

Health and Safety Policy

Policy statement. Morning Glory Pre-School is committed to providing a safe and healthy environment for children, staff, parents and visitors. As a pack-away setting operating from Cann Hall Methodist Church, we manage health and safety carefully through the daily set-up and pack-away of our space.

Scope

This policy applies to everyone on the premises and to all equipment, resources, activities and the daily setting up and packing away of the setting. It is informed by the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and the EYFS (September 2025).

Roles and Responsibilities

- The Owner and Director hold overall responsibility for health and safety and ensure it is properly resourced
- The manager is responsible for day-to-day health and safety and for ensuring procedures are followed
- All staff follow safe working practices, carry out daily checks and report hazards immediately

Daily Set-Up and Pack-Away

- Equipment and resources are set out at the start of each session and safely stored away at the end
- A daily opening safety check of the hall, outdoor and garden area, toilets and equipment is completed before children arrive
- Heavy or awkward items are moved using safe manual-handling techniques, with team lifting where needed
- Trip hazards, trailing cables and wet floors are managed throughout the session
- At the end of the session, equipment is checked, cleaned as needed and stored securely, leaving the space safe

General Health and Safety

- Equipment is suitable, age-appropriate, checked regularly and kept in good repair
- Cleaning materials and hazardous substances are stored securely and out of children's reach (COSHH)
- The premises are kept clean and hygienic, with controlled entry and exit
- The setting is entirely smoke-free (see Smoke-Free, Vaping, Alcohol and Substances Policy)
- Visitors sign in and are managed in line with our Visitors Policy

First Aid and Paediatric First Aid

- At least one member of staff with a current paediatric first aid (PFA) certificate is on the premises and available at all times children are present, and accompanies children on outings
- PFA certificates are renewed every three years and a record of certificate dates is maintained
- A first-aid box is accessible and checked regularly (see Accident, Injury and First Aid Recording Policy)

Manual Handling

- Staff are aware of safe lifting techniques and assess loads before moving them
- Heavy or awkward items are team-lifted, which is especially important during set-up and pack-away

Reporting Hazards and Incidents



Morning Glory
Pre-School

Staff report hazards and near-misses immediately so they can be recorded and acted upon. Serious accidents and dangerous occurrences are reported to Ofsted and, where applicable, to the Health and Safety Executive under RIDDOR.

Reviewed: May 2026 | Next review: May 2027