Beetley and District Preschool

Registered Charity: 1181636

Part 1 – Governance and Overview

Policy 1.1 – Health and Safety Policy Statement

Policy Statement

At Beetley & District Preschool, we believe that the health, safety, and wellbeing of children, families, staff, and visitors are of paramount importance.

Our aim is to promote and maintain the highest possible standards of health and safety across all areas of our practice, ensuring a safe and stimulating environment for everyone. We are committed to complying with the Health and Safety at Work etc. Act 1974, associated regulations, and all relevant Early Years statutory requirements (EYFS 2025).

We recognise our duty to take all reasonable steps to:

- Prevent accidents, injuries, and ill-health to children, staff, parents, volunteers, and visitors.
- Provide and maintain safe premises, equipment, and working conditions. This includes ensuring that fixed wiring inspections are carried out at intervals recommended by a qualified electrician. Portable electrical equipment is visually checked regularly and formally tested where required. Further detail on electrical safety checks is outlined in the Duties and Responsibilities of the Committee and Health & Safety Lead.
- Ensure staff are competent and trained to carry out their duties safely.
- Foster a positive culture of health and safety awareness throughout the preschool.

Responsibilities

- The Preschool Committee holds overall responsibility for implementing and reviewing this policy.
- The designated Health & Safety Lead is John Billings.
  The Health & Safety Lead is responsible for monitoring procedures, supporting the completion and review of risk assessments and checks, and reporting to the Committee on health and safety matters.

- The Health and Safety poster is displayed in the kitchen.

All staff, volunteers, and visitors are expected to:

- Take reasonable care of their own health and safety and that of others.
- Co-operate with management and colleagues to maintain a safe environment.
- Report hazards, defects, or concerns immediately to the Health & Safety Lead or the Manager.

Risk Assessment and Daily Safety Checks

- Comprehensive risk assessments are completed for all areas and reviewed regularly (termly and/or whenever changes occur).
- Daily safety checks are undertaken by all staff on arrival, covering:
    - Indoor learning areas
    - Outdoor play spaces
    - Toilets and nappy changing areas
    - The kitchen (checked before each session: morning and afternoon)

Hazards or risks identified are recorded, addressed, and logged in the Risk Assessment Folder, located in the office.

All checks and actions are discussed at staff and committee meetings to ensure continual improvement

Accident, Incident and RIDDOR Reporting

All accidents and incidents are recorded and managed in accordance with the Accident, Incident and RIDDOR Policy. Parents and carers are informed of accidents involving their child on the day they occur.

Statutory reporting requirements, including RIDDOR and notifications to Ofsted, are followed where applicable. Records are retained in line with statutory retention guidance and data protection legislation.

Insurance and Compliance

We hold up-to-date Public Liability and Employers' Liability insurance. Certificates are displayed in the foyer for public reference.

Continual Improvement

We are committed to continuous review and improvement of our health and safety practices through:

- Regular training and supervision of staff and volunteers.
- Reviewing incidents and near-misses to identify learning opportunities.
- Ensuring the involvement of staff, parents, and committee members in promoting a safe culture.

Related Documents

This policy should be read alongside:

- Duties and Responsibilities of the Committee and the Health & Safety Lead
- Responsibilities of Staff, Visitors and Contractors
- Risk Assessment Summary
- Accident, Incident and RIDDOR Policy
- Fire Safety & Emergency Evacuation
- Setting Safeguarding Policy
- EYFS Safeguarding and Welfare Requirements

The Safeguarding Policy and all Health and Safety policies are interrelated and must be read together to ensure full understanding of statutory duties and procedures.

Monitoring and Review

This policy will be reviewed annually, or earlier if there are changes to legislation, guidance, or local procedures.

Policy reviewed on: 1st March 2026
Next review due: 1st March 2027
Reviewed by: Hollie Durrant and Julie East

Date:	Review Date:
Signed: Print Name: (Chairperson)	Signed: Print Name: (Manager)