

Health and safety general standards

Policy statement

Our setting believes 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:
Deputy Manager Nicola Baker

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed in the kitchen

Information Board

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 storage.
- health and safety is also discussed regularly at staff meetings.
- We operate a no-smoking policy.
- Children are made aware of health and safety issues through discussions, planned activities and routines, such as a secret knock which means its safe or isn't safe to open the door.

Safety of adults

- Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.
- staff accidents are recorded. The records are reviewed termly to identify any issues that need to be addressed.
- The Cleaner stores away dangerous chemicals in a locked cupboard after use so children and staff do not have access to it.
- Disinfectant spray is available for staff to use and is kept in the kitchen where children are not allowed.

Windows

- Windows are not within reach of the children

Doors

- We take precautions to prevent children's fingers from being trapped in doors by observing closely and reminding children to manage their safety and close doors carefully.

Floors

- All floor surfaces are checked daily to ensure they are clean and not uneven, wet or damaged.

Electrical/gas equipment

- All electrical/gas equipment conforms to safety requirements and is checked regularly by the church's Health and Safety Officer.

- Electric sockets, wires and leads are properly guarded and the children are taught not to touch them.
- The temperature of hot water is controlled to prevent scalds.
- Lighting and ventilation is adequate in all 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.
- Children are not allowed in the stockroom or shed where the resources are stored.

Outdoor area

- Our outdoor area is securely fenced with railings and gates have a lock on the other side, so children can not open them. Staff stay on either side of the outside space to ensure all children are seen, and to prevent children from climbing the railings.
- Our outdoor area is checked for safety and cleared of rubbish before it is used.
- The main outdoor gates are closed after the last parent leaves in the morning and a sign requests that people shut the door after they enter or exit, to ensure the safety of the Pre School.
- Adults and children are told to wash their hands after touching natural materials such as mud to remove dirt and germs.
- Where water can form a pool on equipment, it is emptied before children start playing outside.
- All outdoor activities are supervised at all times.

Hygiene

- Our daily routines encourage the children to learn about personal hygiene.
- Each day we spray the toys and soft furnishings at the end of the session and wash them regularly.
- Children are taught to wash their hands on arrival, before and after snack and lunch, after coming inside from outside at the end of the morning session, after blowing noses and after using the toilet.
- The toilet areas have hand washing and drying facilities.
- We implement good hygiene practices by:
 - cleaning tables between activities;
 - cleaning and checking toilets regularly;
 - wearing protective clothing - such as aprons and disposable gloves when changing children, and cleaning bodily fluids like blood and vomit.
 - Wearing full PPE when a child or adults shows signs of COVID
 - Disinfecting toys daily

(See Covid Policy and Risk Assessment for more details)

Activities and resources

- Before purchase equipment and resources they are checked to ensure that they are safe for the ages and stages of the children currently attending the setting.
- The layout of play equipment allows adults and children to move safely and freely between activities.
- All equipment is checked daily for cleanliness and safety, and any dangerous items are repaired or discarded.
- All materials, including paint and glue, are non-toxic.
- Sand is clean and suitable for children's play.
- Physical play is constantly supervised.
- Children are taught to handle and store tools safely.

- 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.
- Large pieces of equipment are discarded only with the consent of the manager.

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)

Date and Signature of Manager

Deputy Manager/Health and safety officer
