Beechoak Farm Montessori Pre-school

Promoting health, safety and hygiene

3.0 Health & Safety general requirements
Policy statement
We believe that the health and safety of the children, parent's, staff and visitors is of paramount importance. We ensure that Beechoak Farm is a safe and healthy place for children, parent's, staff and visitors. We train all our staff so they are competent to carry out their tasks.

General standards

- Charlotte Muggleton is the nominated Health and Safety officer, and any concerns or issues should be brought to her attention.
- Charlotte Muggleton, Samantha Shorter, Lisa-Jane Shepherd & Hayley Majeika are all trained to Level 3 in Health & Safety at work.
- Charlotte Muggleton, Samantha Shorter, Lisa-Jane Shepherd & Hayley Majeika are all Health & Safety Representatives at Beechoak Farm any day-to-day concerns should be taken to them in the first instance.
- Charlotte Muggleton & Steve Crosby assume ultimate responsibility for the Health & Safety on the premises, making the decisions on all of the large bulk purchases.
- We display the necessary health and safety poster in the staff room.
- We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed in the office.
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Risk assessment

The law does not require that all risk be eliminated, but that 'reasonable precaution' is taken. This is particularly important when balancing the need for children to be able to take appropriate risks through physically challenging play. Children need the opportunity to work out what is not safe and what they should do when faced with a risk.

- Risk assessments are carried out to ensure the safety of children, staff, parents and visitors. Legislation requires all individuals in the workplace to be responsible for the health and safety of premises, equipment and working practices. We have a 'corporate responsibility' towards a 'duty of care' for those who work in and receive a service from our provision. Individuals also have responsibility for ensuring their own and others safety.
- Generic risk assessment form is completed for each area of work, and the areas of the building that are identified in these procedures. We assess what the risk is, where it is, who is at risk, the chances of the risk occurring and the level of impact it would have if it did. We then consider appropriate control measures to remove or reduce the risk to a safer level.

- Staff conduct daily safety sweeps when setting up for the day prior to children arriving or closing in the evening. Sometimes a safety sweep will identify a risk that requires a formal risk assessment.
- Separate risk assessments are carried out for expectant mothers, maintenance contractors and students where necessary.
- We maintain lists of health and safety issues, which are checked daily before the session begins, as well as those that are checked on a monthly basis when a full risk assessment is carried out.
- We take precautions to reduce the risks of exposure to Legionella (Legionnaires disease). Our proprietor ensures that risk assessments are carried out and that water samples are sent for testing.
- The setting owner and senior leadership team undertake training and ensures staff have adequate training in health and safety matters.
- The setting owner also ensures that checks/work to premises are carried out and records are kept - Gas safety by a Gas Safe registered gas/heating engineer, Electricity safety by a qualified electrician, Fire precautions to check that all fire-fighting equipment and alarms are in working order, Hot air heating systems/air conditioning systems cleaned and checked, Deep clean is carried out in kitchen.
- The setting owner ensures staff members carry out risk assessment for work practice including:
    - changing babies, and the intimate care of young children and older children
    - arrivals and departures
    - preparation/ serving of food/drink.
    - children with allergies and special dietary needs or preferences
    - cooking activities with children
    - supervising outdoor play and indoor/outdoor climbing equipment
    - settling young children to sleep
    - assessment, use and storage of equipment for disabled children/ children with SEND.
    - visitors to the setting who are bringing equipment or animals as part of children's learning experiences, for example 'fire engines'
    - following any incidents involving threats against staff or volunteers
    - following any accident or incident involving staff or children

Control of substances hazardous to health

- Staff implement the current guidelines of the Control of Substances Hazardous to Health (COSHH) Regulations.

- We keep a record of all substances that may be hazardous to health - such as cleaning chemicals, or gardening chemicals if used and where they are stored.
- Hazardous substances are stored safely away from the children.
- We carry out a risk assessment for all chemicals used in the setting.
- We keep all cleaning chemicals in their original containers.
- All members of staff are vigilant and use chemicals safely.
- Personal protective equipment (PPE), such as rubber gloves, latex free/vinyl gloves, aprons etc., is available to all staff as needed and stocks are regularly replenished.
- Chemicals used in the setting should be kept to the minimum to ensure health and hygiene is maintained.
- Environmental factors are considered when purchasing, using and disposing of chemicals.
- Bleach is not used in the setting.
- Anti-bacterial cleaning agents are restricted to toilets, nappy changing areas and food preparation areas and are not used when children are nearby.

Outdoor area

- Outside gates have had lugs fitted to prevent them from opening the full way causing finger traps, signs encourage staff, parents and visitors to open gates with care. Parents have been advised not to let the children open the gates.
- Our outdoor area is securely fenced.
- Areas are checked daily to make sure animal droppings, litter, glass etc. is removed. Staff wear rubber gloves to do this.
- Bushes or overhanging trees are checked to ensure they do not bear poisonous berries. Stinging nettles and brambles are removed.
- Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides.
- Where water can form a pool on equipment, it is emptied and cleaned before children start playing outside.
- Our outdoor sand pit is covered when not in use and is cleaned regularly.
- We play outside all the year through. Children are asked to be suitably attired for the weather conditions and type of outdoor activities.
- Sun cream (if parents have given permission) is applied and hats are worn during the summer months. Outdoor play is avoided in extreme heat between noon and 3pm.
- Children who have no adequate means of sun protection, such as a hat, long sleeves and trousers or sun cream, will not be able to play outdoors in un-shaded areas.
- We supervise outdoor activities at all times; and particularly children on climbing equipment.
- Wooden equipment is maintained safely, put away daily and not used if broken. Wooden equipment is sanded and varnished as required.

- Broken equipment/ toys are removed and reported to the setting manager/ owner.
- Bins are covered securely and emptied regularly.
- Sightings of vermin are recorded and reported to the manager.
- Entrances and approaches are kept tidy and always uncluttered.
- Children cannot access our car park pond or water trough unless they are with their parents or other adult.
- All gates and external fences are childproof and safe. Both main gates are keypad entry only.
- The identity of a person not known to members of staff is checked before they enter the building.
- All visitors to the setting sign in and out of the building.
- A member of staff is available to open and close the door and to greet arrivals, say goodbye to parents and to make sure that doors and gates are shut.
- Where building works or repairs mean that normal entrances/exits or approaches to the building are not in use, a risk assessment is conducted to maintain safety and security whilst the changes are in place

Drones

If there are concerns about a 'drone' being flown over the outdoor area, that may compromise children's safety or privacy, the setting manager will contact the police on 101.

- Children will be bought inside immediately.
- Parents will be informed that a Drone has been spotted flying over the outdoor area and will be advised fully of the actions taken by the setting.
- The police will have their own procedures to follow and will act accordingly.
- If at any point following the incident, photographs taken by a drone emerge on social media that could identify the nursery or individual children, these are reported to the police.
- A record is completed in the Notifiable Incident Record unless there is reason to believe that the incident might have safeguarding implications, for example:
  - the drone has hovered specifically over the outdoor area for any length of time
  - there is a likelihood that images of the children have been recorded
  - is spotted on more than one occasion
  - if the Police believe there is cause for concern

Where this is the case our safeguarding procedures will be followed.

Rooms, Stairs & Walkways

- Walkways and stairs are left clear and uncluttered and adequately lit.
- Stair gates are in place at the foot and top of the stairs.
- Door handles are placed high. We take precautions to prevent children's fingers from being trapped in doors, by fitting finger guards
- Chairs are stacked safely and not too high.
- There are no trailing wires; all radiators are guarded.
- Windows are opened regularly to ensure flow of air.
- Floors are properly dried after mopping up spills.
- Children do not have unsupervised access to stairways and corridors.
- Stair gates are in place at the foot and top of the stairs.
- Floor covering on stairways and corridors is checked for signs of wear and tear.
- Children are led walking upstairs one at a time and hold the rail.
- Staff hold the hand of children who require assistance.
- Materials and equipment are not generally stored in corridors, but where this is the case, it does not block clear access or way out.
- Stairways and corridors are checked to ensure that safety and security is maintained, especially in areas that are not often used, or where there is access to outdoors
- Socket safety inserts are not used as there is no safety reason to do so, modern plug sockets are designed to remove risk of electrocution if something is poked into them.
- The use of blinds with cords is avoided. Any blinds fitted with cords are always secured by cleats. There are no dangling cords.
- We ensure that windows are protected from accidental breakage or vandalism from people outside the building.
- Our windows are secured so that children/ intruders cannot climb through them.

Maintenance and repairs

Any faulty equipment or building fault is recorded in the office, including:

- date fault noted
- item or area faulty
- nature of the fault

- Any area that is unsafe because repair is needed, such as a broken window, will be made safe and separated off from general use.
- Any broken or unsafe item is taken out of use and labelled 'out of use'.
- Any specialist equipment which is broken or unsafe will be returned to the manufacturer or relevant professional.
- Any item that is beyond repair is disposed of.

- Where maintenance and repairs involve a change of access to the building whilst repairs are taking place, then a risk assessment is conducted to ensure the safety and security of the building is maintained.

Laundry and Kitchen areas

- Children do not have access to laundry and kitchen areas.
- Laundry areas are kept well ventilated.
- Detergents/detergent pods and cleaning materials are stored out of reach of children.
- Biological detergents are not used due to the risk of allergies.
- If children's clothes are soiled, they are then bagged and sent home.
- Members of staff wash their hands after handling dirty laundry and laundry chemicals.
- Machines are switched off from the plug after use.
- Members of staff do not leave the tumble dryers on at night or any other time when the building is vacant.
- Staff do not take breaks in the kitchen.
- Wet spills are mopped immediately.
- Mechanical ventilation is used when cooking.
- A clearly marked and appropriately stocked First Aid box is kept in the kitchen.
- Staff follow the recommended cleaning schedules in Safer Food Better Business (SFBB).
- Floors are washed down at least daily.
- All work surfaces are washed regularly with anti-bacterial agent.
- Inside of cupboards are cleaned monthly.
- Cupboard doors and handles are cleaned regularly.
- Fridge and freezer doors are wiped down regularly
- Ovens/cooker tops are wiped down daily after use; ovens are fully cleaned monthly.
- All crockery and cutlery are air dried.
- Plates and cups are only put away when fully dry.
- Tea towels, if used, are used once. They are laundered daily.
- Any cleaning cloths used for surfaces are washed and replaced daily.
- There is a mop, bucket, broom, dustpan, and brush set aside for kitchen use only.
- Any repairs needed are recorded and reported to the owner.
- Chip pans are not used.

Manual handling

- All staff comply with risk assessment and have a personal responsibility to ensure they do not lift objects likely to cause injury. Failure to do so may invalidate an insurance claim.
- Members of staff bring the setting manager's attention to any new risk, or situations where the control measures are not working.
- Risk assessments may need to be changed for some individuals, such as a pregnant woman, or staff with an existing or previous injury or impairment that may affect their capacity to lift.
- Risk assessment is carried out on the environment in which the lifting is done. Features such as uneven floor surfaces, stairs, etc. add to the general risk and need to be taken into consideration.
- The setting owner ensures that they and their staff are trained to lift and move heavy objects and unstable loads correctly. Young children are also heavy and need to be lifted and carried carefully and correctly.

Guidelines:

- Do not lift heavy objects alone. Seek help from a colleague.
- Bend from the knees rather than the back.
- Do not lift very heavy objects. even with others. that are beyond your strength.
- Use trolleys for heavy items that must be carried or moved on a regular basis.
- Items should not be lifted onto, or from, storage areas above head height.
- Do not stand on objects, other than proper height steps, to reach high objects and never try to over-reach.
- Push rather than pull heavy objects.
- Do not carry heavy objects up or down stairs; or carry large objects that may block your view of the stairs.
- Do not hold young children by standing and resting them on your hips.

Please note this is not an exhaustive list.

Smoking/ Vaping

- Beechoak Farm is a non-smoking environment both indoors and out.
- Everyone is aware of our no- smoking policy.
- We display no-smoking signs
- Staff do not smoke during working hours, unless they are on a break and off the premises
- Staff who smoke during their break make every effort to reduce the effect of the odour and lingering effects of passive smoking for children and colleagues.

- The use of electronic cigarettes are not permitted on the premises. Staff using these must do so off the premises.
- Staff are made aware that failure to adhere to this policy and procedures may result in disciplinary action.

First Aid

- We endeavour to ensure that all staff are trained and competent to give first aid treatment in the event of an accident. A list of staff who have current PFA certificates is displayed in the foyer's.
- Samantha Shorter, Jenny Harrison are the appointed first aiders and have overall responsibility of ensuring that first aid resources are plentiful. The boxes both have lists of the required contents.
- The first aid boxes are easily accessible to adults only.
- In the case of minor injury or accidents, first aid treatment is given by a qualified first aider.
- We normally inform parents when they collect their child, unless the child is unduly upset or we have concerns about the injury. In which case we will contact the child's parents for clarification of what they would like to do.
- Parents sign a consent form at registration allowing a member of staff to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that they have been informed and are on their way to the hospital.
- Accidents and injuries are recorded on our accident record forms and, where applicable, notified to the Health and Safety Executive, Ofsted and/or local child protection agencies in line with our Recording and Reporting of Accident and Incidents Policy.

Hygiene

- We keep up to date with the latest recommendations from the UK Health Security Agency.
- We encourage the children to learn about personal hygiene through or daily routine.
- The children's rooms are cleaned everyday with a stringent procedure for cleaning the toilet areas.
- The toilet area has a high standard of hygiene, including hand washing and drying facilities and disposal facilities for nappies.
- All resources, including toys, furniture and dressing up clothes are cleaned on a rota basis.
- Children do not have unsupervised access to the kitchen.
- We implement good hygiene practices by:
  - cleaning tables between activities;
  - cleaning and checking toilets regularly;
  - wearing protective clothing - such as aprons and disposable gloves - as appropriate;
  - providing sets of clean clothes;
  - providing tissues and wipes.

Face painting and mehndi

- Face painting is only carried out during special events.
- Children are face painted only if parents have given prior verbal consent.
- A child who does not want to have their face painted will not be made to continue.
- Children with open sores, rashes or other skin conditions are not painted.
- Members of staff painting children's faces wash their hands before doing so, cover any cuts or abrasions and ensure they have the equipment they need close to hand.
- Only products with ingredients compliant with EU and FDA regulations are used.
- Clean water is used to wash brushes and sponges between children.
- Staff face painting at an event ensure they have a comfortable chair or shoes if standing, to reduce the risk of back or neck strain. Face painting is an activity that can cause repetitive stress injuries, therefore, regular breaks are not taken at events such as fetes.
- We do not carry out Mehndi painting.

Festival decorations

- Only fire-retardant decorations and fire-retardant artificial Christmas trees are used.
- Paper decorations, other than mounted pictures, are not permitted in the public areas of the buildings, for example, lobbies, stairwells etc.
- Electrical equipment (a light, extension leads etc) are electrically tested.
- If using tree lights, trees are placed close to an electrical socket and avoid using extension leads.
- Staff unplug the lights at the end of the day.
- Electrical leads, if used, are arranged in such a way that they do not create a trip hazard.
- Trees and decorations must never obstruct walkways or fire exits.
- Do not place decorations on or close to electrical equipment (e.g. computers); they are a fire hazard.
- Christmas trees are placed where children cannot pull them over.
- Glass decorations are not used.

Jewellery and accessories

- Members of staff do not wear jewellery or fashion accessories, such as belts or high heels, that may pose a danger to them or to young children. These include large rings with sharp edges, piercings - other than studs, chain necklaces, or bracelets with attachments that can be pulled off, or belts with large buckles.

- Our staff keep their air tied back at all times.
- Parents must ensure that any jewellery worn by children poses no danger; particularly earrings which may get pulled, bracelets which can get caught when climbing or necklaces that may pose a risk of strangulation.
- Health and safety take precedence over respect for culture, religion or fashion.
- Children may wear small, smooth stud earrings.
- Hair accessories that may pose a choking hazard to other children should they become detached, should be removed if members of staff consider this to be a possibility. Hair accessories that may come loose pose a choking hazard are removed before children sleep or rest.
- Parents are requested not to send children wearing hair beads. If staff see beads that are coming loose, they will remove them.

- Amber beads for teething pain relief are not to be worn due to the risk of choking posed to the infant and other children who may remove them.

Safety of adults

- We ensure that all staff are aware of safe working practices by discussing issues such as manual handling etc, on induction, regular training updates, at staff meetings or as and when the need arises.
- Each staff member is expected to maintain a safe working environment for themselves and colleagues, and a safe play environment for the children in their care.
- Each member of staff is expected to take responsibility for their own safety ensuring that any decisions they make, take into account risk factors. All staff must use the protective clothing supplied.
- We operate a no smoking/vaping/ drug taking policy.
- We provide safe equipment for adults to use when they need to reach up to store equipment or to change display boards.
- We ensure that all warning signs are clear.
- Adults do not remain on their own in the building or leave on their own after dark
- Any adult involved in an accident whilst on the premises will be entered into the accident book.

Purchasing resources

- Before purchase all toys/ resources are risk assessed to ensure they conform to current British & European Standards (EN71), all equipment is checked for evidence of a 'Mark' these include The Kite Mark, The CE Mark and The Lion Mark.
- We only purchase toys/ equipment that we feel are safe and suitable for the intended use.
- Any outside play equipment or surfacing is checked with the guidelines of the European standards EN1176 & EN1177.
- No toy or piece of equipment is altered to take it out of its standard without careful consideration and risk assessment from a competent person.

- Any donated toys/ equipment are checked against the above guidelines and vetted for safety before use with the children.

Electrical/gas equipment

- We ensure that all electrical/gas equipment conforms to safety requirements.
- We ensure that all PAT testing and mains testing is up to date.
- The outside gas tanks ae serviced and conform to regulations.
- Our boilers & meter cupboard is not accessible to the children.
- There are sufficient sockets in our setting to prevent overloading.
- We switch electrical devices off from the plug after use.
- We ensure that the temperature of hot water is controlled to prevent scalds.
- Lighting and ventilation is adequate in all areas of our setting, including storage areas.

This policy was adopted by staff at Beechoak Farm Montessori preschool.
Held on 2nd December 2025
Date to be reviewed December 2026
Signed on behalf of Beechoak Farm Montessori by

Charlotte Muggleton & Hayley Majeika
Proprietor Manager