



Regent House Preschool

Health & Safety Policy

The welfare of every individual within the Preschool is paramount. It is the policy of Regent House Preschool to provide the highest standards of safety for every child within the setting.

Not only will all adults working within the Preschool be expected to comply with these standards, but they will ensure the children are aware of them and encourage them to adopt them where appropriate.

The Preschool's Designated Health & Safety Officer is Miss C. Auld (Preschool Manager).

The following actions will be put in place if appropriate:

1. At least two members of staff will be present in each classroom at all times regardless of the number of children on the premises.
Staffing ratios will be at least 1:8 as legally required.
2. Children will only be allowed to leave the premises with an authorised adult who is known to the child and who has been made known to all staff members (authorised pick-up list).
3. Names and addresses of emergency contacts in case of an emergency will be available to all members of staff.
4. All staff will be made aware, if necessary, of all those who have parental responsibility or legal access to a child.
Sight of any legal documents will be required and a record of relevant information kept in the strictest confidence, following GDPR guidelines.
5. Children will be expected to stay in the main room/toilet areas and access to the senior school is not permitted unless accompanied by an adult.
6. Children will not be allowed to lock toilet doors.
7. Walking in the main indoor areas and corridors will be encouraged.
8. Children will be made aware of Fire Drill arrangements and practise them on a monthly basis.

9. Fire exits will be accessible and fire extinguishers checked annually by the appropriate persons.
10. Where the front door is locked to ensure the safety of the children, a safety lock will be used and access will be through the main school reception.
11. Safety mats, in accordance with British Standards, will be placed under and around the indoor climbing frame.
12. A First Aid box will be available for the treatment of minor accidents etc.
At least 50% of staff will have the relevant First Aid training and the school Matron will be on-site providing help and advice as appropriate.
13. Any activity such as cooking will be well supervised by adults and children will be made aware of any dangers.
14. All equipment will be checked on a regular basis and any broken/dangerous items will be discarded.
15. Electrical sockets will be covered when not in use.
All electrical equipment will be PAT tested annually by external agencies.
16. Any dangerous substances will be kept out of reach of the children.
17. Children will be made aware of their own personal safety and the safety of others through age-appropriate Circle Time discussions.

Monitoring and evaluation

This policy will be reviewed and monitored in line with the Preschool's policy review schedule.

Reviewed:
15/05/23

Approved by BOG:
21/09/23