

Innsworth Preschool Health and Safety Policy

Last Updated: June 2026

1. Purpose

1.1 Commitment: Innsworth Preschool is committed to maintaining high standards of health, safety, and welfare for all children, staff, families, and visitors, so far as is reasonably practicable.

1.2 Scope: This policy outlines how we fulfil our legal obligations, prevent accidents, reduce risk, and foster a proactive culture of safety in all that we do.

2. Legal and Statutory Framework

2.1 Compliance: This policy is underpinned by and ensures compliance with the following key legislation and statutory guidance:

- The Health and Safety at Work etc. Act 1974.
- The Statutory Framework for the Early Years Foundation Stage (EYFS).
- Management of Health and Safety at Work Regulations 1999.
- Control of Substances Hazardous to Health (COSHH) Regulations 2002.
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
- The Regulatory Reform (Fire Safety) Order 2005.
- The Food Safety Act 1990.
- Health and Safety (First-Aid) Regulations 1981.
- The Food Safety and Hygiene (England) Regulations 2013.

3. Responsibilities

3.1 Hierarchy: The overall responsibility for health and safety rests with Preschool Management, but all members of our community have a role to play.

3.2 Preschool Management: Responsible for the overall implementation and review of this policy.

3.3 Health and Safety Officer: The designated Health and Safety Officer is the Business Manager.

- **Delegation:** They may delegate specific tasks to named deputies but retain overall oversight.
- **Competence:** Competent persons are appointed as required for specialist areas (e.g. fire safety, first aid, food safety).

3.4 All Staff: Responsible for completing training, following procedures, supervising children diligently, and immediately reporting any hazards.

3.5 Parents and Carers: Expected to provide up-to-date health information for their child and adhere to all site safety and infection control rules.

4. Risk Assessment and Management

4.1 Daily Checks: We conduct and log daily safety checks. These cover exits and escape routes, gates and locks, potential hazards, cleaning issues, and outdoor area safety.

4.2 Documented Assessments: Formal, documented risk assessments for the premises and activities are carried out regularly and reviewed at least annually or whenever any significant changes occur.

5. Accident and Incident Reporting

5.1 Logging: All accidents, incidents, and near misses are logged, and parents are notified on the same day.

5.2 Ofsted Notifications: We notify Ofsted of serious accidents, injuries, or deaths in line with EYFS requirements.

5.3 RIDDOR Reports: We report specific serious incidents to the Health and Safety Executive (HSE) where the criteria under RIDDOR are met.

6. Emergency Procedures & Site Security

6.1 Emergency Drills: We have written and regularly practised procedures for fire evacuation, lockdown, missing children, and medical emergencies. Fire drills are conducted and documented termly.

6.2 Site Security (Access Control): To ensure the safety of all children, we operate a strict access control policy.

6.3 No Tailgating: Parents must not allow access to anyone else through secure gates or doors. Each adult must use their own authorised access. If you are unsure, let the gate close and alert a member of staff.

6.4 Challenge Culture: Staff are trained to challenge any unidentified person on the premises. Visitors must sign in and be accompanied at all times.

7. Infection Control, Hygiene & optional services

7.1 General Hygiene: We enforce strict cleaning schedules and handwashing routines to minimise the spread of infection.

7.2 Centralised Supplies (Preferred Control): To uphold our strict infection control standards, providing essential hygiene items (e.g. nappies, wipes, soaps) centrally through the Nappy and Wipes Service or other named optional services is our preferred control measure. This removes the cross-contamination risks associated with handling items from multiple households.

- **Opt-Out:** Families who opt out must provide equivalent items that meet our strict infection-control and safety standards.

8. Animal Safety (Farm Experience)

8.1 Zoonosis Risk: For children participating in the Farm Experience, specific controls are in place to prevent zoonotic infection (illnesses passed from animals to humans).

8.2 Mandatory Protocols:

- **Handwashing:** Immediate, supervised handwashing with soap and running water is mandatory after leaving the Farm Zone.
- **No Food:** Food and drink are strictly prohibited in animal contact areas.
- **PPE:** Children must wear appropriate protective clothing (provided in the Explorer's Kit or parent-provided equivalent) to minimise contamination of personal clothes.

9. Safe Environment and Essential Care Items

9.1 Food Safety and Allergy Management: Preparing meals in our dedicated, allergen-controlled environment via the setting's meal service supports our compliance with food safety duties. While families may opt out, we highly recommend this service to protect vulnerable children.

9.2 Parent-Provided Food Risks: Parents opting out must follow the setting's Packed Provision Safety Standard. This includes strict adherence to the Prohibited Items List (allergens/choking hazards), labelling rules, and ice-pack requirements.

9.3 Storage Hazards: Lunchboxes are handed to staff at drop-off and stored in the designated cool storage system. Due to fire safety regulations and hygiene controls, food bags are not permitted inside the main preschool rooms.

9.4 Hazardous Substances (COSHH): All potentially hazardous substances are subject to COSHH risk assessments and stored securely.

- **Creams and Lotions:** This risk assessment extends to parent-provided creams. Where the setting provides creams through the Nappy and Wipes Service or as an emergency replacement item, only preschool-approved creams that have been checked for suitability are used.

9.5 Rest and Sleep Provision: We provide a designated quiet rest area with clean, individual bedding. Sleeping children are supervised at all times and visually checked at least every 10 minutes.

9.6 Manual Handling: Staff receive training on safe manual handling techniques to minimise the risk of injury when lifting children or equipment.

9.7 Enforcement: If parent-provided items (food, creams, hygiene supplies) do not meet our safety standards, we reserve the right to refuse to use or serve them. We will require a compliant replacement or an alternative arrangement to protect children and staff.

10. Extreme Weather, Premises Suitability and Operational Safety

10.1 Monitoring and Controls: Management will monitor relevant indoor and outdoor conditions, including temperature, humidity, ventilation, shade, water availability, weather-health alerts, children's presentation, staff welfare, staffing levels and ratios. Reasonable controls will be considered before closure, including blinds, safe ventilation, fans where suitable, cooler areas, reduced physical activity, adjusted outdoor play, regular drinks, closer observation, and changes to staff deployment.

10.2 Vulnerable Staff: Individual risk assessments, including pregnancy or other vulnerable-worker assessments, will be reviewed where heat or other conditions create additional risk. Adjustments must remain compatible with safe supervision, staff-to-child ratios and the needs of children.

10.3 Closure Authority: Innsworth Preschool will always try to remain open where it is safe and reasonable to do so. However, management may close in advance, close during the day, reduce operating hours, close or restrict a room or activity, restrict attendance, or require early collection where it reasonably believes that extreme weather, high temperatures, humidity, inadequate ventilation or cooling, premises conditions, utility failure, staffing levels, ratios, child wellbeing, staff wellbeing (including risks to pregnant or otherwise vulnerable staff), or another safety concern means the setting cannot operate safely or appropriately.

10.4 Decision and Collection: The decision will be made by the Manager or most senior authorised person using professional judgement, dynamic risk assessment, EYFS safeguarding and welfare duties, health and safety responsibilities, staffing and premises information, and the needs of the children and staff on site. If a child is struggling with heat, becomes unwell, or management

decides that continued attendance is no longer safe or appropriate, parents/carers will be contacted and must arrange prompt collection by themselves or an authorised adult. This is a safeguarding and welfare instruction and is not optional.

11. Monitoring, Training, and Review

11.1 Audits: The Health and Safety Officer conducts termly audits of the premises and procedures.

11.2 Training: All staff complete health and safety training appropriate to their role. This includes induction training on safeguarding, first aid arrangements, food hygiene (where relevant), manual handling, and fire procedures.

11.3 Review: This policy is reviewed annually or following any significant incident.

