


## Health and Safety Policy



- Our setting believes that the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, parents, staff and volunteers by:
  - assessing and minimising the hazards and risks to enable the children to thrive in a healthy and safe environment, and
  - making children, parents, staff and volunteers aware of health and safety issues.
- Our member of staff responsible for health and safety is **Deborah Johnson**. She is competent to carry out these responsibilities. She has undertaken health and safety training and regularly updates her knowledge and understanding.
- We display the necessary health and safety poster in the Cuddington Room.
- This basis of the policy is risk assessment and we carry this out following the five steps recommended by the Early Years Alliance:
  - Identify a risk: where is it and what is it?
  - Identify who is at risk - staff, children, or parents?
  - Assess whether the level of a risk is high, medium or low, taking into account both the likelihood of it happening, and the possible impact if it did.
  - Put in place control measures to reduce or eliminate risk: what do we or others need to do to reduce that risk?
  - Monitor and review: consider how to check if measures are working, and if they are not, what can be changed?
- We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed in the Little Fishes entrance area.
- Our setting is a no-smoking environment, both indoors and outdoors.
- We minimise the risk of fire on our premises by ensuring the highest possible standard of fire precautions. The person in charge and staff are familiar with the current legal requirements. We liaise with the Church Manager and where necessary we seek the advice of a competent person, such as a Fire Officer, or Fire Safety Consultant.
- At Little Fishes, we take the safety and welfare of the children in our care extremely seriously. Little Fishes recognises the potentially serious risks to children, staff and visitors in emergency or harmful situations, such as flood, fire, burglary, abduction or threatened abduction of a child, bomb threat, terrorism attack or any other incident that may affect the care of the children in the pre-school. A lockdown may take place where there is a perceived risk of threat to the pre-school, its staff, children, visitors or property.

- Parents are required to inform Little Fishes of any ongoing health needs, including allergies and intolerances, and any changes in health conditions.
- We provide care for healthy children through preventing cross infection of viruses and bacterial infections and promote health through identifying allergies and preventing contact with the allergenic substance.
- It is not our policy to care for sick children, who should be at home until they are well enough to return to the setting - if they need paracetamol to get through the day, they are not well enough to be at Little Fishes. However, we will agree to administer prescribed medication as part of maintaining their health and wellbeing or when they are recovering from an illness.
- In many cases, it is possible for children's GPs to prescribe medicine that can be taken at home in the morning and evening. Medicines will only be administered in Little Fishes where it would be detrimental to the child's health not do so. If a child has not had a medication before, it is advised that the parent keeps the child at home for the first 48 hours to ensure there are no adverse effects, as well as to give time for the medication to take effect.
- Parents are required to inform us of any infectious disease contracted by their child so we can take the appropriate precautions. We follow government advice on exclusions for illness.
- These procedures are written in line with guidance in *Managing Medicines in Schools and Early Years Settings*; the manager is responsible for ensuring all staff understand and follow these procedures.
- The key person is responsible for the correct administration of medication to children for whom they are the key person. This includes ensuring that parent consent forms have been completed, that medicines are stored correctly and that records are kept according to procedures, The manager is responsible for the overseeing of administering medication and in the absence of the key person a second staff member would counter sign to say it has been administered.
- Little Fishes promotes healthy eating and regards snack and meal times as an important part of our day. Eating represents a social time for children and adults and helps children to learn about healthy eating. At snack times, we aim to offer nutritious food which meets the children's individual dietary needs.
- Parents and carers providing lunches for their children and snacks to share are asked to provide nutritious food that avoids choking hazards and allergens. In particular, food should not contain nuts or large quantities of saturated fat, sugar and salt and artificial additives, preservatives and colourings. We provide guidance on safe and healthy eating on our website. If a child at Little Fishes has a severe allergy, we may request that all food provided for all children avoids that allergen.

- Staff are able to take action to apply first aid treatment in the event of an accident involving a child or adult. At least one member of staff with a current first aid certificate is on the premises, or on an outing, at any one time. There is always a first aid trained staff member present during snack and lunchtime. The first aid qualification includes first aid training for infants and young children, including how to recognise symptoms of, and know the treatments for, allergies and anaphylaxis. We aim to ensure that first aid training is local authority approved and relevant to staff caring for young children.
- Children learn about the natural world, its animals and other living creatures, as part of the Learning and Development Requirements of the Early Years Foundation Stage. This may include contact with animals, or other living creatures, either in the setting or on visits. We aim to ensure that this is in accordance with sensible hygiene and safety controls.
- We follow the guidelines of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) for the reporting of accidents and incidents. Child protection matters or behavioural incidents between children are not regarded as incidents and there are separate procedures for this.
- We maintain the highest possible security of our premises to ensure that each child is safely cared for during their time with us. Systems are in place for the safe arrival and departure of children. This includes ensuring that children do not leave the setting alone and are only released into the care of parents, carers or other designated person. We also ensure that unauthorised persons do not enter the setting.
- Children benefit from being taken out of the setting for local nature walks. Using their “nature eyes” to look for specific natural elements, collecting items, and joining in with “I Spy” walks which all help to enrich their learning experiences in a fun and engaging way. We have procedures to keep children safe on outings; all staff and volunteers are aware of and follow the procedures.
- No child is excluded from participating in our setting who may, for any reason, not yet be toilet trained and who may still be wearing nappies or equivalent. We follow Surrey guidance on *supporting children to use the toilet in early years*, working with parents towards toilet training unless there are medical or other developmental reasons why this may not be appropriate at the time. We make necessary adjustments to our bathroom and hygiene practice in order to accommodate children who are not yet toilet trained. We see toilet training as a self-care skill that children have the opportunity to learn with the full support and non-judgemental concern of adults.

<i>This policy was adopted by:</i>	Little Fishes Pre-school on 31 March 2026
<i>next review date:</i>	April 2027
<i>Signed on behalf of the provider by</i>	 Alison Carr, Chair of Little Fishes Management Group

<i>Version control</i>	<i>Summary of changes made</i>
September 2024	new version from first principles
September 2025	added statement that first aid training includes allergies and anaphylaxis and that first aider present when children eating
March 2026	additional requirements of parents re being informed of health conditions, healthy eating, toilet training guidance and keeping children out of Little Fishes if ill