Health and Safety Policy

Sample Policy Statement

Named service is committed to protecting the health and safety of all children, families and staff attending the service. Named service believe children need a safe secure environment to explore and discover the world around them and measures need to be in place in order to safeguard their health and safety.

Principle:

This policy is underpinned by the Childcare (Pre-school Services) Regulations 2006.

Sample Procedure:

Entrance

- The entrance to the building is locked and secure at all times
- To gain access to the building, the bell must be rung and a staff member will open the door
- All visitors will sign-in in the guest book located in the main reception area

Outdoor Area

- The outdoor area is safe and secure with fencing
- A staff member will check the outdoor area each morning to ensure there are no hazards present
- The adult: child ratio will be maintained at all times in the outdoor area
- Staff will be on hand to help children manage all risky play
- During outings, the adult: child ratio will drop to ...........
- Permission will be sought by all parents/guardians before the outing date
- A mobile phone and all appropriate record keeping will be brought on the outing including a first aid kit.
Safety Statement

- In accordance with the Health, Safety and Welfare at Work Act 2005 a safety statement has been developed
- Risk assessments will be carried out on a regular basis and when new equipment or work practices are introduced

Fire Safety

- A Fire Safety Certificate has been granted by the fire Authority and the service follow the guidelines set out in Fire Safety in Preschool.
- All firefighting equipment and detection equipment will be regularly checked and maintain.
- Fire drills will be carried out once per month keeping all appropriate records.
- Named person is the fire officer responsible for maintaining all records
- All staff will be given fire safety training.

This policy was agreed and adopted by (name of the childcare service).

Date:__________________________________

Signed by:___________________________ on behalf of management

This policy will be reviewed on (insert date)__________________________ in collaboration with staff and parents