



Penguin Preschool Health & Safety Policy

Approved by: Sarah Fielding

Applies to: All employees, volunteers, students, contractors, parents/carers, children and visitors

Penguin Preschool is committed to safeguarding the health, safety and welfare of children, staff, volunteers and visitors. We will:

- Meet or exceed the Early Years Foundation Stage (EYFS) statutory framework safeguarding and welfare requirements and Ofsted expectations.
 - Comply with applicable UK legislation and guidance on health and safety, risk assessment, fire safety, first aid and food safety.
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Scope

This policy covers all preschool sessions, Breakfast Club (07:30–08:30, Mon–Fri, after school club 3.30pm until 4.30pm, indoor and outdoor play (including trim trail, forest/outdoor learning), trips, mealtimes/food preparation, arrivals/departures and any activity on or off the premises where children are in our care.

Legal & Standards We Follow

- EYFS (Group & School-based providers) – Statutory Framework (safeguarding & welfare, ratios, suitable people, premises, record keeping, PFA, smoking/vaping).
- HSE – Managing Risk & Risk Assessment (5 steps); Health and Safety at Work etc. Act duties.
- Regulatory Reform (Fire Safety) Order 2005 and Home Office guidance for dutyholders.
- RIDDOR 2013 and HSE guidance for schools/education (what to report and how).
- COSHH guidance for safe storage/handling of cleaning products.
- PUWER 1998 (work equipment must be suitable, used as intended, maintained and used by competent persons).
- Temperature/thermal comfort: provide reasonable indoor temperatures; HSE suggests at least 16 °C (or 13 °C for strenuous work). For schools, legacy standards indicate 18 °C for teaching spaces and 21 °C for medical rooms—our aim is to meet or exceed these during occupied hours.
- Food safety (FSA/Safer Food Better Business) including chilling (fridge 0–5 °C), hot holding (≥ 63 °C), and reheating (≥ 75 °C for 30 s or equivalent time/temperature).
- Allergen management
- Choking prevention for under-5s (cut grapes/cherry tomatoes lengthways and ideally into quarters; supervise at all times).
- Play equipment: outdoor/trim trail inspected and maintained to good practice standards (BS EN 1176 series).

- Toy/equipment purchasing: toys and relevant items must comply with Toys (Safety) Regulations 2011 and recognised UKCA/CE standards (as applicable).
 - No smoking/vaping: smokefree premises and grounds.
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Roles & Responsibilities

- Proprietor/Manager (Responsible Person for day-to-day operations): ensure compliance with this policy, the EYFS, and fire safety duties; ensure risk assessments, training, drills and records are current.
 - Room Leader (daily): allocate daily fire duties; oversee ratios; brief staff on specific risks/controls.
 - All Staff/Volunteers/Students: follow procedures; maintain vigilance; report defects/hazards immediately; uphold "clean as you go."
 - Premises Manager (Main School): maintain fire-fighting equipment and appliances/PAT in line with the school's schedules.
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Premises, Security & Access

- Ofsted standards: Premises, environment and equipment will be safe, secure, suitable and welcoming at all times.
 - Comfortable temperature: rooms kept comfortable for all, including non-mobile persons.
 - Clean & welcoming: premises are cleaned routinely; opening/closing checks daily by Manager/Deputy; daily premises & outdoor checks per rota.
 - Room use: No one other than the Preschool uses our room during sessions.
 - Access control: Only authorised persons may enter; all visitors sign in via the main school office and are always supervised by preschool staff. Students/volunteers/visitors are never left alone with children.
 - Doors & segregation: Main exit door manned by a staff member at drop-off/collection; door secured once children are in/out. The connecting door to reception remains securely shut during sessions.
 - Child locks/chemicals: Cupboards with sharp implements or cleaning products are child-locked; COSHH controls apply to storage/use.
 - Telephone: A working telephone is maintained for preschool use.
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Admissions, Arrival & Collection

- Opening times: Children may enter from 07:30 (Mon–Fri).
- Breakfast Club (07:30–08:30): staffed by two members, with at least one holding current Paediatric First Aid (PFA) and food safety training.

- Registers: All children are checked in/out on the register at arrival/departure; the number in room is shown on the whiteboard for staff visibility.
 - Exit duty: A staff member is stationed at the main exit during drop-off and collection.
 - Authorised collectors: Children are only released to a named person designated by the parent/carer. If an unknown person arrives, the child will not leave until we obtain verbal consent from the parent/carer; parents are asked to inform us verbally or by email of any change, and the Manager must be informed.
 - Visitors: see Access Control above; they sign in via the main school office.
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Supervision, Ratios & Behaviour

- Supervision: Children are actively supervised at all times; walking feet indoors unless a staff-led physical activity is in progress.
 - Ratios: We maintain legal ratios at all times in line with the EYFS.
 - Large apparatus/outdoor trail: Children must be supervised on climbing equipment and the outdoor trim trail. For forest/other outdoor areas, we maintain ratios, carry a first aid kit, and a walkie-talkie for emergencies.
 - Tools: Children are taught and supervised to handle tools safely.
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Equipment & Environment Safety

- Designated use & storage: All equipment is used only for its intended purpose and stored safely.
 - Toys/CE/UKCA: New toys/equipment we purchase will meet applicable British/European standards (e.g., Toys (Safety) Regs 2011; recognition of CE/UKCA).
 - Inspections: Equipment and toys are checked regularly; worn or broken items are removed, disposed of and replaced as needed.
 - Daily hygiene: Toys/equipment are sprayed with sterilising spray daily.
 - Electrical safety: No trailing leads; all appliances are checked and maintained by the main school's Premises Officer; children are supervised when using electrical items.
 - Fault reporting: All faults/broken equipment must be reported to the Room Leader/Manager and removed from use until verified safe or disposed of.
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Risk Assessment & Record Keeping

- Risk assessments are completed for activities/areas/events and records kept. We follow HSE's 5-step approach: identify hazards, assess risks, control risks, record findings, and review. High-risk situations trigger an Action Plan.
- Outdoor risk assessment: completed daily by the person on rota.

- Safeguarding/records: We maintain required EYFS records (visitors, incidents, medication, allergies, absences, staff training and PFA).
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Cleaning, Infection Prevention & Welfare

- Clean as you go: Staff maintain high standards of cleanliness.
 - Spillages/fluids: Any spillage/vomit/bodily fluids are cleaned immediately using the correct equipment and PPE; materials are disposed of appropriately.
 - Handwashing: Facilities/products available at all times; staff and children wash hands before eating/handling food and after toileting/outdoor play.
 - Drinking water: Available at all times.
 - Hazards monitoring: Staff monitor water, temperature, spillages, weather and other hazards and take action to prevent accidents/injury.
 - End of session: Children wait in a designated area with a staff member until collected.
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Fire Safety & Emergency Procedures

- Evacuation first: The safe evacuation of the preschool is our primary concern. Fire exits are kept clear at all times.
- Muster point: School field over the road from the school.
- Familiarity: Staff must know the location of fire equipment and alarm procedures; regular drills are undertaken with the main school.
- Maintenance: Fire-fighting equipment is the responsibility of the main school and is checked regularly.
- Daily fire duties: Each staff member is allocated a fire duty each morning by the Room Leader (e.g., sweep route, register, first aid grab bag).
- First aid & reporting: We maintain adequate first aid cover and report serious incidents to Ofsted/HSE as required.

No Smoking / No Vaping

There is a strict no smoking / no vaping policy covering all school premises and grounds, in line with the EYFS and smokefree legislation.

Food Safety, Allergies & Mealtimes

Training & Hygiene

- Food hygiene: All staff receive food hygiene training; PFA training is held by required staff.
- Worktops & tables: Cleaned daily and after each use with soapy water then an antibacterial spray—always before food prep.
- Chopping boards: Colour-coded boards used appropriately.
- Handwashing: Staff and children wash hands prior to eating or handling food.

Storage & Temperature Control

- Labelling: Food is stored in sealed containers labelled with the date of opening and disposal date.
- Chilling: Milk and chilled products are kept in the fridge maintained between 0–5 °C; staff check dates daily.
- Hot holding & reheating: If hot holding is used, foods are at ≥ 63 °C; when reheating, food must reach a core ≥ 75 °C for 30 seconds (or a documented equivalent time/temperature, e.g., 70 °C for 2 minutes). Use a calibrated probe and log on the daily “prove-it” record.

Allergy Management & “Safer Eating”

- We maintain an Allergy & Intolerances Chart and check it before every mealtime; staff follow FSA “14 allergens” guidance and label information.

Choking Prevention (must-do controls)

- Cut small, round foods (e.g., grapes, cherry tomatoes) lengthways and ideally into quarters; supervise children while eating and seat them appropriately.
- Fruit & veg prep adjusted to age/ability (e.g., batons or softened for very young children).

Kitchen/Serving Safety

- No hot drinks in the preschool room; if required, they remain in the office on the windowsill, ideally with a lidded cup, out of children’s reach.
- Oven use: Children kept away from the oven; only an adult staff member uses it. All food is cooled adequately and adult-tested for safe serving temperature.
- Breakfast Club: Food handlers must be trained/competent; at least one staff member present with food safety training and PFA.

First Aid & Medical

- At least one PFA-trained member is always on the premises and available when children are present and accompanies outings, per EYFS. Certificates are renewed in line with EYFS expectations.

- First aid kits are maintained and taken on all outdoor activities; walkie-talkies carried for emergencies.
 - We follow DfE guidance on first aid in schools and early years.
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Outdoor Learning, Trips & Tools

- Daily outdoor risk assessment completed; ratios maintained; tools used under direct teaching & supervision; large apparatus used only under close supervision.
 - Outdoor trim trail/play equipment inspected and maintained with reference to BS EN 1176 good practice.
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Incident Reporting (Ofsted/HSE)

- We record all accidents/incidents and notify Ofsted of serious incidents in line with published guidance. We report under RIDDOR 2013 where required (e.g., specified injuries, hospitalisation >24 hours, dangerous occurrences).
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Opening/Closing & Daily Checks

- Health and Safety officer or manager performs opening/closing checks daily (premises fit-for-use, exits clear, temperature, cleaning status, hazards removed).
 - Outdoor area and equipment checked daily; defects are reported and items taken out of use.
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End-of-Session Handover

- Children wait in the designated collection area with a staff member; children are released only to authorised persons as noted in Section 6.
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Review, Training & Communication

- This policy is reviewed at least annually or sooner if guidance changes.
- Staff receive induction and refreshers on health & safety, safeguarding, food hygiene, COSHH, manual handling, and PFA (as role-appropriate).

- We communicate key procedures to parents/carers (e.g., authorised collectors, allergen updates, start/finish times).
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Quick Reference (Food Safety Standards we follow)

- Fridges: 0–5 °C (check/record).
 - Hot holding: ≥ 63 °C.
 - Reheat to serve: ≥ 75 °C for 30 s (or 70 °C for 2 min, 80 °C for 6 s, etc.). Probe & log.
 - Choking control: grapes/tomatoes lengthways (ideally quarters) & constant supervision.
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Notes on temperature/comfort (for managers)

- Keep rooms comfortable for children and adults (especially non-mobile individuals). HSE suggests ≥ 16 °C (or ≥ 13 °C for strenuous work). We aim for legacy school classroom targets of ≥ 18 °C (≥ 21 °C in medical/sick rooms) during occupancy.

Reviewed 17/8/2026