



Safety & Suitability of Premises, Environment and Equipment Policy

8.1 Health and safety general standards

Policy statement

This 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 and staff 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: **Penny Cartwright**
- She is competent to carry out these responsibilities.
- She has undertaken health and safety training and regularly updates her knowledge and understanding.
- We display the necessary health and safety poster in: **The Church House kitchen area.**

Insurance cover

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed on: **The main Pre-school notice 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 the storage of potentially dangerous substances.
- Records are kept of these induction training sessions and new staff and volunteers are asked to sign the records to confirm that they have taken part.
- As necessary, health and safety training is included in the annual training plans of staff, and health and safety is 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.

Safety of adults

- Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.
- When adults need to reach up to store equipment or to change light bulbs they are provided with safe equipment to do so.
- All warning signs are clear and in appropriate languages.

- The sickness of staff and their involvement in accidents is recorded. The records are reviewed termly to identify any issues that need to be addressed.
- We keep a record of all substances that may be hazardous to health - such as cleaning chemicals, or gardening chemicals if used. This states what the risks are and what to do if they have contact with eyes or skin or are ingested. It also states where they are stored.
- We keep all cleaning chemicals in their original containers.

The Building

As a listed building, the Pre-school are unable to alter the fabric of the property.

Windows

- Windows above the ground floor are secured so that children cannot climb through them.

Doors

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

Floors

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

Electrical equipment

- All electrical equipment conforms to safety requirements and is checked regularly by the Church House Management Committee.
- Our electrical meter cupboard is not accessible to the children.
- Heaters, electric sockets, wires and leads are properly guarded and the children are taught not to touch them.
- There are sufficient sockets to prevent overloading.
- The temperature of hot water is controlled to prevent scalds.
- Lighting and ventilation is adequate in all areas including storage areas.

Storage

- All resources and materials from which children select are stored safely.
- All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

Outdoor area

- Our outdoor area is fenced with metal railings, which cannot be altered due to the listed status of the building, however, children are made aware of the risks and chestnut paling is used where appropriate.
- Our outdoor area is checked for safety and cleared of rubbish before it is used.
- Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides.
- Where water can form a pool on equipment, it is emptied before children start playing outside.
- Our outdoor sand pit is covered when not in use and is cleaned regularly.
- All outdoor activities are supervised at all times.
- Children are told not to climb on the Hobbit Hole roof to keep them from falling and causing serious harm.

Outdoor Classroom

- There are a minimum of 2 adults that walk to the Outdoor Classroom with the children.
- Children are taught the safest way to cross roads and deal with any hazards along the route to the outdoor classroom
- Barbed wire fencing at the site is not accessible to the children within the Outdoor Classroom area.
- General outdoor classroom area is maintained to make sure the area is safe for the children to play, this is also reviewed at the beginning of each session.
- No residual water is left in play equipment between sessions.

Hygiene

- We seek information from the Environmental Health Department and the Health Authority to ensure that we keep up to date with the latest recommendations.
- Our daily routines encourage the children to learn about personal hygiene.
- We have a daily cleaning routine for the setting which includes playrooms, kitchen, toilets and nappy changing areas. Weekly cleaning is also carried out by the Church House Management Committee.
- The toilet area has a high standard of hygiene including hand washing and drying facilities and the disposal of nappies.
- We implement good hygiene practices by:
 - cleaning tables between activities.
 - cleaning and checking toilets regularly.
 - wearing protective clothing - such as aprons and disposable gloves - as appropriate
 - providing sets of clean clothes.
 - providing tissues and wipes.

Activities and resources

- Before purchase or loan, equipment and resources 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 regularly checked 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 who are sleeping are checked regularly.
- 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 and the chairperson.

Jewellery and Accessories

- Our staff do not wear jewellery or fashion items such as belts, 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.
- We ensure that hair accessories are removed before children sleep.

Control of substances hazardous to health

- Our staff implement guidelines of the control of substances hazardous to health (COSHH)
- We record all substances which may be hazardous to health such as cleaning chemicals, or gardening chemicals if used and where they are stored.
- Hazardous substances are stored safely away from the children.
- We carry out risk assessments 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 or are clearly labelled.
- We keep chemicals used in the setting to a minimum in order to ensure health and hygiene is maintained.
- We do not use Bleach.
- Anti-bacterial soap/hand wash, unless specifically advised too during an infection, such as a pandemic, flu.
- Anti-bacterial cleaning agents, except in the toilet, nappy changing area and food preparation areas.
- Environmental factors are considered when purchasing, using and disposing of chemicals.
- All members of staff are vigilant and use chemicals safely.
- Members of staff wear protective glasses 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)
- Health and Safety (Display Screen Equipment) Regulations 1992 and 2002

Further guidance

- Health and Safety Law: What You Should Know (HSE Revised 2009)
- Health and Safety Regulation...A Short Guide (HSE 2003)
- Electrical Safety and You (HSE 2012)
- Manual Handling – Frequently Asked Questions (HSE)
- A brief Guide to COSHH (2012)

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|----------------------------------------------|---------------------|-----------------|
| This policy was adopted at | Widcombe Pre school | name of setting |
| | March 2020 | (date) |
| Date to be reviewed | 2021 | (date) |
| Signed on behalf of the management committee | | |
| Name of signatory | S Zab | |
| Role of signatory (e.g. chair/owner) | Deputy Manager | |

Reviewed January 2022

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