

THAMESVIEW PRESCHOOL



HEALTH AND SAFETY POLICY 2026

Policy reviewed: September 2026

Next review: September 2027, or sooner if legislation, guidance, premises or circumstances change

Health and Safety Officers: Samantha Ireland, Lucy Foskett, Mari Ronka and Lisa Jaggs

Policy lead: Manager/deputy

1. Statement of Intent

Thamesview Preschool is committed to providing a safe, secure and healthy environment for all children, staff, parents, visitors, contractors and other persons who may be affected by the activities of the preschool.

We recognise that children are particularly vulnerable to accidents and hazards and that effective health and safety arrangements are an essential part of providing high-quality early education and care.

Thamesview Preschool will take all reasonably practicable steps to:

- protect children, staff, visitors and others from avoidable risks;
- provide safe premises, facilities, equipment and resources;
- identify hazards and undertake appropriate risk assessments;
- implement effective control measures;
- maintain appropriate staffing and supervision;
- ensure staff understand their health and safety responsibilities;
- provide appropriate information, instruction, training and supervision;
- maintain appropriate records;
- respond appropriately to accidents, injuries, illness and emergencies;
- review health and safety arrangements regularly and make improvements where necessary.

This policy is implemented alongside the preschool's other policies and procedures, including safeguarding, first aid, medicines, safer sleep, food and nutrition, allergy,

infection control, outings, fire safety, emergency procedures, manual handling and risk assessment procedures.

2. Legislative and EYFS Framework

Thamesview Preschool will comply with relevant health and safety legislation and the safeguarding and welfare requirements of the current EYFS statutory framework.

Relevant legislation and guidance includes, where applicable:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Health Protection (Notification) Regulations 2010
- Manual Handling Operations Regulations 1992
- Regulatory Reform (Fire Safety) Order 2005
- Food Safety Act 1990 and relevant food hygiene requirements
- current EYFS statutory framework for group and school-based providers
- current Department for Education and public health guidance applicable to early years settings.

The preschool will ensure that policies are reviewed when statutory requirements or relevant guidance change.

3. Responsibilities

3.1 Management

The manager and leadership team are responsible for ensuring that:

- this policy is implemented effectively;
- appropriate risk assessments are completed and reviewed;
- premises and equipment are maintained in a safe condition;
- staff receive appropriate health and safety information and training;
- adequate first-aid arrangements are in place;
- accidents, incidents and injuries are appropriately recorded and reviewed;

- emergency procedures are understood and practised;
- appropriate action is taken where hazards are identified;
- health and safety concerns raised by staff, parents or visitors are considered and addressed.

3.2 Health and Safety Officers

The designated Health and Safety Officers are:

Samantha Ireland

Lucy Foskett

Lisa Jaggs

They will support the manager in monitoring health and safety arrangements, identifying hazards, reviewing risk assessments and ensuring appropriate action is taken.

3.3 All Staff

All staff have a responsibility to:

- take reasonable care of their own health and safety and that of others;
- follow the preschool's health and safety policies and procedures;
- actively supervise children;
- report hazards, defects, accidents and concerns immediately;
- use equipment appropriately;
- follow infection-control and hygiene procedures;
- follow fire and emergency procedures;
- maintain appropriate professional standards;
- never knowingly place a child or another person at unnecessary risk.

Staff must not ignore a health and safety concern because it appears minor.

4. Risk Assessment

Thamesview Preschool recognises that effective risk assessment is central to keeping children and adults safe.

Risk assessments will identify:

1. the hazard;
2. who may be harmed;
3. the level of risk;
4. existing control measures;

5. any additional action required;
6. who is responsible for the action;
7. the date of review.

Risk assessments will be proportionate to the activity and reviewed regularly and whenever:

- there is a significant change to the activity, premises or equipment;
- an accident or incident identifies a previously unidentified risk;
- new equipment is introduced;
- a child has an individual need requiring additional consideration;
- staff identify a new hazard;
- legislation or guidance changes.

Risk assessments will cover both indoor and outdoor environments and relevant activities, trips and outings.

Daily checks will be undertaken before children access relevant areas.

Staff must report hazards immediately and take appropriate action to prevent children accessing an unsafe area or item.

5. Premises and Environment

The preschool will maintain premises that are safe, suitable and secure for the children attending.

The premises will be checked regularly to identify hazards including:

- damaged flooring;
- unsafe furniture;
- broken or damaged equipment;
- accessible electrical points or cables;
- unsafe doors, windows or gates;
- trip hazards;
- unsuitable temperatures;
- inadequate ventilation;
- water hazards;
- unsafe storage;
- hazardous substances;
- damaged outdoor surfaces or equipment;

- inappropriate access to areas not intended for children.

Any defect that could present a significant risk will be reported immediately and appropriate action taken.

Where an area or item cannot be made safe immediately, it will be removed from use or access will be prevented until the hazard has been addressed.

6. Security and Access

Children must be supervised and protected from unauthorised access to the premises.

Doors and gates will be secured appropriately while children are attending.

Visitors will be managed in accordance with the preschool's visitor procedures.

Visitors and contractors will not be permitted to have unsupervised access to children unless they have been appropriately authorised and meet the relevant suitability requirements.

Staff must challenge or report any unidentified or unauthorised person on the premises.

7. Equipment and Resources

All equipment provided for children will be suitable for its intended use, appropriate for the children's age and stage of development and maintained in a safe condition.

Staff will:

- carry out appropriate checks;
- remove damaged or unsafe equipment from use;
- report defects;
- ensure equipment is stored safely;
- ensure equipment is used in accordance with manufacturer's instructions where applicable.

Equipment that presents a hazard will be removed from children's access immediately.

Records of relevant safety checks and maintenance will be retained.

8. Outdoor Area

The outdoor area will be checked before children use it.

Staff will complete the required morning outdoor hazard check and follow the garden rota for morning and afternoon checks.

Checks will consider:

- weather conditions;
- damaged equipment;
- unsafe surfaces;
- animal faeces;
- poisonous or hazardous plants;
- broken glass or other foreign objects;
- water hazards;
- gates and boundaries;
- equipment stability;
- areas requiring repair or maintenance.

Children will be appropriately supervised while outdoors.

Staff must ensure outdoor equipment is tidied and stored safely following use.

9. Indoor Safety Checks

Indoor rooms will be checked before children access them.

Staff will identify and address hazards including:

- spills;
- damaged furniture;
- broken toys;
- trailing cables;
- blocked exits;
- unsuitable temperature;
- unsafe resources;
- accessible cleaning products or other hazardous substances.

Children must not be permitted access to areas that have been identified as unsafe.

10. Cleaning and COSHH

Thamesview Preschool follows the Control of Substances Hazardous to Health Regulations (COSHH).

Cleaning materials and other hazardous substances will:

- be stored securely and inaccessible to children;
- remain in appropriately labelled containers;
- be used in accordance with manufacturer's instructions;
- be subject to appropriate COSHH assessments where required;
- be handled by staff who have received appropriate information or instruction.

Staff will use appropriate protective equipment when required.

Cleaning products must never be left unattended where children could access them.

11. Personal Hygiene and Infection Prevention

Thamesview Preschool promotes high standards of personal hygiene.

Children will be encouraged and supported to:

- wash their hands before eating;
- wash their hands after using the toilet;
- wash their hands after outdoor play where appropriate;
- clean their hands and face after meals;
- develop independence in personal hygiene.

Staff will wash their hands appropriately, particularly:

- before preparing or serving food;
- after using the toilet;
- after changing nappies;
- after assisting with toileting;
- after contact with bodily fluids;
- after cleaning;
- before and after providing certain personal care.

Appropriate disposable gloves and other PPE will be used when there is a risk of contact with bodily fluids.

Gloves do not replace effective handwashing.

The preschool will follow its infection-control procedures regarding cleaning, bodily fluids, waste, laundry, exclusion periods and infectious illnesses.

12. Nappy Changing and Personal Care

Nappy changing and personal care will be undertaken in a safe, hygienic and respectful manner.

Staff will:

- follow the preschool's nappy-changing procedure;
 - wash hands before and after the procedure;
 - use appropriate protective equipment where required;
 - dispose of waste safely;
 - clean and disinfect changing areas appropriately;
 - maintain children's dignity and privacy;
 - report any concerns about a child's health or wellbeing through the appropriate procedure.
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13. First Aid

Thamesview Preschool will maintain appropriate first-aid arrangements in accordance with the EYFS requirements.

The preschool will ensure that:

- appropriate first-aid equipment is available and maintained;
- first-aid supplies are checked regularly;
- staff with appropriate paediatric first-aid training are available as required;
- first-aid certificates are monitored;
- staff know how to summon emergency assistance;
- first-aid treatment is recorded appropriately;
- parents/carers are informed of accidents, injuries or first-aid treatment as appropriate.

At least one person with a valid paediatric first aid certificate will be available in accordance with the EYFS requirements, including when children are eating.

Staff must ensure that first-aid arrangements remain appropriate whenever children are present, including during outings.

14. Accidents, Injuries and Incidents

All accidents, injuries and significant incidents involving children, staff or visitors will be dealt with promptly.

Where appropriate:

1. immediate first aid will be provided;
2. emergency medical assistance will be obtained;
3. the child will be reassured and appropriately supervised;
4. parents/carers will be informed;
5. the incident will be recorded;
6. the circumstances will be reviewed;
7. risk assessments will be amended where necessary.

Parents/carers will be informed as soon as reasonably practicable of any accident, injury or first-aid treatment involving their child.

Serious accidents, injuries, illnesses or events will be managed in accordance with EYFS, safeguarding and reporting requirements.

Where an incident is potentially reportable under RIDDOR or another statutory notification requirement, the manager will ensure that appropriate action is taken.

15. Emergency Medical Treatment

If a child requires urgent medical attention:

- staff will call the emergency services where appropriate;
- first aid will be provided within the limits of staff training;
- the child's emergency contact details will be accessed;
- parents/carers will be contacted as soon as possible;
- a member of staff will accompany the child where necessary and appropriate;
- relevant records will be completed.

Staff will never delay emergency medical treatment while waiting for parental permission where immediate treatment is necessary.

16. Medicines

Medicines will be managed in accordance with the preschool's Medicines Policy.

Where medication is administered:

- appropriate parental consent will be obtained;
- medication will be stored safely and appropriately;
- staff will follow the agreed procedure;
- administration will be recorded;
- medication will be checked for correct child, medication, dosage and expiry where applicable;
- emergency medication will be readily accessible to authorised staff and not stored where it cannot be obtained promptly.

Medication will never be accessible to children unless specifically required to be immediately available for emergency use.

17. Safer Eating, Food and Allergies

Thamesview Preschool recognises the importance of safer eating practices.

Staff will ensure that:

- children are appropriately supervised while eating;
- appropriate paediatric first-aid arrangements are maintained;
- staff understand choking risks;
- food is prepared and presented in a way that reduces choking risks;
- known allergies and dietary requirements are clearly communicated to relevant staff;
- individual allergy information is followed;
- food is stored and handled safely;
- children are encouraged to develop healthy eating habits.

Staff will follow the preschool's Food and Nutrition and Allergy Policies.

The current EYFS and Ofsted inspection approach specifically emphasise safer eating, including appropriate food preparation, choking awareness and management of allergies.

18. Oral Health

Thamesview Preschool promotes good oral health and encourages children to understand the importance of healthy choices. All children have a toothbrush at preschool and are encourage to do this daily after registration.

When tooth brushing is carried out, it will be undertaken in accordance with the preschool's oral-health arrangements.

Children will be supervised while brushing.

Staff will maintain appropriate hygiene arrangements to reduce the risk of cross-infection.

Each child's toothbrush will be individually identifiable and stored appropriately.

The preschool will encourage children to understand the importance of:

- brushing teeth regularly;
 - using appropriate fluoride toothpaste;
 - reducing sugary food and drinks;
 - visiting a dentist regularly.
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19. Smoking and Vaping

Thamesview Preschool operates a strict no-smoking and no-vaping policy.

Smoking or vaping is not permitted:

- on the preschool premises;
- in areas where children are present;
- during working time;
- during activities or outings involving children;
- during preparation or clear-up periods where staff remain responsible for the setting;
- during staff meetings or training when representing the preschool.

Staff must comply with the preschool's Smoking and Vaping Policy.

20. Fire Safety

Thamesview Preschool will maintain effective fire-safety arrangements.

Staff will:

- know the location of fire exits;
- keep emergency exits clear;
- know the fire evacuation procedure;
- follow the setting's fire risk assessment;
- participate in fire drills;
- ensure children are supervised throughout an evacuation;
- report fire-safety hazards immediately.

Fire drills will be recorded and reviewed.

The preschool will maintain appropriate fire detection and firefighting equipment and ensure that relevant checks and servicing are undertaken.

Assembly point: CAR PARK OUT MAIN ENTRANCE, AT BACK FENCE

21. Emergency Evacuation

In an emergency, staff will prioritise the immediate safety of children.

Staff will:

1. raise the alarm where necessary;
2. evacuate children safely;
3. take the register/required attendance information where safe to do so;
4. go to the designated assembly point;
5. account for all children and adults;
6. contact emergency services where required;
7. remain with children until it is safe to return or alternative arrangements have been made.

Staff must never re-enter an unsafe building until authorised to do so.

22. Missing Child / Unaccounted Child

If a child cannot be located:

- staff will immediately inform the manager or senior member of staff;
- the child's last known location will be established;

- staff will search appropriate areas while maintaining supervision of the remaining children;
- the premises and immediate surrounding area will be checked;
- emergency services will be contacted where appropriate;
- parents/carers will be informed;
- the incident will be recorded and reviewed.

The preschool will follow its Missing Child Procedure.

23. Visitors and Contractors

All visitors and contractors will be managed in accordance with the preschool's visitor procedures.

Visitors must:

- sign in where required;
- be made aware of relevant safety procedures;
- be appropriately supervised where necessary;
- sign out when leaving.

Contractors undertaking work that could present a risk to children will not be permitted to work in areas accessible to children while children are present unless appropriate controls are in place.

24. Manual Handling

Staff must use safe manual-handling techniques when moving children, furniture, equipment or other items.

Where lifting or moving presents a significant risk, an appropriate risk assessment will be completed.

Staff will seek assistance where necessary and will not attempt to lift or move items beyond their capabilities.

The preschool will follow the Manual Handling Operations Regulations 1992 and its Manual Handling Policy.

25. Extreme Weather and Environmental Conditions

The preschool will monitor environmental conditions that may affect children's safety and wellbeing.

This includes:

- extreme heat;
- cold weather;
- storms;
- high winds;
- poor air quality;
- flooding;
- drought or restrictions affecting outdoor provision.

Where weather conditions create a significant risk, the preschool may modify or restrict outdoor activities and implement additional measures to protect children and staff.

The manager will consider ventilation, indoor temperature, hydration, appropriate clothing, shade and other relevant measures.

26. Outings and Trips

All outings will be appropriately risk assessed.

Risk assessments will consider:

- destination;
- route;
- transport;
- supervision;
- staffing;
- ratios;
- children's individual needs;
- first aid;
- emergency contacts;
- weather;
- accessibility;
- safeguarding;
- lost or missing child procedures.

Staff will follow the preschool's Outings Policy.

27. Water Safety

Children must be supervised appropriately around water.

Any water used during activities will be subject to appropriate risk assessment and hygiene controls.

Water play equipment will be emptied, cleaned and stored appropriately following use.

Children must never be left unsupervised around water.

28. Electrical Safety

Electrical equipment will be maintained in a safe condition.

Staff must report:

- damaged plugs;
- damaged cables;
- exposed wires;
- overheating;
- faulty equipment;
- damaged sockets.

Faulty electrical equipment must be removed from use immediately and reported to management.

Electrical equipment will be checked and maintained in accordance with appropriate safety requirements.

29. Food Hygiene

Food preparation and handling will be undertaken hygienically.

Staff involved in food preparation will follow appropriate food hygiene procedures.

Food will be stored appropriately and cross-contamination risks will be controlled.

Children's allergies and dietary requirements will be clearly identified and communicated to relevant staff.

The preschool will follow its Food and Nutrition Policy.

30. Waste Disposal

Waste will be disposed of safely and appropriately.

Nappy and bodily-fluid waste will be disposed of in accordance with the preschool's hygiene procedures.

Waste will not be left where children can access it.

Sharps or other potentially dangerous items must never be left accessible to children and must be dealt with safely and appropriately.

31. Children with Additional Health or Safety Needs

Where a child has an individual medical, physical, developmental or other need that may affect their safety, the preschool will make appropriate arrangements.

This may include:

- an individual risk assessment;
- a healthcare plan;
- additional staff support;
- reasonable adjustments;
- specialist advice;
- liaison with parents/carers and relevant professionals.

The preschool will ensure that children's individual needs are considered while promoting their independence and inclusion.

32. Staff Health and Safety

The preschool recognises its responsibility for staff health and safety.

Staff will be provided with appropriate information and training relevant to their role.

Staff must report work-related hazards, accidents, injuries or concerns to management.

Where a staff member has a condition or circumstance that may affect their ability to work safely, appropriate risk assessment and support will be considered.

33. Training

Staff will receive appropriate health and safety information and training.

Training needs will be reviewed as part of induction, supervision and ongoing professional development.

Relevant training may include:

- paediatric first aid;
- food hygiene;
- infection control;
- safeguarding;
- fire safety;
- COSHH;
- manual handling;
- safer eating and choking awareness;
- medication administration;
- emergency procedures.

Training records will be maintained.

34. Monitoring and Review

Health and safety arrangements will be monitored regularly.

The manager and Health and Safety Officers will review:

- accident and incident records;
- risk assessments;
- premises checks;
- equipment checks;
- fire drills;
- staff training;

- infection-control arrangements;
- complaints or concerns;
- changes in legislation or guidance.

Where a trend or recurring hazard is identified, additional control measures will be considered.

This policy will be reviewed at least annually and sooner where necessary.

35. Related Policies and Procedures

This policy should be read alongside:

- Safeguarding and Child Protection Policy
 - First Aid Policy
 - Medicines Policy
 - Safer Sleep Policy
 - Food and Nutrition Policy
 - Allergy Policy
 - Infection Control Policy
 - Outings Policy
 - Fire Safety / Emergency Evacuation Procedures
 - Missing Child Procedure
 - Manual Handling Policy
 - COSHH procedures
 - Risk Assessment procedures
 - Staff Health and Wellbeing procedures
 - Smoking and Vaping Policy.
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36. Policy Review

Date of policy: September 2026

Date of review: September 2027

Earlier review required if:

- EYFS requirements change;
- relevant legislation changes;

- Ofsted requirements or expectations change;
- there is a significant accident or incident;
- the premises change;
- new equipment or activities are introduced;
- risk assessments identify a need for amendment.

Manager signature: _____

Date: _____