

## Chollerton Pre-School Ltd

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Reg. Charity 1132501 Company No. 07005338



### **Chollerton Pre-school** **Health & Safety Policy**

It is Chollerton preschool policy to provide Children with a Healthy, Safe and stimulating Environment in which to work and play. If good health habits are developed early in life they are likely to be continued throughout life. It is our intention to promote healthy eating habits, socialising skills and healthy snacks. Children with special dietary needs will be catered for. Chollerton preschool has a no smoking policy anywhere in its grounds or buildings.

#### **Procedures:**

- **Safety Precautions:** A member of preschool staff will come out to the gate to meet you and your child upon arrival. The building is locked at all times and the main school entrance has a buzzer system and intercom system. Fire Drills are carried out once a term as part of school fire safety drills. (See fire Evacuation Procedures.) These will be recorded. All staff have regular training with the correct procedures in the event of an emergency occurring and have basis First Aid Training. All staff are designated First Aider and renew their certificate every 3 years. All staff must comply with COSHH government regulations and wear recommended disposable vinyl gloves as a necessary part of our policy when changing a child. Emergency contact telephone numbers, addresses, medical history and list of known allergies must be reported to Manager and kept on file.
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- **Outdoor Safety:** All outdoor areas will be checked and cleaned before the children use them. On outings and trips staff must maintain frequent head counts and brief children to stay with the group. Staff must work to a KEY WORKER SYSTEM and present a copy of the key worker list to the Manager beforehand. A mobile phone must be taken on all outings.
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- **Indoors:** The activities on offer will meet the needs of the group, providing the children with challenge and the opportunity for success. The rooms will be neutral, calming and well ventilated, providing a safe stimulating environment. Equipment and materials will be accessible and within all children's reach, including children with special needs. All table top toys, play equipment and bean bags will be washed regularly. Dressing up clothes, blankets and aprons will be washed regularly. Children will be encouraged to respect their environment and the equipment provided. Children helping to tidy away at the end of the session can promote this skill. Staff and children will wear suitable clothing and footwear when in a group. Parents are requested to refrain from having children wear hoop earrings, chains and expensive jewellery when in the setting.
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- **Hygiene:** Staff must use good frequent hand washing techniques and encourage children to wash their own hands especially after using the toilet and before eating. Disposable paper hand towels are provided.
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- **Attendance of Sick Children:** We have a clear policy on the limitation of attendance. Sick Child Policy and Guidance on the recommended period to be kept away from the childcare setting, more information can be found at <https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/exclusion-table>
- If there is an outbreak of head lice or any infection that is contagious all parents/carers will be informed and the necessary precautions taken.
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### **Organisations:**

All accidents and incidents must be recorded promptly and reported to the Manager. All accidents must be given immediate First Aid and reported to the Manager. Reports must be completed in the accident book and parents informed and given to read. All staff at Chollerton preschool must have regular training in Fire Prevention, Fire Safety and participate in termly Fire Drills with Chollerton preschool. Any non accidental injuries must be reported and recorded to the Manager. All staff must attend regular Child Protection training.

This Policy has been agreed by the Chollerton preschool committee

Signed by Pre-School Manager .....

Signed on behalf of the committee .....

This Policy was reviewed in June 2023