

Food & Drink

Food, Drinks and Cookery Sessions

**Unique
Child**

**Positive
Relationships**

**Enabling
Environment**

**Learning
Development**

**1.1 Keeping
Safe**

**1.4 Health
Wellbeing**

**3.3 The Learning
Environment**

We believe that the health and safety of children is of paramount importance. We make Haddenham Puddleducks Pre-school 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.

All our staff are responsible for health and safety.

- *They are competent to carry out these responsibilities.*
- *They have undertaken basic health and safety training.*
- *We display the necessary health and safety poster and Insurance cover*
- *We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed in the entrance hall*

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.*
- *We keep all cleaning chemicals in their original containers.*

Electrical/gas equipment

- *All electrical/gas equipment conforms to safety requirements and is checked regularly.*
- *The boiler and meter cupboard are not accessible to the children.*
- *Fires, 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 securely fenced.*
- *Our outdoor area is checked for safety and cleared of rubbish before it is used.*
- *Our outdoor sand pit is covered when not in use and is cleaned regularly.*
- *All outdoor activities are supervised at all times.*

Hygiene

- *Our daily routines encourage the children to learn about personal hygiene. rest area, toilets and nappy changing areas.*

- 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 and the disposal of nappies.

Food Hygiene

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, paper towels 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 Haddenham Puddleducks Pre-school.
- 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 or owner

Legal Framework

Health and Safety at Work Act (1974)

Management of Health and Safety at Work Regulations 1992

Electricity at Work Regulations 1989

Control of Substances Hazardous to Health Regulations(COSHH)

Manual Handling Operations Regulations 1992 (as amended)

Health and Safety (Display Screen Equipment) Regulations 1992

Further guidance

Health and Safety Law: What you Should Know (HSE 1999)

www.hse.gov.uk/pubns/law.pdf

Health and Safety Regulation...a Short Guide (HSE 2003)

www.hse.gov.uk/pubns/hsc13.pdf

Electrical Safety and You (HSE 1998)

www.hse.gov.uk/pubns/indg231.pdf

COSHH: A Brief Guide to the Regulations (HSE 2005)

www.hse.gov.uk/pubns/indg136.pdf

Manual Handling – Frequently Asked Questions (HSE)

www.hse.gov.uk/contact/faqs/manualhandling.htm

This policy was adopted at a meeting after the AGM of Haddenham Puddleducks Pre-school held in February 2020

Signed on behalf of Haddenham Puddleducks Pre-school by