



Health & Safety Training

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Reviewed

When	First Review	Approval	Published
11/12/2015	JLindow	TWilson	2015
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19/09/2017	JLindow	TWilson	2017
05/08/2018	JLindow	TWilson	2018
16/02/2021	JLindow	JWilson	



Health & safety Training

Person responsible for monitoring staff training is **Jenna Lindow**.

Health and safety are covered in all induction training for new staff.

Health and safety arrangements

- All staff are responsible for general health and safety in the pre-school.
- Risk assessments will be conducted on all areas of the pre-school, including rooms, activities, outdoor areas, resources and cleaning equipment.
- These are reviewed at regular intervals and when arrangements change.
- All outings away from the pre-school (however short) will include a prior risk assessment – more details are included in our **outings policy**
- All equipment, rooms and outdoor areas will be checked thoroughly by staff at regular intervals. These checks will be recorded and initialled by the staff responsible. Unsafe areas will be made safe/removed from the area by this member of staff to promote the safety of children. If this cannot be achieved the manager will be notified immediately
- We provide appropriate facilities for all children, staff, parents and visitors to receive a warm welcome and provide for their basic care needs, e.g. easy to access toilet area, washing facilities and fresh drinking water
- The pre-school will adhere to the Control Of Substances Hazardous to Health Regulation (COSHH) to ensure all children, staff, parents and visitors are safe in relation to any chemicals we may use on the premises
- All staff and students will receive appropriate training in all areas of health and safety which will include risk assessments, manual handling and fire safety. We may also use benefit risk assessments for particular activities and resources for children.
- We have a clear **accident and first aid policy** to follow in the case of any person in the pre-school suffering injury from an accident or incident.
- We have a clear **fire safety policy** and procedure which supports the prevention of fire and the safe evacuation of all persons in the pre-school. This is to be shared with all staff, students, parents and visitors to the pre-school.
- We review accident and incident records to identify any patterns/hazardous areas
- All health and safety matters are reviewed informally on an ongoing basis and formally every six months or when something changes. Staff and parents will receive these updates, as with all policy changes, as and when they happen.
- Staff and parents are able to contribute to any policy through the suggestion scheme and during the regular meetings held at pre-school.