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Health and general standards

This is the Health and Safety policy statement of St Thomas' Preschool.

We believe that the health and safety of children is of paramount importance. We make our premises a safe and healthy place for all. We display the necessary health and safety poster in the hallway of the building. We hold appropriate insurance which is displayed on the office floor.

Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our work activities
- to consult with our employees on matters affecting their Health and safety
- to ensure safe handling and use of substances
- to provide information and instruction and supervision for employees
- to ensure all employees are competent to do their tasks and to give them adequate training
- to prevent accidents and cases of work-related ill health
- to maintain safe and healthy working conditions
- to review and revise the policy as necessary and at regular intervals.

Responsibilities

Overall and final responsibility for health and safety is that of Claudine Noury.

Day to day responsibility for ensuring the policy is put into practice is delegated to .

To ensure health and safety standards are maintained and improved, the following people have responsibility in the following areas:

Name	Responsibility
Layla Conquest	Risk assessment
Layla Conquest	Monthly health and safety check
Cate Conmy	Recycling
Claudine	Building maintenance
Claudine Noury	Garden maintenance
Claudine Nouey	Food and hygiene
Natalie Ludlow	Fire safety
Claudine Noury Layla Conquest	Safeguarding
Layla Conquest	First aid

All the above staff have regular and appropriate training in their areas.

This policy is available to all parents as requested

All employees must:

- cooperate with senior staff on health and safety matters
- report any accidents they have in the accident book and have it signed by the lead practitioner
- ensure there are clear warning signs for any hazards
- not interfere with anything provided to safeguard their health and safety
- report all health and safety concerns to the appropriate person (as detailed above)

Any contractors working on the premises have responsibility for their own health and safety.

Health and safety risks arising from our work activities

- Risk assessments will be overseen by Layla Conquest .
- The findings of the risk assessments will be reported to Claudine Noury.
- Layla Conquest will be responsible for ensuring the action required is implemented.
- Layla Conquest will check that the implemented actions have removed/reduced the risks.
- Assessments will be reviewed every six months or when the work activity changes, whichever is soonest.
- Fire drills are performed monthly, recorded and any issues arising are dealt with by Layla Conquest. Any work needed or done from fire drills must be logged in the fire logbook located in the main office.
- All electrical equipment is PAT tested annually by Claudine Noury
- All gas equipment is checked by a qualified gas safe contractor annually.

Risk assessments are carried out for the specific areas listed below. Controls are in place to reduce identified risks in these areas.

- children's safety (eg CRB checks, supervision of children, staff ratios)
- premises, general standards and maintenance
- security
- outdoor area
- new equipment
- activities
- outings and visits
- fire safety
- Records.

Consultation with employees

All staff will go through an induction process that includes full health and safety awareness for this building. We operate a no smoking policy.

Safe handling and use of substances

- Claudine Noury will be responsible for identifying all substances which need a COSHH assessment.
- Claudine Noury and Layla Conquest will be responsible for undertaking risk assessments.
- Layla Conquest will be responsible for ensuring that all actions identified in the assessments are implemented.
- Claudine Noury will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.
- Claudine Noury will check that new substances can be used safely before they are purchased
- Minimal cleaning and COSHH stock will be stored on the premises.
- Assessments will be reviewed every six months or when the work activity changes, whichever is soonest.

Information, instruction and supervision

- The health and safety law poster is displayed in the main hall
- Supervision of new members of staff will be arranged/undertaken/monitored by Claudine Noury.

Competency of tasks and training

Induction training will be provided for all employees by Claudine Noury. Training will be identified, arranged and monitored by Claudine Noury.

Accidents, first aid and work-related ill health

- Health declarations will be completed by all staff.
- Health declarations will be updated every year.
- Health declarations will be monitored by Claudine Noury.
- The first aid boxes are kept in a marked child safe locked cupboard in the main hall.

The appointed first aid lead is Claudine Noury.

Activities and resources

- Before purchase we ensure the equipment is safe for the ages and stages of the children attending the setting.
- The layout of play equipment allows adults and children to move freely and safely between activities.
- All equipment is regularly checked for cleanliness and safety and any broken items are either repaired or disposed of.
- All materials, including paint and glue, are non-toxic.
- Sand is clean and suitable for children's use.
- Physical play is constantly supervised.
- Children are taught to handle and store tools safely.
- Children who are sleeping are never left alone and are checked regularly.

This policy was adapted in May 2023 and will be reviewed in 2024

