and safety in the pre-school is that of **Sharon Bennett**.
2. The following are responsible for safety in particular areas:

<u>Area of responsibility</u>	<u>Name of person responsible</u>
Premises/ Electrical Equipment	Landlord, Owner/Manager, Deputy Manager and Lead Practitioners /all employees.
Toys and play equipment	Owner/Manager, Deputy Manager and Lead Practitioners/all employees
Dangerous substances	Owner/Manager, Deputy Manager and Lead Practitioners/all employees
Safety inspections	Landlord, Owner/Manager, Deputy Manager and Lead Practitioners/all employees
Safety training	Owner/Manager, Deputy Manager and Lead Practitioners
Investigating accidents	Owner/Manager

3. All employees have the responsibility to co-operate with Owner/Manager and others to achieve a healthy and safe workplace and to take reasonable care of themselves and others.
4. Whenever an employee notices a health and safety issue which they are not able to put right, they must tell the appropriate person named above straight away.

ACCIDENTS:

All accidents and incidents must be recorded on an Accident/Incident Form and include a diagram where appropriate.

The First Aid box, Accident/Incident Forms and Medical/Allergies List are always kept in the kitchen/Snack Area

Trained/qualified first aiders are (updated every 3 years): Sharon Bennett, Jess Fedarb, Sara Leamon, Chloe Farmer, Britt Boxall, Julie Smith, Jo Davis, Yvette Ball, Nicola Duggan-Rees, Jess Duggan-Rees and Stacey Cayless.

Appointed person responsible for First Aid Box: Lead Practitioner (Sara Leamon)

Appointed person responsible for reviewing accident/incident forms: Manager/Deputy Manager

Appointed person responsible for reporting incidents: Owner/Manager

GENERAL FIRE SAFETY:

Designated person for making sure any appliance/equipment is checked: Landlords

FIRE DRILL

Designated person for making sure half termly fire drills have been carried out: Lead
Senior Practitioner-Sara Leamon

Escape Routes Three Fire Exits. 1. Main Entrance. 2. North Exit off of Main Hall. 3. North Exit in Kitchen Area

Assembly point far side of playground or George & Dragon Public House (Place of Safety).

Fire "Equipment" located: Fire Blanket/ Electrical and water extinguishers in kitchen, further water extinguisher in Entrance Hall

ADVICE AND CONSULTANCY

Local Fire Inspector's Office and Number: West Sussex Fire and Rescue Service Tel 01243 786211/ wsfrs@westsussex.gov.uk

Doctor/nearest hospital: Worthing Hospital - Tel 01903 205111 / St Lawrence Avenue Surgery - Tel 01903 222900

Health Visitors: At St Lawrence Avenue Surgery Tel 01903 222900

Identifying and dealing with faulty equipment i.e., in the event of any equipment being found to be faulty: The Owner/Manager should be informed and the piece of equipment (where possible) removed and stored in a locked cupboard with a clearly visible sign securely attached to it identifying the fault and the date it occurred. The Owner/Manager will then arrange for repair or replacement to be carried out as soon as possible.

Monitoring and Review

It is the role of the Owner/Manager and all Staff to ensure that this policy is fully implemented.

This policy links in with the following EYFS key themes and commitments:

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.1 Keeping safe	2.1 Respecting Each Other	3.4 The Wider Context	

This policy was written and effected by Sharon Bennett, Owner of Laugh and Learn Pre-School after discussion and review with staff and parents in the Autumn Term of 2023.

Signed: *Sharon Bennett*

Dated: February 2026

This policy will be reviewed in the Spring Term of 2028