

REGISTERED CHARITY NUMBER: 1015403

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**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 Teresa Turner (Manager)
* She is competent to carry out these responsibilities.
* She has undertaken health and safety training and regularly updates knowledge and understanding.
* We have a health and safety poster displayed in the kitchen

**Insurance cover**

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed in the foyer of both settings.

**Procedures**

* Our induction training for staff and volunteers includes a clear explanation of health and safety issues, so that all adults can 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.
* As necessary, health and safety training is included in the annual training plans of staff, and 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 or we ensure that they are made safe.
* We ensure that windows are protected from accidental breakage or vandalism from people outside the building.
* We ensure that any blind cords are secured safely and do not pose a strangulation risk for young children.

**Doors**

* We take precautions to prevent children's fingers from being trapped in doors by using door wedges/jams.

**Floors and walkways**

* All our floor surfaces are checked daily to ensure they are clean and not uneven, wet or damaged. Any wet spills are mopped up immediately.
* Walkways are left clear and uncluttered.
* Safety gates are in place to prevent children entering the kitchen areas.

**Electrical**

* We ensure that all electrical equipment conforms to safety requirements and is checked regularly.
* Our electrical meter is in a cupboard is not accessible to the children.
* Fires, heaters, wires and leads are properly guarded and we teach the children not to touch them.
* We check heaters daily to make sure they are not covered.
* 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 are adequate in all areas of our setting, including storage areas.

**Storage**

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

**Outdoor area**

* Our outdoor area is securely fenced. All gates and fences are childproof and safe.
* Our 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.
* Any water trays or containers that hold water are covered or if in use the play is supervised at all times.
* 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.
* Our 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 sun cream is applied, and hats are worn during the summer months.
* We always supervise outdoor activities; and particularly children on climbing equipment.

**Hygiene**

* We seek information from the 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.
* We have a daily cleaning routine for the setting, which includes the playroom(s), kitchen, toilets and nappy changing areas. Children do not have unsupervised access to the kitchen.
* 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.
* 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;
* asking parents to provide at least one set of clean clothes;
* asking parents to provide nappies/pullups and wipes where needed

**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. Checks are documented daily.
* 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/role model to children how to handle and store tools safely.
* If children fall asleep in-situ, we ensure they are comfortable and safe. An adult will stay within sight of the child checking them regularly. Parent/carers are informed of how long their child slept for.
* 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 the management teams’ consent.

**Jewellery and accessories**

* Our staff do not wear jewellery 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. We advise parents to remove any jewellery from their child whilst they are at preschool.

# 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.
* We ensure that adults do not remain in the building on their own.
* 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)*.
* We keep a record of all substances that 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 keep all cleaning chemicals in their original containers. Labels contain information about the product and what to do if it gets on skin/in eyes etc
* We keep the chemicals used in the setting to the minimum in order to ensure health and hygiene is maintained.
* Children are not directly exposed to any cleaning products
* Environmental factors are considered when purchasing, using and disposing of chemicals.
* All members of staff are vigilant and use chemicals safely as per instructions on container.
* Members of staff 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)

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| This policy was adopted by |  | *(name of provider)* |
| On |  | *(date)* |
| Date to be reviewed |  | *(date)* |
| Signed on behalf of the provider |  |
| Name of signatory |  |
| Role of signatory (e.g. chair, director or owner) |  |