A black and white logo with birds on a branch

Description automatically generated**Fledglings Health and Safety Policy**

**Date: January 2025**

**Introduction**

Fledglings Montessori is committed to ensuring the health, safety, and well-being of all children, staff, and visitors. This policy outlines our procedures and practices to maintain a safe environment in line with the requirements of the **Health and Safety at Work Act 1974**, the **Management of Health and Safety at Work Regulations 1999**, and the **Ofsted guidelines** for Early Years providers.

**Policy Statement**

Our aim is to:

* Protect the health, safety, and welfare of all children and staff.
* Ensure compliance with all relevant legislation and guidelines.
* Provide a safe environment for children to learn, grow, and play.

We will:

* Carry out regular risk assessments.
* Implement and review procedures for managing potential hazards.
* Ensure that all staff are trained in health and safety practices.
* Maintain safe equipment and facilities.
* Foster an open culture for reporting health and safety concerns.

**Roles and Responsibilities**

* **Manager**: The management is responsible for ensuring the overall implementation of the health and safety policy and will carry out regular reviews and risk assessments.
* **Staff**: All staff members are responsible for adhering to safety procedures, reporting hazards, and ensuring the safety of the children at all times.
* **Parents**: Parents are encouraged to report any concerns related to health and safety and are expected to follow guidelines for the safety of their children.

**Risk Assessment**

We will conduct regular risk assessments on all aspects of the preschool environment, including:

* **Indoor areas**. The registered premises are for the sole use of the Preschool during the hours of operation. We will take appropriate steps to ensure the premises remain clean, well lit, adequately ventilated and kept at an adequate temperature, and maintained in a suitable state of repair. Low level windows are either made from safety glass or are suitably covered to prevent breakage.
* **Windows** above ground level are secure so that children cannot climb through them. We take precautions to prevent children’s fingers from being trapped in doors.
* **All floor** surfaces are checked daily to ensure that they are clean and not uneven or damaged, to avoid slips, trips and falls.
* There is **a kitchen area** which is adequately equipped for the preparation and storage of snacks and drinks for children and staff on the premises. Children do not have access to the kitchen area. Food preparation areas conform to environmental health and food safety regulations. All surfaces are clean. There are separate facilities for hand washing and for washing up. Cleaning materials and other dangerous materials are stored out of children’s reach.
* All **electrical/gas equipment** conforms to safety requirements, does not pose a hazard to the children and is checked regularly. Heaters, electric sockets, wires and leads are properly guarded, and the children are taught not to touch them. There are sufficient sockets to prevent them overloading. The temperature of the water is controlled to prevent scalds. Lighting and ventilation is adequate in all areas including storage areas. Stored equipment belonging to other organisations sharing the premises will be checked for potential hazards.
* **Storage** All resources and materials which children select are stored safely. All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.
* **Outdoor area.** We will ensure that children play safely outside, through a combination of supervision at all times, by competent adults and protections from hazards. The outside area is secure. It is checked for safety and cleared of rubbish before it is used. Usually hazardous plants are not on the premises, if they are present they are inaccessible to children. Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides. Outdoor water activities are closely supervised at all times. Where water can form a pool on equipment, it is emptied before children start playing outside. The outside sandpit is covered when not in use.
* **Hygiene.** We regularly seek information from the Environmental Health Department and the Health Authority to ensure that we keep up to date with the latest recommendations. Our daily routines encourage the children to learn about personal hygiene. The registered person ensures that staff are informed and aware of good hygiene practice in order to prevent the spread of infection. Staff are informed of and kept up to date with hygiene procedures. We ensure that the rooms, toilet facilities and kitchen are kept clean. All resources and equipment, dressing up clothes, and furnishings are cleaned as and when necessary. The toilet area has a good standard of hygiene including hand washing and drying facilities. We implement good hygiene practices by:

Cleaning tables between activities

Checking toilets regularly

Wearing protective clothing, eg disposable gloves

Providing sets of clean clothes

Providing tissues and wipes

Providing nappy sacks

Emptying the bins when they are full and at the end of each day.

* **Toys, equipment and activities.** Before purchase or loan, equipment and resources are checked to ensure that they are safe for the ages and stages of the children currently attending the preschool. Furniture, toys and equipment on the premises are in good repair and conform to BSEN safety standards or the Toys (Safety) Regulations (1995) where applicable. The layout of the equipment allows adults and children to move safely and freely between activities. There are separate areas for different activities. All equipment is regularly checked for cleanliness and safety and any dangerous items are repaired or discarded. All materials including paint or glue, are non-toxic. Sand is clean, protected from contamination and is suitable for children’s play. Physical play is constantly supervised. Children are taught how to handle tools safely. Children are taught about health, safety and personal hygiene through the activities we provide and the routines we follow.
* **Food and Drink.** All food and drink is stored appropriately. Adults do not carry hot drinks through the play areas and do not place drink within reach of the children. Fresh drinking water is available to the children at all times. Information from the parents about any special dietary requirements, preferences or food allergies are kept on the kitchen wall to ensure that children to not have access to food or drinks to which they are not allowed.
* **Outings and visits.** We have agreed procedures for the safe conduct of outings, which will be followed at all times.
* **Staff-to-child ratios:** For children aged 2 years, for every 4 children, one staff member is required. For children aged 3 and 4 years, for every 8 children, one staff member is required. In addition to these ratios, at least one staff member should hold a current Paediatric First Aid Certificate and a DBS (Disclosure and Barring Service) check should be conducted on all staff members. Ratios must always be maintained during the hours children are present, ensuring there is adequate supervision at all times. Additional staff may be required for children with special needs. All staff should be appropriately trained and qualified for the roles they undertake.
* **Emergency procedures** (fire drills, evacuations, etc.)

Risk assessments will be reviewed regularly, and any necessary action will be taken to mitigate risks.

**Safety Procedures**

1. **Fire Safety**:
   * Fire exits will be clearly marked and free from obstruction.
   * Regular fire drills will be carried out, and staff will be trained in fire safety procedures.
   * Fire extinguishers and smoke detectors will be checked regularly, ensuring that power points are not overloaded and plugs are removed from the sockets at the end of each session.
2. **Accidents and First Aid**:
   * A qualified first-aider will be present at all times. A First Aid kit which complies with Health and Safety (First Aid) Regulations 1981, contains a list of contents, is regularly checked and restocked as necessary. This is easily accessible to all adults and is kept out of reach of all children. At the time of admission the parents will give permission using the My Montessori Child system, for any necessary emergency advice or treatment for the future.
   * An accident record on the My Montessori Child system, will be maintained for recording injuries or incidents. Records are kept for a minimum of 3 years to comply with the Data Protection Act 1988.
   * All accidents will be reported to parents as soon as possible. Ofsted is notified of any injury requiring treatment by a General Practitioner or hospital, or the death of a child or an adult.
   * We meet our legal requirements for the safety of our employees by complying with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations). We report to the local office of the Health and Safety Executive any accident to a member of staff, parent, child, volunteer or visitor requiring treatment by a General Practitioner or hospital; and any dangerous occurrence (i.e an event which does not cause an accident but could have done).
3. **Sickness:** Our policy for the exclusion of ill or infectious children is discussed with parents. This includes procedures for contacting parents, or other authorised adults, if a child becomes ill at preschool. Ofsted is notified of any infectious diseases affecting either children or adults in the setting, which a qualified medical person considers notifiable. The sickness/attendance of staff is recorded on the register on My Montessori Child.
4. **Safety of adults:** Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment. When adults need to reach up to store equipment, they are provided with safety equipment to do so. Adults do not remain in the building on their own or leave on their own after dark.
5. **Records:** In accordance with the National Standards for Day Care, we keep records of:

* Adults authorised to collect children from the preschool
* The names, addresses, and telephone numbers of emergency contacts in case of children’s illness or accident
* The allergies, dietary requirements and illnesses of individual children
* The times of attendance of children, staff, volunteers and visitors
* Accidents
* Incidents

In addition, the following policies and documentation in relation to Health and Safety are in place:

* Risk Assessment
* Record of Visitors
* Fire Safety Procedures
* Fire Safety Records and Certificates
* Operational procedures for outings
* Administration for medicines
* Prior Parental Consent to administer medicine
* Record of the Administration of medicine
* Prior Consent for emergency treatment
* First Aid
* Accident Record
* Sick children

All records are reviewed regularly to identify any issues which need to be addressed.

1. **Medication:** There is a clear policy, understood by all staff and discussed with all parents, regarding the administration of medication. If medicine is to be given, it includes the following:

Medicines are stored in their original containers, are clearly labelled and are inaccessible to children.

Medicines are not usually administered unless they have been prescribed to the child by a doctor.

The parent gives prior written permission to administer any medication.

Written records are kept of all medicines administered to children, on My Montessori Child and parent acknowledged.

If the administration of prescription medicines requires technical/medical knowledge, then individual training is provided for staff from a qualified health professional. Training is specific to the individual child concerned.

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