

# Chavey Down Pre-School



## Health and safety Policy

---

Alongside associated procedures 01.1 to 01.18 Health and Safety, this policy was adopted by Initial Steps Ltd

**Designated Health and Safety Officer is:** Nicola Sackley

### Aim

Our provision is a suitable, clean and safe place for children to be cared for, where they can grow and learn. We meet all statutory requirements for health and safety and fulfil the criteria for meeting the Early Years Foundation Stage Safeguarding and Welfare Requirements.

### Objectives

- We recognise that we have a corporate responsibility and duty of care towards those who work in and receive a service from our provision. Individual staff and service users also have responsibility for ensuring their own safety as well as that of others. Adherence to policies and procedures and risk assessment is the key means through which this is achieved.
- Insurance is in place (including public liability) and an up-to-date certificate is always displayed.
- Risk assessment is carried out to ensure the safety of children, staff, parents, and visitors. Legislation requires all those individuals in the given workplace to be responsible for the health and safety of premises, equipment and working practices.
- Smoking is not allowed on the premises, both indoors and outdoors. If children use any public space that has been used for smoking, members of staff ensure that there is adequate ventilation to clear the atmosphere. Staff do not smoke in their work clothes and are requested not to smoke within at least one hour of working with children. The use of electronic cigarettes is not allowed on the premises.
- Staff must not be under the influence of alcohol or any other substance which may affect their ability to care for children. If staff are taking medication that they believe may impair them, they seek further medical advice and only work directly with children if that advice is that the medication is unlikely to impair their ability to look after children. The setting manager must be informed.
- Alcohol must not be bought onto the premises for consumption.
- A risk assessment and access audit forms are carried out for each area and the procedure is modified according to needs identified for the specific environment.
- Risk assessments are monitored and reviewed by those responsible for health and safety.

### Legal references

Health and Safety at Work etc Act (1974)  
Health and Safety (Consultation with Employees) Regulations 1996  
Management of Health and Safety at Work Regulations (1999)  
Regulatory Reform (Fire Safety) Order 2005

### Initial Steps Ltd

16 Martins Lane, Brants Bridge, Bracknell, Berkshire, RG12 9EN  
Company No. 08892649

Electricity at Work Regulations (1989)  
Regulation (EC) No 852/2004 of the European Parliament and of the Council on the hygiene of foodstuffs  
Manual Handling Operations Regulations (1992) (Amended 2002)  
Medicines Act (1968)  
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) (Amendment)  
Regulation 2012  
Control of Substances Hazardous to Health Regulations (COSHH) Regulations 2004  
Health and Safety (First Aid) Regulations 1981  
Childcare Act 2006

**Further guidance**

Dynamic Risk Management in the Early Years (Alliance 2017)  
Health and Safety Executive [www.hse.gov.uk/risk](http://www.hse.gov.uk/risk)  
Food Standards Agency [www.food.gov.uk](http://www.food.gov.uk)  
Ministry of Housing, Communities & Local Government [www.communities.gov.uk](http://www.communities.gov.uk)

**This policy was adopted by:** Kate Sillett

**Date:** 26<sup>th</sup> January 2023

**Date to be reviewed:** 26<sup>th</sup> January 2024

**Signed on behalf of the Provider:** *K. Sillett*

**Name of Signatory:** Kate Sillett

**Role of Signatory:** Director

**Initial Steps Ltd**

16 Martins Lane, Brants Bridge, Bracknell, Berkshire, RG12 9EN  
Company No. 08892649