



# Edlesborough Under 5's

## Health and Safety

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### 1. General

Our pre-school believes that the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, parents, staff and volunteers. We aim to make children, parents and staff aware of health and safety issues and to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment.

We have a designated member of staff responsible for health and safety. He/she is competent to carry out these responsibilities; has undertaken health and safety training and regularly updates his/her knowledge and understanding.

We have in place public liability insurance and employers' liability insurance, details can be provided on request. The required health and safety poster is displayed in our setting.

Health and safety training is included in the annual training of staff so that all staff are able to adhere to our policy and procedures as they are aware they have shared responsibility for health and safety. Health and safety is regularly discussed at staff meetings.

## **2. Risk Assessment**

Our risk assessment process covers adults and children and includes:

- checking for and noting hazards and risks indoors, outside, and during pre-school activities (see Appendices H & I, Health & Safety Area Check Rota and Health & Safety Area Check Daily Sign Off Sheet)
- assessing the level of risk and who might be affected
- deciding which areas need attention
- developing an action plan (see Appendix K, Health & Safety Action Plan) that specifies the action required, the time-scales for action, the person responsible for the action and any funding required

We maintain lists of health and safety checks (Appendix O), of which some are checked: daily before the session begins, some weekly and some once a term. The Health and Safety Lead is responsible for undertaking an annual Environmental Risk Assessment (see Appendix L) to comply with our pre-school insurance requirements. The pre-school has a generic Risk Assessment Form (Appendix A)

## **3. Food Health & Hygiene**

- All staff follow the guidelines of *Safer Food Better Business* (obtainable from the Food Standards Agency).
- Food preparation areas are cleaned before and after use.
- There are separate facilities for hand-washing and for washing up.
- Before preparing food hands must be washed thoroughly in soap and hot water.
- Staff and volunteers preparing food should wear an apron and gloves where appropriate.
- All surfaces are clean and non-porous.
- All snacks provided will be nutritious and pay due attention to children's particular dietary requirements
- Children are served with a drink and a snack part way through each session. Fresh drinking water is available at all times. Children are asked to bring a piece of fruit or a financial donation each day and snacks are prepared by staff and/or volunteers and shared between children to ensure they have a choice of snack.
- When cooking with children as an activity staff will;
  - provide healthy nutritious food
  - promote and extend the children's understanding of a healthy diet.
  - ensure children do not have unsupervised access to the kitchen.
  - ensure children are supervised at all times
  - ensure children understand the importance of hand washing and simple hygiene
  - ensure children are kept away from hot surfaces and hot water; and
  - ensure children do not have unsupervised access to electrical equipment
- Before a child starts at the pre-school, we find out from parents their dietary needs including any allergies and this is taken into account at snack time, when making and eating other foods.
- We take care not to provide food containing nuts or nut products and are especially vigilant when we have a child who has a known allergy to nuts.
- Adults do not walk about with hot drinks or place hot drinks within reach of children.
- In a controlled and safe manner staff will sit with children at the tables during snack time and the children are taught how to behave around potential dangers such as those regularly encountered in the home setting.

- When children are bringing a packed lunch to our pre-school we;
  - ensure perishable contents of packed lunches are refrigerated (see Appendix J, Opening Fridge Temperature Check Record) or contain an ice pack to keep food cool;
  - ensure packed lunches are stored in a cool place; un-refrigerated food is served to children within 4 hours of preparation at home.
  - ensure staff supervise children whilst they all sit to eat their lunch so that the mealtime is a social occasion.

#### **4. General Hygiene**

- We regularly seek information from the Environmental Health Department and the Health Protection Agency to ensure that we keep up-to-date with the latest recommendations.
- Our daily routines encourage the children to learn about personal hygiene and everyone in the setting must wash their hands after using the toilet.
- We have a daily cleaning routine for the setting which includes play room(s), kitchen, toilets and nappy changing areas.
- We have a schedule for cleaning resources and equipment, dressing-up clothes and furnishings (see Appendix N).
- The staff regularly check the toilet area has a high standard of hygiene including hand washing and drying facilities and the disposal of nappies.
- We implement good hygiene practices by:
  - providing anti bacterial hand gel for children to clean hands at anytime and particularly at the start of each session on arrival at pre-school and before snack time;
  - cleaning tables between activities;
  - checking the toilets areas regularly;
  - wearing protective clothing - such as aprons and disposable gloves - as appropriate;
  - providing sets of clean clothes if required;
  - encouraging children to blow/wipe their noses when necessary and dispose of soiled tissues appropriately
  - Ensuring paper towels are available and disposed of appropriately;

#### **5. Cleaning Up Spills/Body Fluids**

- Disposable rubber gloves and aprons will always be worn when cleaning up spills of body fluids. Any body fluid spills will be wiped up and flushed down the toilet. Floors and any other affected surfaces will be disinfected using chlorine or iodine bleach diluted according to the manufacturers instructions. Fabrics contaminated with body fluids will be removed and soiled garments will be sealed in polythene bags.
- Following the above staff members will wash their hands thoroughly in soap and hot water.

#### **6. Nappy Changing Procedure**

If a child starts playgroup and is still in nappies agreement will be sought by the child's key worker with their parents and written in the child's notes. The details will include the parent's agreement to supply the pre-school with spare nappies, wipes, nappy sacks and a change of clothing in a bag labelled with the child's name. The key worker will explain the procedures that will be followed when their child is changed in the setting and will agree to report should the child become distressed or if rashes are seen.

- It is the responsibility of all staff who finds a child who is soiled to change the child straightaway to ensure the child does not become sore or in discomfort.
- The back storage room has been designated as a safe area for all changing. The door is left open during nappy changing for safe-guarding reasons.
- Staff will wear disposable gloves and aprons while dealing with the incident and a changing mat will be used and cleaned with antibacterial spray afterwards.
- Soiled nappies/pull ups will be wrapped in a nappy sack and disposed of in an outside bin.
- Hot water and soap or anti-bacterial gel are available to clean hands thoroughly as soon as the task is completed.

## **7. Procedures for Children who are Sick or Infectious**

- If children appear unwell during the session there is a procedure for contacting parents or another adult designated by the parent.
- In extreme cases of emergency the child will be taken to the nearest hospital and the parent informed at the earliest opportunity.
- Parents are asked to take their child to the doctor before returning them to pre-school; the pre-school can refuse admittance to children who have a temperature, sickness and diarrhoea or a contagious infection or disease.
- Where children have been prescribed antibiotics, parents are asked to keep them at home for 48 hours before returning to the setting.
- After sickness or diarrhoea, parents are asked to keep children home for 48 hours after the last episode.
- Parents are asked to keep their child home if they have an infection and to inform the pre-school as to the nature of the infection. This will allow the pre-school to alert other parents as necessary and to make careful observations of any child who seems unwell.
- Children with head lice are not excluded, although it must be treated to remedy the condition at the earliest opportunity.
- On identifying cases of head lice, all parents are informed and asked to treat their child and all the family if they are found to have head lice.
- Parents are notified if there is an infectious disease outbreak such as chickenpox.

## **8. Reporting of 'notifiable diseases'**

- If a child or adult is diagnosed suffering from a notifiable disease under the Public Health (Infectious Diseases) Regulations 1988, the GP will report this to the Health Protection Agency.
- When the pre-school becomes aware, or is formally informed of the notifiable disease, the pre-school leader informs Ofsted and acts on any advice given by the Health Protection Agency.

## **9. Health Information Resources**

Parents will have the opportunity to discuss health issues with pre-school staff and will have access to information available at pre-school. The pre-school will maintain links with health visitors and gather relevant information and advice from the local health authority information services and/or other health agencies.

## **10 First Aid Equipment and Training**

The pre-school will ensure that first aid equipment is kept clean, replenished and replaced as required. Sterile items will be kept sealed in their packages until needed. The pre-school will ensure that no items are expired. There will always be on the premises at least one qualified first aider trained to administer first aid to children (written permission is sought on registration). Cuts or open sores, whether on adults or children, will be covered with sticking plaster or other dressings, after checking the child does not have an allergy to plasters.

## **11. Activities, Equipment and Resources**

- Before purchase, loan and subsequently regular use equipment and resources are checked to ensure that they are safe for the ages and stages of the children currently attending the setting.
- The layout of play equipment allows adults and children to move safely and freely between activities.
- All equipment is regularly checked for cleanliness and safety and any dangerous items are repaired or discarded.
- All materials, including paint and glue, are non-toxic.
- Sand is clean and suitable for children's play (play sand is routinely sieved after each use).
- Physical play is constantly supervised.
- Children are taught to handle and store tools safely.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.
- Any faulty equipment is removed from use and is repaired. If it cannot be repaired it is discarded.

## **12. Safe Outdoor Play**

Children will have the opportunity to play outside throughout the year on regular outings to the park opposite the pre-school building and also in the small fenced outdoor play area attached to the pre-school building.

Prior to the use of the outdoor area;

- The area is risk assessed by a member of staff and any action required is taken before children are allowed to use the space.
- There is always the correct ratio of staff to children both in the outdoor play area and indoors. All children are supervised at all times.
- The outdoor area is securely fenced and locked.
- Where water can form a pool on equipment, it is emptied before children start playing outside.
- The outdoor sand pit is covered when not in use and is cleaned regularly.

Prior to playing outside in the park;

- The area is risk assessed by a member of staff and any action required is taken before children are allowed to use the space.
- All children have suitable clothing depending on the season (in summer children's drink bottles will be taken).
- A first aid kit and charged mobile phone will always be taken
- There is always a correct ratio of staff to children when playing outside in the park and all children are supervised at all times.
- Parents are requested to apply sun-cream on sunny days before children attend pre-school and to send children with a hat. For children attending all day sessions sun-cream needs to be reapplied. Parents should supply named (child's name clearly printing on bottle sun-cream and sign a consent form giving consent for a member of staff to re-apply sun-cream at lunchtime if necessary.

## **13. Moving and Handling**

Pre-school staff are provided with training about the safe storage, movement, lifting and erection of large pieces of equipment. When staff need to reach up to store or retrieve equipment they are provided with safe equipment to do so.

## **14. Environmental Risk Management**

- Systems are in place for the safe arrival and departure of children. The times of the children's arrivals and departures are recorded. During the arrival and collection of children the main door is open and two members of staff stand by the inner door greeting children and their parents, ensuring that children only leave the building when accompanied by the correct adult. At all other times the main door is locked with a high bolt (out of children's reach) that can easily be operated in case of emergency.
- The arrival and departure times of adults - staff, volunteers and visitors - are recorded.
- Our security systems prevent unauthorised access to our premises.
- Our security systems prevent children from leaving our premises unnoticed.
- In our setting there are no low level windows which could lead to accidental breakage and no windows above the ground floor that children could climb through.
- We take precautions to prevent children's fingers from being trapped in doors.
- All floor surfaces are checked daily to ensure they are clean and not uneven, wet or damaged.
- All electrical/gas equipment conforms to safety requirements and is checked annually.
- Our boiler/electrical switch gear/meter cupboard is not accessible to the children.
- Fires, heaters, electric sockets, wires and leads are properly guarded and the children are taught not to touch them.
- All resources and materials from which children select are stored safely.
- All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.
- We keep a record of all substances that may be hazardous to health (Appendix D) - such as cleaning chemicals, or gardening chemicals if used. This states what the risks are and what to do



if they have contact with eyes or skin or are ingested. It also states where they are stored. We also keep all cleaning chemicals in their original containers and safely out of the reach of children.

- In relation to animals visiting the setting, we check they are free from disease; safe to be with children so should not pose a health risk. Children will wash their hands after any contact with animals.
- Children are not allowed in the kitchen unsupervised, and only go in the kitchen to wash hands at the small sink by the door, or to pass through to the outside play area under supervision

## **15. Fire Safety**

- The person in charge and staff are familiar with the requirements of the Regulatory Reform (Fire Safety) Order 2005 which came into force in October 2006 and replaced any previous fire safety regulations.
- The basis of the new regulations is risk assessment. The pre-school Leader and designated Health & Safety Lead will carry out an annual Fire (see Appendix M) and Environmental Risk Assessment (see Appendix M). This will be written if there is more than 5 staff and will follow the guidance as set out above.
- Settings in rented premises will ensure that they have a copy of the risk assessment that applies to the building and that they contribute to regular reviews.
- Fire doors are clearly marked, never obstructed and are easily opened from inside.
- Fire extinguishers and the fire blanket are checked annually by hall management and pre-school staff know how to use them.
- Smoke detectors/alarms and fire fighting appliances conform to BSEN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.
- Our emergency evacuation procedures are approved by the Fire Safety Officer and are:
  - clearly displayed in the premises
  - explained to new members of staff, volunteers and parents
  - practised regularly at least every term.
- Records are kept of fire drills/emergency evacuation practices (Appendix E) and the servicing of fire safety equipment (which is undertaken by the managers of the premises we hire).
- There are adequate systems and equipment for the detection and control of fire.
- The Health & Safety Lead keeps a copy of the record of the servicing of fire safety equipment and electrical equipment provided and owned by the hall. The Health and Safety Lead also ensures that any electrical equipment owned by pre-school is PACT/electrically testing once a year (Appendix F).
- Any issues or concerns regarding the health and safety of the premises/equipment hired will be raised by our Health & Safety lead with the owners of the pre-school setting and we will ensure remedial action is taken within reasonable timescales.

## **16. Missing Child Procedure**

The pre-school has a comprehensive and separate policy on the procedure for “missing child” situations. This policy comes under the umbrella of safeguarding where there are a number of different policies in place.

## **17. Systems for the Management, Monitoring and Reporting of Health & Safety Issues**

- Incident/Accident forms (Appendix B) are available at each session for the reporting of any accident/incidents. There is also a form (Appendix C) for recording accidents/incidents that have occurred prior to arrival at pre-school (e.g. fall on way to pre-school) which staff will complete including any treatment/first aid given on arrival. All staff know where these forms are kept and how to complete them correctly. In these forms we record the date and time of the incident, nature of the event, who was affected, what was done about it - or if it was reported to the police, and if so a crime number. Any follow up, or insurance claim made, should also be recorded.
- Regular safety monitoring includes checking of the accident records by the Health & Safety Lead at least half termly as a basis for identifying and removing any potential or actual hazards.
- All adults, including parents and other carers, are aware of the system(s) in operation for children's arrivals and departures. Two members of staff will be at the door during these periods.
- A register of both visitors and children is completed as people arrive and leave so that a complete record of all those present is available in any emergency.

- Ofsted is notified of any injury requiring treatment by a general practitioner or hospital doctor, or the death of a child or adult.
- We meet our legal requirements for the safety of our employees by complying with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations). We report to the Health and Safety Executive:
  - Any accident to a member of staff requiring treatment by a general practitioner or hospital.
  - Any dangerous occurrences. This may be an event that causes injury or fatalities or an event that does not cause an accident but could have done, such as a gas leak.
  - Any dangerous occurrence is recorded on our Accident/Incident Form.
- When there is any injury requiring general practitioner or hospital treatment to a child, parent, volunteer or visitor or where there is a death of a child or adult on the premises, we make a report to the Health and Safety Executive using the format for the Reporting of Injuries, Diseases and Dangerous Occurrences.
- We have ready access to telephone numbers for emergency services (see Appendix G), including local police. We have emergency contact numbers for the owners of the hall we hire and there is a shared procedure for dealing with emergencies.
- In the unlikely event of a terrorist attack we follow the advice of the emergency services with regard to evacuation, medical aid and contacting children's families. Our standard Fire Safety Policy will be followed and staff will take charge of their key children. The incident is recorded when the threat is averted.
- In the unlikely event of a child dying on the premises, the emergency services will be called, and their advice followed.
- The incident book is not for recording issues of concern involving a child. This is recorded in the child's own file consistent with our Safeguarding policy.
- In relation to records, in accordance with the National Standards for Day Care, we keep records of:
  - the names, addresses and contact details of all staff on the premises, including temporary staff who work with the children or who have substantial access to them
  - the names, addresses and contact details of all members of the management committee
  - the names, addresses and telephone numbers of parents and adults authorised to collect children from setting
  - the names, addresses and telephone numbers of emergency contacts in case of children's illness or accident
  - the allergies, dietary requirements and illnesses of individual children
  - the dates and times of attendance of children, staff, volunteers and visitors
  - Accident/Incident Forms and Medication Administration Records
  - Consents for outings, Administration of Medication and Emergency treatment
  - Contact details for key agencies/bodies (Appendix G) including:-
    - HSE/RIDDOR
    - Health Protection Agency
    - Ofsted
    - Buckinghamshire Local Education Authority (Early Years)
    - Pre-school Alliance Insurer details

This policy was adopted at a committee meeting of Edlesborough Under 5s held on 4 April 2011.

Date to be reviewed: April 2012

Signed by Chair of Committee Rebecca Newbert



# Edlesborough Under 5's

Appendix A

## General Risk Assessment Form

(to be completed whenever a risk has been identified in the setting)

Risk Relates to :

- Child in Setting:  *please tick*
- Environment:  *please tick*
- Staff/Personnel:  *please tick*
- Other:  *please tick*

Risk Assessment Carried out by: .....

Date Risk Assessment Completed: .....

Description of risk identified ? : .....  
.....  
.....

Level of risk? : (please indicate)

- Insignificant
- Low
- Medium
- High

What preventative measures are being taken to reduce or eliminate risk ?.....  
.....  
.....

Record actions taken or measures introduced in the setting:.....  
.....  
.....  
.....

Who is responsible for action taken?:.....

Date of Review (if required):.....





## Edlesborough Under 5's

Appendix B

### ACCIDENT/INCIDENT FORM

Name of Child/Adult:	
Date & Time of Accident/Incident:	
Place & Circumstances of Accident/Incident:	
Nature of Injury:	
Description of Treatment Given:	
Further Action <i>(if necessary)</i> :	
Name & Signature of Person who dealt with Accident/Incident	Print Name: _____ Signature: _____
Names of Witness(es) to Accident/Incident <i>(if applicable)</i>	
Parent/Carer/Adult Signature <i>(as appropriate)</i>	



## Edlesborough Under 5's

Appendix C

### RECORD OF CHILD/ADULT ATTENDING PRE-SCHOOL WITH AN INJURY

Name of Child/Adult:	
Date & Time of Accident/Incident:	
Place & Circumstances of Accident/Incident:	
Nature of Injury & Any Treatment Given <u>Before</u> Arrival at Pre-school:	
Description of Treatment Given At Pre-school ( <i>if applicable</i> ):	
Name & Signature of Person who dealt with Accident/Incident at Pre-school ( <i>if applicable</i> )	Print Name: _____ Signature: _____
Parent/Carer/Adult Signature ( <i>as appropriate</i> )	







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## Edlesborough Under 5's

Appendix G

### EMERGENCY CONTACT DETAILS

- **HSE/RIDDOR**
  - 0845 3009923
  
- **HEALTH PROTECTION AGENCY**
  - 0845 345 0055
  
- **OFSTED**
  - 08456 404040
  
- **BUCKINGHAMSHIRE LOCAL EDUCATION AUTHORITY (EARLY YEARS)**
  - Office : 01296 387688
  - Michelle Lawrence Mobile: 07921 941090
  
- **PRE-SCHOOL ALLIANCE INSURANCE PROVIDER**
  - 020 7697 2500
  
- **EDLESBOROUGH VILLAGE HALL EMERGENCY CONTACT**
  - Lyn Sargeant: 01525 220859
  
- **POLICE**
  - General Local Area Assistance: 0845 8505505
  - PC Jared Levens Mobile: 07773 398727
  
- **EDLESBOROUGH DOCTORS SURGERY**
  - 01525 220333
  
- **H&S.E (local)**
  - 08701 545500 ([www.hse.gov.uk](http://www.hse.gov.uk))
  
- **NATIONAL GAS EMERGENCY HELPLINE (NATIONAL GRID)**
  - 0800 111999
  
- **NHS DIRECT**
  - 0845 4647



Edlesborough Under 5's

Appendix J

**OPENING FRIDGE CHECK RECORD**

*The temperature of the food within the fridge must be 8C or below*

Month: \_\_\_\_\_ Year: \_\_\_\_\_

Date	Fridge Checked by (Initials)	Temp	Action Required/Taken
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
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**Edlesborough Under 5's**

**Appendix K**

**HEALTH & SAFETY ACTION PLAN SCHEDULE**

<b>Risk Factor</b>	<b>Action Required</b>	<b>Deadline</b>	<b>Responsible Person</b>	<b>Risk Eliminated (Y/N)</b>



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## Edlesborough Under 5's

Appendix N

### Schedule of Cleaning for Equipment and Resources

AREA	DESCRIPTION OF CLEANING REQUIRED	FREQUENCY
SAND PIT	Dispose of sand and clean thoroughly with disinfectant (indoor and out)	HALF TERMLY
WATER TRAY	Clean thoroughly with disinfectant spray	HALF TERMLY
DRESSING UP CLOTHES	Wash and ensure any necessary repairs are made	HALF TERMLY
TEA SETS & PLAY FOOD	Wash thoroughly and disinfect where possible (indoor and out)	HALF TERMLY
SNACK PLATES, CUPS, BOWLS & DRINKING CUPS	Put through dishwasher cycle	HALF TERMLY



## Edlesborough Under 5's

Appendix O (1)

### Comprehensive List of All H&S Checks/Assessment Undertaken (including frequency of checks)

#### DAILY CHECKS

Week Commencing (e.g. 1/1/11): \_\_\_\_\_

Area to be Checked	Frequency of Check	Initials of Staff Member Completing Checks				
		Monday	Tuesday	Wednesday	Thursday	Friday
<b>Day</b>						
The premises are in a safe and hygienic state	Daily					
The paths leading up to premises are free from hazards	Daily					
The temperature of the fridge is correct and food has been served correctly	Daily					
Substances dangerous to children are correctly stored	Daily					
Fire Exit alarm is on	Daily					
Electrical sockets not in use are covered	Daily					
Padlocks are on outside gates and sheds when not in use are secured	Daily					
Nappy bin and rubbish are emptied outside into collection container	Daily					
Record keeping is up to date e.g. child collection/medication/accidents/incident forms etc	Daily					



## Edlesborough Under 5's

Appendix O (2)

Comprehensive List of All H&S Checks/Assessment Undertaken  
(including frequency of checks)

### WEEKLY CHECKS

Week Commencing (e.g. 1/1/11): \_\_\_\_\_

Area to be Checked	Frequency of Check	Initials of Staff Member Completing Checks			
		1st	2nd	3rd	4th
<b>Week in Month</b>					
Smoke Alarms are tested	Weekly				
Exit Alarm is tested	Weekly				
Outside Equipment is in safe condition	Weekly				
Waste Materials are safely disposed of, including emptying fridge and disposing of perishable food	Weekly				



## Edlesborough Under 5's

Appendix O (3)

### Comprehensive List of All H&S Checks/Assessment Undertaken (including frequency of checks)

#### HALF TERMLY CHECKS

Half Term (e.g. 1<sup>st</sup> half term, summer, 2011): \_\_\_\_\_

Area to be Checked	Frequency of Check	Initials of Staff Member Completing Checks and Date of Check
First Aid kit stock is adequate and in date	Half Termly	
Check emergency contact details for all children are correct, put a copy in the first aid box	Half Termly	
Clean out sandpit (indoor and out, including replacing play sand) and water tray thoroughly	Half Termly	
Dressing up clothes are washing and repaired as required	Half Termly	
Tea sets and play food are washed (both indoor and out)	Half Termly	
Staff H&S training is up to date and relevant	Half Termly	
Snack plates, cups, bowls put through dishwasher cycle	Half Termly	



## Edlesborough Under 5's

Appendix O (4)

Comprehensive List of All H&S Checks/Assessment Undertaken  
(including frequency of checks)

### TERMLY CHECKS

Term (e.g. spring, summer, autumn, 2011): \_\_\_\_\_

Area to be Checked	Frequency of Check	Initials of Staff Member Completing Checks and Date of Check
All toys and equipment checked and safe for use	Termly	
Trial evacuation procedure has been carried out and recorded	Termly	
Check heating and ventilation is working correctly	Termly	
Hot water continues to be set at a suitable temperature appropriate for children to wash their hands safely	Termly	
Fire Extinguishers and any other fire safety equipment have been checked	Termly	
Records of Hazardous Substances are up to date	Termly	





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## Edlesborough Under 5's

Appendix O (5)

Comprehensive List of All H&S Checks/Assessment Undertaken  
(including frequency of checks)

### ANNUAL CHECKS

Academic Year (e.g. 2010/2011): \_\_\_\_\_

Area to be Checked	Frequency of Check	Initials of Staff Member Completing Checks and Date of Check
Environmental Risk Assessment Form completed	Annual	
Fire Risk Assessment carried out	Annual	
Electrical components have been checked for safety by a qualified electrician	Annual	
Boiler has been serviced	Annual	
Heating and Ventilation system checked	Annual	