

Little Ducklings Pre-School

Issue G – OCTOBER 2026

Health and Safety Policy

Setting: Little Ducklings Preschool

Policy reviewed: 01/10/2026

Next review date: 01/10/2027

Policy lead: Paula Ryman / Preschool Manager

1. Purpose

Little Ducklings Preschool is committed to providing a safe, healthy, secure and welcoming environment for all children, staff, volunteers, students, parents/carers and visitors.

The setting will take all reasonably practicable steps to prevent accidents, injuries, illness and unnecessary risks while ensuring that children are able to learn, play and develop through safe and appropriately managed experiences.

2. Responsibilities

The manager is responsible for ensuring that:

- Appropriate health and safety arrangements are in place.
- Risk assessments are completed and regularly reviewed.
- Staff receive appropriate health and safety training and information.
- Premises, equipment and outdoor areas are maintained in a safe condition.
- Accidents, incidents and hazards are appropriately recorded and acted upon.
- Emergency procedures are established, communicated and regularly practised.
- Relevant health and safety legislation and guidance is followed.

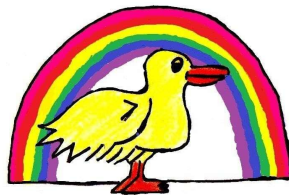
All staff are responsible for:

- Following the setting's health and safety procedures.
- Taking reasonable care of their own health and safety and that of others.
- Reporting hazards, accidents, injuries and concerns promptly.
- Supervising children appropriately.
- Using equipment and resources safely.
- Maintaining appropriate hygiene standards.
- Attending required training and familiarising themselves with emergency procedures.

Children will be encouraged, in an age-appropriate way, to understand how to keep themselves and others safe.

3. Risk Assessment

Risk assessments will be carried out for the premises, activities, equipment, outings and any identified hazards.



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Risk assessments will consider:

- Who could be harmed and how.
- Existing safety measures.
- Additional precautions required.
- Staff supervision and responsibilities.
- How risks will be monitored and reviewed.

Risk assessments will be reviewed regularly and whenever there is a significant change, accident, incident or emerging concern.

4. Supervision of Children

Children will be supervised appropriately at all times.

Staff will:

- Maintain appropriate staff-to-child ratios.
- Know which children are in their care.
- Ensure children are supervised during indoor and outdoor play, meals, toileting and transitions.
- Take particular care during higher-risk activities.
- Carry out regular headcounts when moving between areas or leaving the premises.
- Follow procedures to prevent children from leaving the premises without authorisation.

5. Premises and Equipment

The preschool will maintain a clean, secure and suitable environment.

Regular checks will be made of:

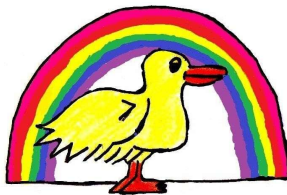
- Indoor and outdoor play areas.
- Furniture and play equipment.
- Doors, gates and fencing.
- Floors, stairs and walkways.
- Heating, lighting and ventilation.
- Electrical equipment.
- Toileting and handwashing facilities.
- Outdoor surfaces and play areas.

Damaged or unsafe equipment will be removed from use immediately and repaired or replaced as appropriate.

6. Hygiene and Infection Control

The setting will promote good hygiene practices to reduce the spread of infection.

Children and staff will be encouraged to:



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- Wash their hands thoroughly and regularly.
- Wash hands before eating and after using the toilet.
- Cover coughs and sneezes appropriately.
- Dispose of tissues safely.
- Avoid sharing personal items where this could increase infection risk.

Staff will follow appropriate procedures for cleaning, disinfecting and managing bodily fluids.

Parents/carers will be informed when children are unwell and will be advised when children should remain at home in accordance with the setting's illness and exclusion procedures.

7. First Aid and Medication

Appropriately trained first-aiders will be available during sessions.

First-aid equipment will be:

- Clearly identified.
- Easily accessible to staff.
- Regularly checked and replenished.
- Kept out of children's unsupervised reach.

All accidents and injuries will be dealt with promptly and recorded appropriately. Parents/carers will be informed of accidents or injuries involving their child in accordance with the settings procedures.

Medication will only be administered with appropriate parental/carers consent and in accordance with the preschool's medication procedure.

8. Food Safety and Allergies

Food and drink will be prepared, stored and served hygienically by staff with a food hygiene certificate.

The setting will take reasonable steps to identify and manage children's food allergies, intolerances and dietary requirements.

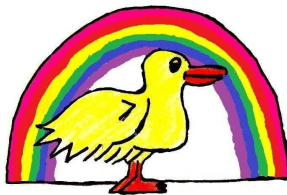
Staff will be made aware of relevant allergies and emergency procedures. Children will be supervised appropriately while eating to reduce the risk of choking.

Little Ducklings Preschool is a nut free setting.

9. Fire and Emergency Procedures

The preschool will maintain suitable emergency procedures covering matters such as:

- Fire.
- Evacuation.
- Serious accidents or injuries.
- Lost children.
- Security incidents.



- Severe weather or other emergencies.

Fire exits will be kept clear and emergency equipment will be checked regularly.

Fire and emergency evacuation procedures will be practised regularly, with records maintained.

10. Safeguarding and Security

Health and safety arrangements will operate alongside the preschool's safeguarding procedures.

The setting will take appropriate measures to:

- Control access to the premises.
- Ensure children are released only to authorised adults.
- Maintain appropriate visitor procedures.
- Respond promptly to concerns about a child's safety.
- Follow the setting's safeguarding and child protection procedures.

Any safeguarding concern will be reported and managed in accordance with the setting's safeguarding policy.

11. Outdoor Play and Trips

Outdoor areas will be checked before children use them.

Staff will ensure that:

- Outdoor equipment is safe and suitable.
- Children are appropriately supervised.
- Weather conditions are considered.
- Suitable clothing and protection are encouraged where necessary.
- Risks such as unsafe surfaces, water, plants or other hazards are identified and managed.

For outings, the setting will complete appropriate risk assessments, ensure adequate supervision and maintain suitable emergency arrangements.

12. Manual Handling

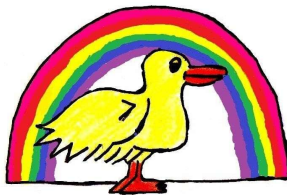
Staff will use safe procedures when lifting, carrying or moving children, furniture and equipment.

Where possible, staff will avoid unnecessary lifting and use suitable equipment or seek assistance when an item is heavy, awkward or unsafe to move.

13. Lone Working

The setting will identify and manage risks associated with lone working.

Staff will follow agreed procedures for opening and closing the premises, responding to emergencies and communicating with colleagues or management when working alone.



14. Smoking, Alcohol and Drugs

Smoking and vaping are not permitted within the premises or in areas where they could expose children to harm.

Staff must not work while under the influence of alcohol, illegal drugs or any medication that may impair their ability to care safely for children.

15. Reporting Accidents, Incidents and Hazards

All accidents, injuries, near misses and significant hazards will be reported promptly to the manager or designated person.

Records will be maintained where required, and serious incidents will be reported to parents/carers and relevant authorities in accordance with applicable requirements.

Accidents and incidents will be reviewed to identify whether further preventative action is necessary.

16. Staff Training

Staff will receive appropriate induction and ongoing training relevant to their responsibilities.

Training may include:

- Pediatric first aid.
- Safeguarding.
- Food hygiene.
- Fire safety.
- Health and safety.
- Infection prevention and control.
- Manual handling.
- Risk assessment.
- Medication procedures.

Training records will be maintained.

17. Monitoring and Review

The manager will monitor compliance with this policy through regular checks, staff discussions, risk assessments, accident records and reviews of procedures.

This policy will be reviewed at least annually or sooner if there are significant changes to legislation, guidance, premises, activities or identified risks.