

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 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. Although the Early Years Foundation Stage Statutory Framework 2017 has reduced the need to have a written Health and Safety Policy, as a setting we employ more than 5 members of staff, to meet Health and Safety Executive legislation, whilst complying with the conditions of our insurance company and for continuity between members of our setting we have kept our Health and Safety Policy in place. **Aim**

- 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 **are** responsible for health and safety :
Carole Tuck & Claire Cutter
- **They are** competent to carry out these responsibilities.
- **They have** undertaken health and safety training and regular updates **their** knowledge and understanding.
- We display the necessary health and safety poster in:
The cloakroom area on the Health and Safety board.

Insurance cover

We have public liability insurance and employers' liability insurance. The certificates for public and employers liability insurance are displayed on our cloakroom area on the information notice board.

Risk assessment

Our risk assessment process covers adults and children and includes:

- Checking for hazards and risks indoors and outside, and in our premises and activities. This includes activities away from the setting.
- assessing the level of risk and who might be affected
- deciding which areas need attention
- developing an action plan that specifies the action required, the time-scales for action, the person responsible for the action and any funding required
- anything which a child may come into contact with during a session.

- for activities away from the setting e.g. outings, we will consider the appropriate adult to child ratios

We maintain lists of health and safety issues, which are checked:

- daily before the session begins
- as and when a new risk or change is identified
- twice a year - when a full risk assessment is carried out

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.
- Health and safety issues are explained 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 staff meetings.
- We operate a no smoking policy to ensure that no-one smokes in any area that the children are present or about to be present, including the outside area and outside of the entrance.
- 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.
- Adults do not remain in the building on their own or leave on their own after dark.
- 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.

Windows

- Low level windows are made from materials that prevent accidental breakage or are made safe.

- Windows are protected from accidental breakage or vandalism from people outside the building.
- 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 uneven, wet or damaged.

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Kitchen

- Children do not have unsupervised access to the kitchen.
- All staff involved in preparing and handling food will be confident to do so and will receive training in food and hygiene.
- We ensure that our facilities are suitable for the hygienic preparation of food for children.
- The person responsible for food preparation and serving carries out daily opening and closing checks on the kitchen to ensure standards are met consistently.
- All surfaces are clean and non-porous.
- There are separate facilities for hand-washing and for washing up.
- Cleaning materials and other dangerous materials are stored out of children's reach.
- When children take part in cooking activities, they:
 - are supervised at all times

Electrical/gas equipment

- All electrical/gas 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 the children are taught not to touch them.
- **Radiator covers** are checked daily to make sure they are not covered.
- 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 securely fenced.
- Our outdoor area is checked for safety and cleared of rubbish or any pet mess 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 tray is covered when not in use and is cleaned regularly.
- All outdoor activities are supervised at all times.

Hygiene

- We regularly 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 play room(s), kitchen, and toilets.
- We have a schedule for cleaning resources and equipment, dressing-up clothes and furnishings.
- The adult toilet area has a high standard of hygiene including hand washing, dry paper towels facilities and the disposal of nappies.
- We implement good hygiene practices by:
 - cleaning tables between activities
 - cleaning 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 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.

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

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

This policy was adopted at a meeting of Witchford Rackham Pre-school

Held on _____

Date to be reviewed _____

Signed on behalf of the
Management Committee _____

Name of signatory _____

Role of signatory _____