

Health and Safety General Standards

**Unique
Child**

**1.1 Keeping
Safe
1.4 Health &
Well Being**

**Positive
Relationships**

**Enabling
Environment**

**3.3 The Learning
Environment
3.4 The Wider
Context**

**Learning
Development**

General Welfare Requirement: Suitable premises, environment and equipment

Outdoor and indoor spaces, furniture and toys must be safe and suitable for their purpose.

Policy statement

This Pre-School believes that the health and safety of children is of paramount importance. We make our 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.*
- *Our member of staff responsible for health and safety is: Sandra Reynolds*
- *She is competent to carry out these responsibilities.*
- *She has undertaken health and safety / risk assessment training and regularly updates his/her knowledge and understanding.*

Insurance cover

- *We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed on the notice board in the pre-school foyer.*

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 Pre-School.*
- *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 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 all cleaning chemicals in their original containers.*

Windows

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

Doors

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

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.*
- *There are sufficient sockets to prevent overloading. These are covered when not in use.*
- *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.
- Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides.
- All outdoor activities are supervised at all times.
- Children will have the opportunity to play in the fresh air throughout the year in the designated play area.

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 pre-school, which includes play room(s), kitchen, 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.
- We implement good hygiene practices by:
 - cleaning tables between activities;
 - cleaning toilets regularly;
 - wearing disposable gloves - as appropriate;
 - providing sets of clean clothes;
 - providing tissues and wipes; and
 - ensuring sole use of paper towels

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 Pre-School.
- Provide play equipment and resources that are safe and – where applicable – conform to the BSEN safety standards of Toys (Safety) Regulation (1995)
- Provide a sufficient quality of equipment and resources for the number of children.
- Provide resources that promote all areas of children's learning and development.
- Select books, equipment and resources that promote positive images of people of all colours, cultures and abilities, are non-discriminatory and avoid racial and gender stereotyping.
- Provide play equipment and resources that promote continuity and progression, provide sufficient challenge and meet the needs and interests of all children.
- Provide made, natural and recycled materials that are clean, in good condition and are safe for the children to use.
- The layout of play equipment allows adults and children to move safely and freely between activities.
- Provide furniture that is suitable for children and furniture that is suitable for adults.
- Store and display resources and equipment that are available each session and ensure they are put away at the end of each session.
- 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.
- Keep an inventory of resources and equipment. This will record the date on which each item was purchased and the price paid for it;
- Use the inventory to:
 - review the balance of resources and equipment so that they can support a range of activities across all areas of play, learning and development
 - record the dates and results of checking the resources and equipment
 - record the date when any item is discarded due to being worn out, damaged or unsafe
 - provide adequate insurance cover for the setting's resources and equipment
- Use the local library and toy library to introduce new books and a variety of resources to support children's interests and
- Plan the provision of activities and appropriate resources so that a balance of familiar equipment and resources and new exciting challenges is offered.

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) (2002)*
- *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