St James Church Preschool CIO
Health and Safety Policy

It is the intention of the Committee of St James Church Preschool CIO to provide and maintain safe and healthy working conditions for all its employees and to provide a safe environment for the children in its care. The Chairperson of St James Church Preschool CIO has overall and final responsibility for ensuring the policy is implemented. Supervisors are responsible for Health and Safety on a day-to-day basis.
Consultations between employees and the Preschool committee on matters relating to Health and Safety are dealt with as agenda items at committee meetings or if an urgent matter arises it is dealt with between employees and the Chairperson of the Committee

Links to Every Child Matters: Staying Safe
Links to the Early Years Foundation Stage: Understanding the World

Risk Assessment
A risk assessment is carried out annually and the risk assessment report and associated Action Plan are available for inspection upon request to the Supervisor. The risk assessment report is shared with the church.

Equipment
All electrical equipment is to be PAT (Portable Appliance Testing) tested annually and regularly checked for faults. Faulty equipment should be removed from the area used by the children for repair or disposal.

The preschool will request that gas and electrical appliances, which are the responsibility of the PCC (Parochial Church Council), should conform to safety requirements and be regularly maintained.
Equipment is regularly checked, and faulty and broken items are removed from play for repair or disposal. Cleaning materials, knives and other dangerous objects are stored securely in cupboards out of the children's reach.

Indoor and Outdoor space
The perimeter fence and hedge of the outside space are regularly checked for security and the garden gate is bolted securely during sessions.

Visitors to the Preschool are greeted by a member of staff and must identify themselves and sign in and out.

The external and internal doors of the setting are closed during session time (except for the external door when children are playing in the garden) and the children do not have access to the kitchen (except in special circumstances supervised one on one with a member of staff.)

Children are supervised by adults at all times, indoors and outdoors.

The garden is checked daily for potential hazards, e.g. litter, broken glass, animal excrement, poisonous plants, and any such material is removed by staff and disposed of appropriately.

All staff ensure that the layout of activities and equipment is safe for the children and would not cause harm to people in the workplace.

Fire

Fire drills are regularly carried out, i.e. each half term. Please refer to the Fire Safety Policy for details. Elaine Hawkes is our Fire Safety Officer.

Procedures

There are procedures in place for:

a) lost children
b) outings
c) collecting of children at the end of sessions

Details of these are documented in the following policies:

a) Lost Child Policy
b) Absences and Illnesses Policy
c) Safeguarding Policy

Insurance

The Preschool holds valid public liability insurance provided through membership of the EYA.

Hygiene

The floors are regularly swept and cleaned. Equipment is checked regularly and cleaned as necessary.

The toilets are checked for cleanliness prior to each session and cleaned with appropriate cleaner at the end of each session. Additionally, they are cleaned as and when necessary during session times. The wash hand basins are similarly kept clean.

To deal with bodily fluid spillages staff wear disposable rubber gloves and disposable aprons. The spillage is wiped while equipment is prepared and then the floor cleaned, and materials disposed of safely.

Disposable gloves are worn on all occasions when staff need to protect themselves and prevent spread of infection.

Staff are required to follow the basic rules of hygiene by washing their hands after going to the toilet and before preparing food or having snack time with the children.

The children are encouraged to wash their hands after visiting the toilet, after messy play and before having a drink and snack.

If any animals are brought into the Preschool the Supervisor must ensure they are safe to be in an environment with children and do not pose health risks. They must be kept under proper control. Children must be supervised in handling animals and both the children and adults must wash their hands after handling them.

When not in use the sand tray must be covered to keep it clean and any sand which falls on the floor should be discarded.

Hand washing is our preferred method of hygiene. Anti-Bacterial Gel is used by adults and children when appropriate.

Food Handling

Details of this are covered in the Food Safety and Nutrition Policy.

Medicines

Medicines prescribed by a doctor may be administered by staff so long as parents give prior written permission and accurate written records are kept. The medication record book is used for this.

All medicines must be stored in their original containers, be clearly labeled, and kept out of reach of children.

Staff should be given specific training by a qualified health professional for the administration of medication which requires technical / medical knowledge. This training should be child specific.

First Aid, Accidents, and Illness.
Written permission is requested on the Preschool acceptance form to allow staff to seek emergency medical advice and treatment if necessary.

All staff will ensure accidents, however minor, are recorded in the Tapestry system, and relevant parents and carers are informed via that system. The record is printed and the parent or carer is asked to sign the printed record at collection time. Reportable work-related accidents, diseases or dangerous occurrences will be reported to Ofsted and the HSE in the form required by them. Notifiable infectious diseases will also be reported to the Berkshire Team Health Protection Agency.

There is a First Aid box in the Preschool lobby, and one in the garden. They are regularly checked, and contents used are replaced. In the event of an accident the nearest member of staff will take charge and deal with the occurrence.

All staff members are qualified First Aiders.

The Manager/Deputy Manager will keep staff and parents informed of exclusion periods for infectious diseases. Staff will inform parents about cases of chicken pox, head lice and threadworms.

Smoking Policy
St James Church Preschool CIO operates a no smoking policy throughout the premises and surrounding environment. This applies to staff and visitors, and staff members are not allowed to smoke whilst in their uniforms. The policy also extends to walks and other outings off-site.

Outings
If children are to be taken off the premises for a walk or outing there are clear procedures in place, for staff to follow, to ensure that all appropriate risk assessments are carried out.

Food poisoning
Ofsted should be notified of any food poisoning affecting 2 or more children looked after on the premises, any child having meningitis or the outbreak on the premises of any notifiable disease identified as such in the Public Health (Control of Disease) Act 1984 or because the notification requirement has been applied to them by regulations (the relevant regulations are the Public Health (Infectious Diseases) Regulation 1988).

Staff awareness of health and safety

Each member of Staff has a copy of the Health and Safety Policy given to them at the start of their employment. Regular volunteer helpers have their attention drawn to the policy pinned up on the Preschool notice board.

Legal framework

- Early years foundation stage (EYFS) statutory framework
- The Health and Safety at Work Act 1974

Further guidance

- Gov guidance on safeguarding children www.gov.uk/government/publications/working-together-to-safeguard-children--2
- Prevent Duty Guidance www.gov.uk/government/publications/prevent-duty-guidance
- Gov guidance for keeping children safe in education www.gov.uk/government/publications/keeping-children-safe-in-education--2

This policy was adopted by	St James Church Preschool	*(name of provider)*
On		*(date)*
Date last updated	29th January 2026	*(date)*
Date last reviewed	11th February 2026	*(date)*
Date to be reviewed	11th February 2027	*(date)*

Signed on behalf of the provider	J. Chandler
Name of signatory	Jamie Chandler
Role of signatory	Chair