**Health and Safety Policy**

Equipment

Equipment in Frome Valley Preschool will be checked daily before use to ensure it is in good working order and safe to use.

We ensure that the equipment we provide:-

* Is suitable for all ages and developmental stages of the children.
* Provide challenges to develop the physical, social, intellectual and creative skills of the children.
* Encourage children, with adult guidance, to be independent and to develop to the best of an individual’s potential.
* Can be used in a variety of ways to encourage an open-ended approach to creativity and problem solving.

To ensure safety to the children and adults in Frome Valley Preschool we adhere to the following guidelines:-

* All children are supervised by practitioners at all times and will always be insight or hearing of a practitioner.
* A register is kept of the children arriving and leaving Frome Valley Preschool to ensure that a record of children and practitioners is available in any emergency.
* Fire drills are carried out regularly and fire doors are never obstructed.
* All accidents and incidents are recorded and regularly monitored.
* The building and grounds are a NO SMOKING area.
* All hot drinks must have a lid on and put out of reach in the kitchen area.
* A first aid box is available at all times.
* A staff will hold a paediatric First Aid qualification.
* When children are on the premises at least two practitioners will be present.
* Electric points, wires and leads are safely guarded.
* The layout of play equipment allows adults and children to move safely and freely between activities.
* All materials, including paints and glues, are non – toxic.

Hygiene

* All surfaces are cleaned daily.
* All floors are swept/mopped and toilets are cleaned daily unless there is a spillage which will be dealt with immediately.
* Anybody fluid or blood spillage will be cleared immediately. Disposable gloves will always be worn when cleaning bodily fluids/blood and disinfectant used, any fabrics will be washed thoroughly.
* Parents/carers are asked to provide an extra set of named clothing for their child in a bag with the child/s name on.
* Parents/carers will be kept informed of any accidents, incidences or infection.
* Children will learn about health, safety and personal hygiene through the activities we provide and the routines we follow.

Allergies

All practitioners will be made fully aware of any children in Frome Valley Preschool who have allergies and will sign a document stating these allegies. The parent/carer will be responsible for providing all the information with regard to the nature of their child’s allergy, and the medication and procedures required. Parents/carers are also responsible for keeping staff informed of any changes relating to a child’s allergies.

Risk Assessments

Full assessments of all equipment, materials, furniture, inside and outdoors etc. will be carried out daily. Practitioners will check all areas at the beginning of each day to ensure the safety of everyone in Frome Valley Preschool.

Any trips out of the Preschool environment are to subject to a risk assessment.

Security

Any visitors to Frome Valley Preschool will be asked to sign a visitors’ book with their name and reason for visit. The book is located in the reception area of the school. Visitors will also be required to sign out as they leave. Visitors will be accompanied by a member of the school or preschool staff at all times.