



Safeguarding and welfare requirement: Safety and Suitability of Premises, Environment and Equipment

Providers must take reasonable steps to ensure the safety of children, staff and others on the premises

Health: The provider must promote the good health of children attending the setting

8.1 Health and safety policy

Policy statement

Pirton pre-school 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: Jayne Edwards and, in her absence, Karen Roberts.
- They are competent to carry out these responsibilities.
- Staff regularly update their knowledge and understanding of health and safety issues as appropriate and when matters arise.
- We display the necessary health and safety poster in the Kitchen
- Daily health and safety checklists are completed at the beginning of the day.
- Risk Assessments are carried out as and when required and reviewed annually or whenever there is a change

Insurance cover

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

Main office - 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.
- 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.
- Blinds are electronically controlled and have no hanging cords

Doors

- All accessible doors are fitted with finger guards.
- The toilet cubicle doors are specifically designed for children and have a safety gap to prevent fingers from being injured

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 and stairs are left clear and uncluttered.

Electrical/gas equipment

- We ensure that all electrical/gas (PAT tested yearly) equipment conforms to safety requirements and is checked regularly.
- Our boiler/electrical switch gear/meter cupboard is not accessible to the children.
- Fires, heaters, electric sockets, wires and leads are properly guarded and we teach the children not to touch them.
- There are sufficient sockets in our setting to prevent overloading.
- We do not use plug socket covers as recommended by Department of Health
- 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 our setting, including storage areas.

Chemicals and COSHH

- Where possible, COSHH sheets will be obtained directly from the manufacturer for any substances hazardous to health.
- Hazardous substances are stored safely away from the children.
- 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.
- Bleach is only used to clean the kitchen sink which is locked at all times. The bleach is stored in the kitchen and is not accessible to children.
- Anti-bacterial cleaning agents are used in the toilet, nappy changing areas and food preparation areas. The use of these agents is supervised and with children always at a safe distance.
- All members of staff are vigilant and use chemicals safely.
- We suggested staff members wear protective gloves when using chemicals. Individuals are responsible for ensuring they protect themselves effectively.

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.
- Receptacles where water can form a pool on equipment, are checked and emptied and cleaned before children start playing outside.
- Our outdoor sand tray 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.
- We supervise outdoor activities at all times; and particular 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 are vigilant in checking areas such as the toilets/sink area and tissue station to ensure no bodily fluids are present and used tissues/paper towels are disposed of and are not left lying around.
- All taps are run before every session to prevent Legionella. After any holiday periods the taps are run for a longer period of time, and all toilets flushed.
- We clean the toys termly or more frequently if necessary (dependant on the type of toy and possible contamination)
- The toilet area has a high standard of hygiene, including hand washing and drying facilities and disposal facilities for 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.
- talking to the children about keeping healthy and well. We promote effective hand washing by using a timeline by the sinks. Children are encouraged to wash their hands after blowing their nose.

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.
- 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.
- 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 management team.
- Although we do not have many children who require a sleep, we do have a cosy area to be used should a child require a sleep or rest. We check children who are sleeping at regular intervals of at least every ten minutes.
If children fall asleep in-situ, it may be necessary to move or wake them to make sure they are comfortable.

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 ensure that hair accessories are removed before children sleep or rest.

Safety of adults

- We ensure that adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.

- Staff should not need to use ladders during the day to day routine. Any duties that require the use of a ladder will be done when the area is clear of children and the ladder can only be used if someone is available to 'spot'
- We ensure that all warning signs are clear and in appropriate languages.
- We ensure that if adults remain in the building on their own the door is kept locked from the inside at all times.
- 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.

Storage

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

Recommended room temperature

- The room temperature is recorded daily on the daily checklist. The temperature should not be below 16 degrees Celsius. If the temperature drops below this the Manager, or Assistant manager have authorisation to close the pre school or request for parents to collect their children.

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 Pirton Pre-School Committee.	
Held on (date)	
Signed on behalf of the Management Committee/Proprietor	
Role of signatory (e.g. chairperson etc.)	

