



Health & Safety Policy

Our aim is to create and maintain a safe and healthy environment for everyone connected with Sunshine Pre-school. All staff, students, and volunteers are required to work towards our health & safety procedures which are fully detailed in our operational plan.

In practice our H&S policy means that:

- Staff, students and volunteers are expected to demonstrate safe working practices, and along with parents, show regard for the safety of themselves and others.
- Staff, students and volunteers will be fully aware of the procedures to follow if there is an accident or emergency on the premises.
- Staff are supported by effective health & safety procedures which give clear guidelines as to their personal responsibilities.
- All staff are fully trained in Paediatric First Aid and training is regularly updated.
- Staff qualified to administer first aid will be present during all sessions.
- Parents are required to give detailed information regarding any medical conditions or illnesses their child has.
- Parents are required to adhere to the quarantine procedures of Sunshine Pre-school and please note these may differ from NHS / Government guidelines. Sunshine Pre-school reserves the right to exclude children from pre-school until they are free from any contagious infections.

EMERGENCY PROCEDURES

Accident

The aim of our policy is to reduce the risk of accidents and to have effective procedures in place should an accident occur.

In practice this means:

- Staff, students & volunteers need to follow our health & safety safe working practices.
- Minor accidents and any treatment given will be recorded in our accident book.
- The accident will be discussed with the child's parent/carer at the earliest possible time and they will be asked to sign the accident book (usually when collecting the child).
- In the case of head injury parents will be notified at the earliest possible time and asked to collect the child as soon as possible.
- In the event of a child needing medical attention, the emergency services and the child's parent/carer will be contacted at the earliest possible time. A member of staff will accompany the child to hospital and will remain with them until the parent/carer arrives.
- Activity risk assessments will be carried out to enable children to experience an element of risk in play and learn how to keep themselves safe.

Fire

The aim of this policy is to ensure that Sunshine pre-school operates effective monitoring and evacuation procedures in order to reduce the risk of harm in the event of a fire.

In practice this means:

- We have a designated person responsible for fire procedures
- The premises have adequate and up to date fire protection equipment which is regularly checked.
- We have robust evacuation procedures with clear guidelines as to the responsibilities of individual staff
- Fire evacuation procedures are held every term and a monitoring system is in place to ensure all staff and children experience one each term.
- We keep clear records of fire drills and any concerns that arise are reviewed and the necessary action taken.