



**Alhuda Prime Tutors**

Little care leads to progress

## Health and Safety Policy

Reviewed At:

July 2025

Next Review:

July 2027



## Policy

Alhuda Prime Tutors  
Registration Number: 08051638  
Ofsted URN: EY460539

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### 1. Policy Statement

At Alhuda Prime Tutors we are committed to maintaining the highest standards of health, safety, and welfare for all children, staff, visitors, and contractors. We recognise that effective health and safety management is essential to providing a safe environment conducive to children's learning, development, and well-being.

Our policy complies with the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, the EYFS statutory framework, and other relevant legislation and guidance. We aim to prevent accidents and ill health, reduce risks, and ensure that all individuals within our setting are aware of their responsibilities.

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### 2. Aims and Objectives

This policy aims to:

- Provide a safe, healthy, and secure environment for children, staff, families, and visitors.
  - Promote awareness and understanding of health and safety matters.
  - Ensure compliance with all relevant statutory health and safety requirements.
  - Prevent accidents and work-related ill health through risk assessment and control.
  - Provide clear procedures for reporting, recording, and responding to incidents and emergencies.
  - Ensure safe use, handling, and storage of equipment, substances, and premises.
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### 3. Responsibilities

Overall Responsibility

The centre manager holds overall responsibility for health and safety compliance and ensuring this policy is effectively implemented and reviewed.



#### Health and Safety Officer

A designated staff member who oversees daily health and safety practices, coordinated training, carries out regular safety inspections and reports to management

#### Staff Members

All staff members must take reasonable care of their own health and safety and that of others affected by their actions. Staff must follow health and safety policies, attend relevant training, and report hazards or incidents promptly.

#### Parents and Visitors

Parents, carers, and visitors are expected to adhere to health and safety rules while on the premises and cooperate with staff instructions.

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## **4. Risk Assessments**

### **General Risk Assessments**

Regular risk assessments are conducted for the premises, activities, and equipment to identify potential hazards and implement control measures.

- Indoor and outdoor play areas are inspected daily before use.
- Activities are planned to be age-appropriate and safe.
- Risk assessments are reviewed regularly and updated as necessary.

### **Specific Risk Assessments**

Additional assessments cover specific areas such as:

- Fire safety
- Food hygiene and allergies
- Use of cleaning chemicals
- Maintenance and repair work
- Off-site visits and outings

All risk assessments are documented and made accessible to staff.

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## **5. Premises and Equipment Safety**

- The premises meet all safety regulations including fire safety, lighting, ventilation, and security.
- All equipment is suitable for purpose, regularly maintained, and inspected for safety.
- Faulty equipment is taken out of use immediately and repaired or replaced.
- Cleaning and maintenance schedules ensure hygienic and safe environments.



- Access to the building is controlled to prevent unauthorised entry.
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## **6. Fire Safety**

- Fire risk assessments are carried out annually and reviewed regularly.
  - Fire detection and alarm systems are tested weekly.
  - Fire exits are clearly marked, unobstructed, and emergency lighting is maintained.
  - Staff and children participate in regular fire drills at least once every term.
  - Staff are trained in fire prevention, evacuation procedures, and use of fire-fighting equipment.
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## **7. First Aid and Accident Reporting**

- At least one qualified first aider is present during all operating hours.
  - First aid supplies are checked regularly and replenished as needed.
  - All accidents, injuries, and near-misses are recorded promptly in the accident book and reported to parents/carers.
  - Serious incidents are reported to Ofsted and the Health and Safety Executive (HSE) as required by law.
  - Procedures are in place for dealing with head injuries and emergencies, including contacting emergency services and parents.
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## **8. Infection Control**

- Strict hygiene procedures are followed to minimise infection risks.
  - Staff and children wash hands regularly, especially before eating and after toileting.
  - Toys, equipment, and surfaces are cleaned and disinfected regularly.
  - Children who are unwell or contagious are advised to stay at home.
  - Procedures for dealing with outbreaks of infectious diseases follow guidance from Public Health England (or current health authority).
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## **9. Food Safety and Allergies**

- Food preparation areas are clean, well-maintained, and comply with food hygiene regulations.
  - Staff are trained in safe food handling and allergen awareness.
  - Individual dietary requirements and allergies are documented and strictly adhered to.
  - Snacks and meals provided meet nutritional standards appropriate for children's ages.
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## **10. Manual Handling and Safe Working Practices**

- Staff are trained in safe manual handling techniques to minimise injury risks.
  - Procedures are in place for lifting and handling children and equipment safely.
  - Staff must report any musculoskeletal injuries or concerns promptly.
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## **11. Security and Safeguarding**

- The premises are secure, with controlled access to prevent unauthorised entry.
  - Visitors sign in and are supervised while on site.
  - Staff are vigilant and follow safeguarding procedures to protect children.
  - Emergency contact details for children are kept up-to-date.
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## **12. Related Policies**

This Health and Safety Policy should be read in conjunction with:

- Safeguarding and Child Protection Policy
  - Complaints Procedure Policy
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## **This concludes our policy**

Alhuda Prime Tutors is committed to reviewing and updating this policy as it deems necessary in line with legislation and good practice.



**Alhuda Prime Tutors**

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**Signed by Manager:**

Date: