

# ABBNEY PRESCHOOL



## Health and Safety Policy

**The Abbey Pre-school recognises that the safety of children is paramount.**

1. All children will be supervised by adults at all times.
2. Safety procedures will be continually monitored and if amendment is required this will be undertaken immediately.
3. Ofsted requires adult child ratios of 1:4 for 2 and 3 year olds and 1:8 for 3 and 4 year olds; as Abbey Pre-school is PLA Accredited we maintain a ratio of 1:5 whenever possible
4. Arrivals and departures of children will be under adult supervision at all times. Outdoor fencing will be secured and doors to outside secured.
5. Parents are asked to inform staff if another person is collecting their child as children will not be released to an unknown person.
6. The room layout will be planned with safety in mind and adequate space allowed between activities at the discretion of the supervisor.
7. Safety covers are provided for all sockets and these will be checked daily and the check recorded.
8. Children will only be allowed in the kitchen when accompanied by an adult and will be supervised at all times.
9. All chemicals will be kept out of reach of children and will be proprietary brands. These will be used according to manufacture's instructions. Hand protection will be provided for staff.
10. Fire drills will be held for everyone on role at least once per term and parents will be informed of the procedure. All children and adults will be registered on arrival in order to ensure full knowledge of people present in case of fire.
11. An accident book will be kept. Staff will be instructed as to how to fill it in. Parents will be informed of any accidental injury. Repeated accidents will be noted and remedial action taken.
12. Parents are asked to inform the manager or their key-person if their child has an existing injury on arrival at Pre-school so that it can be recorded in the Accident and Incident book.
13. Non accidental injuries will be discussed with parents and a note made.
14. The member of staff responsible for health and safety is **Jenny Trafford. Abbey Pre-school has a 'No Smoking' policy.**

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## **General Statement of Health and Safety at Work Policy**

1) Abbey Pre-school accepts its obligations under the Health and Safety at Work etc. Act 1974 and related legislation to ensure, so far as is reasonably practicable, the Health and safety of its employees , and of persons, other than employees, who may be affected by its activities. Particular attention is paid to the maintenance of :-

- a) Equipment and systems of work that are safe and without risk to health.
  - b) Safe arrangements for the use, handling, storage and transport of articles and substances.
  - c) Sufficient information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to their own health and safety at work.
  - d) A working environment which is safe without risk to health.
  - e) A safe place of work without risk to health and with safe access to and from it.
  - f) Adequate welfare facilities.
2. Where accidents at work and occupational ill health occur, their causes are investigated and appropriate action is taken to try to prevent their reoccurrence.
3. Abbey Pre-school reminds its employees of their own duties, under Section 7 of the health and Safety at Work Act to take care of their own health and safety and that of other persons who may be affected by their acts or omissions at work, and to co-operate with the Abbey Pre-school Committee in meeting its responsibilities.
4. A copy of this statement and procedures is issued to all employees. It will be reviewed, added to or modified as necessary, from time to time. It is supplement by further statements and guide-lines of practice relating to the work of the Pre-school.