

8.1 HEALTH AND SAFETY GENERAL STANDARDS

Policy statement

We believe that the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, parents, staff and volunteers.

We aim to make children, parents, staff and volunteers aware of health and safety issues and to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment.

Our member of staff responsible for health and safety is: Liz Hotchkiss (Deputy Manager)

- Liz is responsible for health and safety in the setting.
- Liz is competent to carry out these responsibilities.
- Liz has undertaken health and safety training and regularly updates her knowledge and understanding.

We display the necessary health and safety poster on the door leading to our back room area.

Insurance cover

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed on the notice board in the foyer area of the hall.

Procedures

Awareness raising

- Our induction training for staff and volunteers includes a clear explanation of health and safety issues, so that all adults are able to adhere to our policy and procedures as they understand their shared responsibility for health and safety. The induction training covers matters of employee well-being, including safe lifting and the storage of potentially dangerous substances.
- We keep records of these induction training sessions and new staff and volunteers are asked to sign the records to confirm that they have taken part.
- We explain health and safety issues to the parents of new children, so that they understand the part played by these issues in the daily life of the setting.
- Health and safety is discussed regularly at our staff meetings.
- We operate a no-smoking policy.
- We make children aware of health and safety issues through discussions, planned activities and routines.

Windows

- Low level windows are made from materials that prevent accidental breakage.
- Any acts of vandalism are reported appropriately to the hall owners.

Doors

- We take precautions to prevent children's fingers from being trapped in doors.

Floors and walkways

- All floor surfaces are checked daily to ensure they are clean and not uneven, wet or damaged. Any wet spills are mopped up immediately.
- We endeavour to ensure walkways are left clear and uncluttered.

Electrical/gas equipment

- We ensure that all electrical/gas equipment conforms to safety requirements and is checked regularly. The hall is rented and the hall owners are responsible for boilers etc.
- The boiler/electrical switch gear/meter cupboard is not accessible to the children.

- Fires, heaters, electric sockets, wires and leads are properly guarded. We do not use plastic socket inserts as currently recommended.
- We check storage heaters daily to make sure they are not covered.
- There are sufficient sockets in the setting to prevent overloading.
- We switch electrical devices off from the plug after use.
- We ensure that the temperature of hot water is controlled to prevent scalds.
- Lighting and ventilation is adequate in all areas of setting, including storage areas.

Storage

- All resources and materials, which are used by the children, are stored safely.
- All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

Outdoor area

- The outdoor area is securely fenced. If this is not possible – such as when we go to the field or other walks, we ensure adults are positioned at any areas which may appear insecure.
- The outdoor area is checked for safety and cleared of rubbish, animal droppings and any other unsafe items before it is used.
- Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides.
- We leave receptacles upturned to prevent collection of rainwater. Where water can form a pool on equipment, it is emptied and cleaned before children start playing outside.
- The outdoor sand pit is covered when not in use and is cleaned regularly.
- We check that children are suitably attired for the weather conditions and type of outdoor activities; ensuring that sunscreen is applied and hats are worn during the summer months. Parents are frequently reminded to apply sunscreen before children arrive at the setting, but we do carry an emergency supply to be used if deemed appropriate. Otherwise children are kept in shaded areas.
- We supervise outdoor activities at all times.

Hygiene

- We seek information from Public Health England to ensure that we keep up-to-date with the latest recommendations.
- Our daily routines encourage the children to learn about personal hygiene.
- The hall is a shared facility with other members of the public/users. The hall owners organise cleaning of the main areas. We check all areas daily to ensure they are clean and if we feel they are not clean enough we: a. clean the areas ourselves, b. report the situation to the hall owners so that appropriate cleaning can be undertaken by them.
- Children do not have unsupervised access to the kitchen and other areas of the hall.
- We have a schedule for cleaning resources and equipment, dressing-up clothes and furnishings.
- The toilet area has a high standard of hygiene, including hand washing and drying facilities and disposal facilities for nappies. These areas are shared facilities and we endeavour to ensure they are clean following use by other hirers.
- We implement good hygiene practices by:
 - cleaning tables between activities;
 - cleaning and checking toilets regularly;
 - wearing protective clothing - such as disposable gloves - as appropriate;
 - providing sets of clean clothes;
 - providing tissues and wipes; and
 - using paper hand towels to dry hands before eating.

Activities, resources and repairs

- Before purchase or loan, we check equipment and resources to ensure that they are safe for the ages and stages of the children currently attending the setting.
- We keep a full inventory of all items in the setting for audit and insurance purposes.
- The layout of our play equipment allows adults and children to move safely and freely between activities.
- All our equipment is regularly checked for cleanliness and safety, and any dangerous items are repaired or discarded.
- We make safe and separate from general use any areas that are unsafe because of repair is needed.
- All our materials, including paint and glue, are non-toxic.
- We ensure that sand is clean and suitable for children's play.
- Physical play is constantly supervised.
- We teach children to handle and store tools safely.
- We do not tend to have sleeping children due to our sessional nature, but if a child does fall asleep during the morning we check them regularly, at least every 10 minutes. If a child falls asleep insitu, it may be necessary to move or wake them to make them comfortable.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.
- Any faulty equipment is removed from use and is repaired. If it cannot be repaired it is discarded.

Jewellery and accessories

- Staff do not wear loose jewellery items or fashion accessories, such as belts or high heels, that may pose a danger to themselves or children.
- Parents must ensure that any jewellery worn by children poses no danger; particularly earrings which may get pulled, bracelets which can get caught when climbing or necklaces that may pose a risk of strangulation. If we feel they are inappropriate we remove them and give them back to the child when they go home.

Safety of adults

- We ensure that adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.
- We provide safe equipment for adults to use when they need to reach up to store equipment or to change light bulbs.
- We ensure that all warning signs are clear and in appropriate languages.
- Adults do not remain in the building on their own, unless unavoidable.
- We record the sickness of staff and their involvement in accidents. The records are reviewed termly to identify any issues that need to be addressed.

Control of substances hazardous to health

- Our staff implement the current guidelines of the *Control of Substances Hazardous to Health Regulations (COSHH)*.
- Hazardous substances are stored safely away from the children.
- We carry out a risk assessment for all chemicals used in the setting. This states what the risks are and what to do if they have contact with eyes or skin or are ingested.
- We keep all cleaning chemicals in their original containers.
- We keep the chemicals used in the setting to the minimum in order to ensure health and hygiene is maintained. We do not use:
 - bleach;
 - anti-bacterial soap/hand wash, unless specifically advised during an infection outbreak such as Pandemic flu; or
 - anti-bacterial cleaning agents, except in the toilets, nappy changing area and food preparation areas. Anti-bacterial sprays are not used when children are nearby.

- Environmental factors are taken into account when purchasing, using and disposing of chemicals.
- All members of staff are vigilant and use chemicals safely.
- Members of staff are advised to wear protective gloves when using cleaning chemicals.

Legal framework

Health and Safety at Work Act (1974)

Management of Health and Safety at Work Regulations (1999)

Electricity at Work Regulations (1989)

Control of Substances Hazardous to Health Regulations (COSHH) (2002)

Manual Handling Operations Regulations (1992 (As Amended 2004))

Health and Safety (Display Screen Equipment) Regulations (1992)

Further guidance

Health and Safety Law: What You Need to Know (HSE Revised 2009)

Health and Safety Regulation...A Short Guide (HSE 2003)

Electrical Safety and You: A Brief Guide (HSE 2012)

Working with Substances Hazardous to Health: What You Need to Know About COSHH (HSE Revised 2009)

Getting to Grips with Manual Handling - Frequently Asked Questions: A Short Guide (HSE 2011)

This policy was adopted at a meeting of the pre-school held on (date).....

Signed on behalf of the pre-school..... (Chairperson)

Next Policy Review February 2018