



## HEALTH AND SAFETY POLICY

December 2025

Review: December 2026 (or when required)

### Statement:

Kidzproof Ltd endeavours to ensure the health and safety of all our children, staff, visitors and parents / carers. We promote a safe and healthy environment and educate children on the importance of keeping themselves safe and healthy.

### Aim

- To make children, parents/carers and staff aware of our health and safety commitments and to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment;
- To ensure this Policy is effective by making sure all staff follow and regularly review it.

### Procedure

- This policy should be read in conjunction with the other policies related to Health and Safety;
- The health and safety poster is on display in the hallway;
- Our Public Liability and Employer's Liability Insurance certificates can be found on display in the hallway;
- The members of staff responsible for health and safety is Michelle Long – Deputy Manager
- Employees are asked to contribute to what they think the potential hazards are, and to assist in the risk assessments;
- Good health, self-care and safety practice is promoted to the children at all times through themes, topics, activities, full group times and by being good role models.

### Outside Area

- We have a risk assessments check list for the outside area; which is completed every morning before opening our doors to the children and parents/carers;
- The garden is health and safety checked every day before the children go outside, this includes checking for any broken equipment, animal faeces, damage to the fence which may

affect the children's security and checking for broken glass or any other unwanted dangerous objects. A check form is then signed and dated;

- Gates are locked when the children are in the garden area and a child is always escorted into the building if they need to use the bathroom;
- Regular head counts take place, before the children go outside and when lining up to come back inside;

When lining up we encourage the children to hold onto the 'walking rope' so we all go in together;

- We have a separate policy in place for outings to local areas.

## Premises

- We complete regular risk assessments for the main teaching area and utility rooms; this is our daily check list; which is completed every morning before opening the doors to the children and parents/carers;
- The main teaching room and hallway are health and safety checked every morning before the children enter the building and a check form is signed and dated;
- We have our gas safety certificate reviewed annually in our setting and electrical appliances are PAT tested annually;
- Finger guards are in place on the doors, radiator guards are in place and windows are high enough that the children cannot reach them;
- Wet floor signs are put down when necessary;
- All equipment is Kite Marked and CE Marked;
- Toys and equipment are checked for hazards and dealt with immediately and appropriately;

## Food and Kitchen

- Please read in conjunction with our Food Handling Policy;
- We are registered as a food provider with our Local Authority;
- Every day, a health and safety check is completed before the kitchen is used to prepare food, to ensure cleaning products are safely stored, the kitchen is clean the fridge is at the correct temperature between 0-5 degrees and the food produce is in date;
- We complete and follow a kitchen risk assessment;
- During all children's registration process parents / carers must inform us of any special dietary requirements, food allergies and any special health requirements whilst we completing children's care plans. This information will be kept in each child's individual record folder and a copy will be left in the kitchen on the wall with a photograph of the child next to their allergy or dietary requirements. We will review each child's care plans regularly with their parent/carer;

- All staff members will have completed Food Safety training at a Level 1 or will be due to start the training. Those who have not will not prepare snack;
- We use colour coded chopping boards for different food products.
- We must notify OFSTED of any food poisoning affecting two or more children within 14 days;
- Parents/carers that provide their child with a packed lunch must put an ice pack in the lunch box to keep food cool. We do not have enough fridge space to store each child's lunch box;
- The fridge is used to store milk, snack products and any medications that needs refrigerating. A fridge and freezer temperature check will be completed every morning;
- We do not heat up children's food. Therefore, foods in lunch boxes must be food that can be eaten cold;
- Staff must follow the hand washing guide before preparing/handling food which can be found on the wall by the sink.

### **Bathrooms**

- Please read in conjunction with our Toileting and Nappy Policy;
- We carry out regular risk assessments for the bathrooms;
- Bathrooms are health and safety checked every morning
- The bathrooms are regularly checked throughout the day and cleaned if necessary;
- Wet floor signs are put down when necessary;
- Blue roll is used to clean the bathrooms and dealing with bodily fluids;
- Gloves must be worn when cleaning the bathrooms, changing nappies and cleaning up any bodily fluids;

### **Hand Washing**

- Staff are educated when joining our team on the importance of hand washing to control the spread of germs and disease and being a good role model to the children. A hand washing guide is on the wall by the sink;
- Children always wash their hands before eating snacks, eating lunch, partaking in cooking activities, after using the toilet/having their nappy changed, coughing, sneezing, blowing their noses and handling visiting animals. There is a child friendly hand washing guide in the bathroom.

### **First Aid, Medication and Sickness**

- Please read in conjunction with our Accident and Incident Policy, Administration of Medication Policy and Sickness Policy;
- The first aid kit is kept in a cupboard in the kitchen, clearly labelled First Aid;
- A list of the first aid equipment can found in the first aid cupboard;

- Our trained paediatric first aiders are; Nichola O'Regan – Manager/SENCO and Michelle Long – Deputy Manager, all our practitioners are trained in paediatric first aid level 3, if new practitioners join our team they will be booked on a course asap.
- A paediatric first aid trained member of staff is always on site and on outings;
- We keep all children's accident/incident records for 25 years and adult records for 7 years.

### **Cleaning and Products**

- We have a cleaning rota for all toys and equipment, it is the responsibility of all staff to clean the toys and record the dates of cleaning;
- The premises are cleaned every evening and a Health and Safety check is done every morning to ensure the rooms are clean before the children enter the building;
- Cleaning products are kept out of the children's reach or locked away, cupboard clearly labelled COSH;
- We have COSH reports for all of the products used at Kidzproof Preschool;
- All staff are responsible for monitoring the stock of soap, paper towels, gloves and cleaning products and will inform the manager if we are running low.

### **The personal safety of each child**

- We have numerous policies in place which are followed to ensure the safety of each child in our care. Health care plans are filled out if required, staff receive training on how to administer medication if required and allergies/intolerances are recorded on the wall in the kitchen