

3.2 Health and Safety Policy

Policy statement

Vita Multi Academy Trust accepts its responsibility to provide, as far as is reasonably practicable, a safe and healthy environment for pupils, staff, and other users of the premises. Vita Multi Academy Trust will take all reasonable steps to meet their responsibilities. As part of this they need everyone using their premises

- to take reasonable care of themselves and others and
- to co-operate with those who have health and safety responsibilities to ensure compliance with policies and procedures and minimise risks.

Stakeholders mean staff, pupils, Trustees and Local Advisory Board, contractors, and visitors to the premises.

At Perins Pre-school, we provide and maintain safe and healthy working conditions, equipment, and systems of work for all our employees and a safe early learning environment in which children learn and are cared for. To develop and promote a strong health and safety culture within the setting for the benefit of all staff, children, and parents, we provide information, training, and supervision. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

The allocation of duties for safety matters and the arrangements which we will make to implement our health and safety procedures are set out within this policy and we make sufficient resources available to provide a safe environment.

Legal framework

We follow all relevant legislation and associated guidance relating to health and safety within the pre-school including:

- The requirements of the Statutory Framework for the Early Years Foundation Stage (EYFS)
- The regulations of the Health & Safety at Work Act 1974 and any other relevant legislation such as Control of Substances Hazardous to Health Regulation (COSHH)
- Any guidance provided by UK Health Security Agency, the local health protection unit, the local authority environmental health department, fire authority or the Health and Safety Executive.

Aims and objectives.

The aim of this policy statement is to ensure that all reasonably practical steps are taken to ensure the health, safety and welfare of all persons using the premises.

To achieve this, we will actively work towards the following objectives:

- Establish and maintain a safe and healthy environment throughout the pre-school including outdoor spaces.
- Establish and maintain safe working practices amongst staff and children.
- Ensure the provision of sufficient information, instruction, and supervision to enable all people working in or using the pre-school to avoid hazards and contribute positively to their own health and safety and to ensure that staff have access to regular health and safety training.
- Formulate effective procedures for use in case of fire and other emergencies and for evacuating the premises. Practice this procedure on a regular basis to enable the safe and speedy evacuation of the pre-school.
- Maintain a safe working environment for pregnant workers or for workers who have recently given birth, including undertaking appropriate risk assessments.
- Maintain a safe environment for those with special educational needs and disabilities and ensure all areas of the setting are accessible (wherever practicable)
- Encourage all staff, visitors, and parents to report any unsafe working practices or areas to ensure immediate response by the management.
- Provide and maintain a safe and healthy working and learning environment ensuring the welfare of all persons
- Maintain control of health and safety risks arising from our activities
- Comply with statutory requirements as a minimum standard of safety
- Consult with staff on matters affecting their health, safety, and welfare
- Ensure safe handling, storage, and use of substances
- Ensure staff are suitably trained and competent to do their work safely

- Continually develop a safety culture to remove or reduce the possibility of accidents, injuries, and ill-health
- Assess risks, record significant findings, and monitor safety arrangements
- Review and revise safety policies and procedures periodically and when circumstances may introduce a requirement to amend or improve arrangements

We believe the risks in the pre-school environment are low and we will maintain the maximum protection for children, staff, and parents. The pre-school will:

- Ensure all entrances and exits from the building, including fire exits are clearly identifiable and always remain clear.
- Regularly check the premises room by room for structural defects, worn fixtures and fittings or electrical equipment and take the necessary remedial action.
- Completed the health and safety check list every morning and evening.
- Ensure that all staff, visitors, parents, and children are aware of the fire procedures and regular fire drills are carried out.
- Have the appropriate fire detection and control equipment which is checked regularly to make sure it is in working order.
- Ensure that all members of staff are aware of the procedure to follow in case of accidents for staff, visitors, and children.
- Ensure that all members of staff take all reasonable action to control the spread of infectious diseases and wear protective gloves and clothing where appropriate.
- Encourage children to manage risks safely and prohibit running inside the premises unless in designated areas.
- Risk assesses all electrical sockets and take appropriate measures to reduce risks where necessary and ensure no trailing wires are left around the setting.
- Ensure all cleaning materials are placed out of the reach of children and kept in their original containers.
- Wear protective clothing when cooking or serving food.
- Prohibit certain foods that may relate to children's allergies, e.g. peanuts are not allowed in the pre-school.
- We follow the EU Food Information for Food Consumers Regulations (EU FIC). These rules are enforced in the UK by the Food Information Regulations 2014 (FIR). We use a catering supply company to provide the hot lunches for the children.
- Ensure children are always supervised.
- Ensure no student or volunteer is left unsupervised at any time.
- Ensure staff paediatric first aid certificates are on available (or made available to parents).

Responsibilities

The Trust Board has overall responsibility for Health and Safety. For its part the Trust Board will:

- Ensure Health and Safety has a high profile and that systems are in place to ensure statutory compliance
- Ensure adequate resources for Health and Safety are available
- Monitor and review health and safety arrangements

The designated Health and Safety Officer is James Topping

All employees have the responsibility to cooperate with senior staff and the manager to achieve a healthy and safe pre-school and to take reasonable care of themselves and others. Neglect of health and safety regulations/duties will be regarded as a disciplinary matter (see separate policy on disciplinary procedures).

Whenever a member of staff notices a health or safety problem which they are not able to rectify, they must immediately report it to the appropriate person named above. Parents and visitors are requested to report any concerns they may have to the manager.

All staff will:

- Undertake health and safety training as required, understanding the importance of health and safety policies and procedures
- Adhere to these policies and procedures, risk assessments, controls and other arrangements put in place for health and safety reasons and ensure that others do the same
- Take reasonable care of themselves and others to ensure, as far as reasonably practicable, that their work areas are safe and not doing anything which may put themselves and others at risk, as far as reasonably practicable, through their actions or inactions while on school premises
- Promptly raise, initially with the manager on duty, any health and safety concerns, requesting and undertaking any appropriate additional training for their health and safety Promptly report, initially to the

manager on duty, all incidents, near misses and any perceived shortcomings in their behaviour and the behaviour of others in health and safety arrangements.

Health and safety is covered in all induction training for new staff. All members of staff hold a full paediatric First Aid certificate in pre-school and when on outings. The 12-hour full paediatric first aid (PFA) must be a full course and delivered consistent with requirements set out in annex A of the EYFS.

Health and safety arrangements

- All staff are responsible for general health and safety in the setting.
- Risk assessments will be conducted on all areas of the setting, including rooms, activities, outdoor areas, resources, and cleaning equipment. These are reviewed at regular intervals and when arrangements change.
- All outings away from the setting (however short) will include a prior risk
- All equipment, areas, and outdoor areas will be checked thoroughly by staff before children access them or the area. Unsafe areas will be made safe/removed from the area by this member of staff to promote the safety of children. If this cannot be achieved the manager on duty will be notified immediately.
- The setting will adhere to the Control of Substances Hazardous to Health Regulation (COSHH) to ensure all children, staff, parents, and visitors are safe in relation to any chemicals we may use on the premises.
- All staff and students will receive appropriate training in all areas of health and safety which will include risk assessments, manual handling, and fire safety.
- We have a clear accident and first aid policy to follow in the case of any person in the pre-school suffering injury from an accident or incident.
- We have a clear fire safety policy and procedure, which supports the prevention of fire and the safe evacuation of all persons in the pre-school. This is to be shared with all staff, students, parents, and visitors to the setting.

Maintaining children's safety and security

At Perins Pre-School we maintain the highest possible security of our premises to ensure that each child is safely cared for during their time with us. The safety of the children who attend is paramount.

Children's personal safety

- We ensure all employed staff have been checked for criminal records via an enhanced disclosure with children's barred list check through the Disclosure and Barring Service.
- Adults always supervise all children.
- Whenever children are on the premises, at least two adults are present (maintaining ratios)
- We carry out risk assessments to ensure children are not made vulnerable within any part of our premises, nor by any activity.

Security

- Systems are in place for the safe arrival and departure of children. Entrance to the premises is only assessable via the door button in the office or the push button located by the gate.
- The times of the children's arrivals and departures are recorded on the registers.
- The arrival and departure times of adults – staff, volunteers, and visitors - are recorded.
- Our systems prevent unauthorised access to our premises. Staff must be always supervising the children and must never leave children alone in a room to play.
- Our systems prevent children from leaving our premises unnoticed. Staff must be aware of where the children are, ensuring that no children is missing.
- We only allow access to visitors with prior appointments.
- Our staff check the identity of any person who is not known before they enter the premises.
- We keep front doors and gates locked shut. Back doors are kept locked where they may lead to an unsupervised area.
- The personal possessions of staff and volunteers are securely stored during sessions.

We take all reasonable steps to ensure staff and children in our care are not exposed to risks.

Risk Assessments

At Perins Pre-School, we promote the safety of children, parents/carers, staff, students, volunteers, and visitors by reviewing and reducing any risks.

Risk assessments document the hazard and aspects of the environment that needs to be checked on a regular basis. These include who can be harmed, existing controls, the seriousness of the risk or injury, any further action needed to control the risk, who is responsible for what action, when and how often will the action be taken and how this will be monitored and checked.

Perins Pre-School carries out written risk assessments annually. These are reviewed to cover potential risks to children, parents, staff, students, and volunteers at the setting. When circumstances change in the setting, for example, a significant piece of equipment is introduced, or new activities/experiences, current risk assessments are reviewed, or a new one will be conducted.

- All outings away from the setting are individually risk assessed and adequately staffed.
- Any events held in or on the ground of Perins Pre-School will be risk assessed.
- We take precautions to reduce the risks of exposure to Legionella (Legionnaires disease).
- All our risk assessments are shared with the Health and Safety manager: James Topping

Non-Smoking/Vaping

At Perins Pre-school, we are committed to promoting children's health and well-being. This is of the upmost importance for the setting. Smoking and the use of e-cigarettes has proved to be a health risk and therefore in accordance with legislation, the setting operates a strict no smoking or vaping policy within its buildings and grounds. It is illegal to smoke or vape in enclosed places. This policy also applies to electronic cigarettes.

All persons must abstain from smoking/vaping while on the premises. This applies to staff, students, parents, carers, contractors, and any other visitors to the premises.

Staff accompanying children outside the pre-school, are not permitted to smoke or vape. We also request that parents accompanying children on outings refrain from smoking while caring for the children.

Staff must not smoke or vape while wearing their uniform as it is essential that staff are positive role models to children and promote a healthy lifestyle. If staff, choose to smoke during breaks they are asked to change into their own clothing and smoke or vape off the school site.

We respect that smoking or vaping is a personal choice, although as an organisation we support healthy lifestyles. We aim to help staff and parents to stop smoking/vaping by:

- Providing factsheets and leaflets.
- Providing information of local help groups.
- Providing details of the NHS quit smoking helpline - www.smokefree.nhs.uk
- Offering information regarding products that are available to help stop smoking.
- Offering in-house support.

This policy was adopted on

20th April 2026

Date to be reviewed

20th April 2027

Signed on behalf of the provider

Michelle Osman

Role of signatory (e.g. chair, director or owner)

Pre-School Manager