

# **HEALTH AND SAFETY POLICY**

## **(including Safety and Security on the Premises)**

We believe that the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, staff, volunteers and parents.

- We aim to make staff, volunteers, children and parents 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.
- The member of staff responsible for health and safety is: Julie Hinks
- He/she is competent to carry out these responsibilities.
- He/she has undertaken health and safety training and regularly updates his/her knowledge and understanding.
- We display the necessary health and safety poster in the Office
- Risk assessments are undertaken for the classroom and activities and reviewed regularly.

### ***Insurance cover***

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

### **Procedures**

#### ***Awareness raising***

- Our induction training for staff includes a clear explanation of health and safety issues and our procedures so they understand their shared responsibility for health and safety. The induction plan which covers matters of employee well-being, including safe lifting and the storage of potentially dangerous substances, is signed by the member of staff.
- We explain health and safety issues to the parents of new children such as our procedures at drop off and collection times, security on site, the importance of appropriate clothing and the sun protection measures we take and our procedures for administering medicines, 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 supervision meetings and other staff meetings.
- We operate a no-smoking policy.
- We make children aware of health and safety issues through discussions, planned activities and routines.

### **Premises**

#### ***Windows:***

All our windows are above child height and the amount they can be opened is restricted. The window insets in the doors have reinforced glass.

#### ***Doors:***

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

#### ***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.

#### ***Electrical equipment:***

We ensure that all electrical equipment conforms to safety requirements and is checked regularly.

- The electric fuse box is not accessible to the children as it is located in a locked cupboard within storage room
- Heaters, electric sockets, wires and leads are properly guarded, and we teach the children not to touch them. Children do not have unsupervised access to the office.
- We ensure where extension sockets are used that they are fused and not too many electrical items are plugged in at the same time. Any sockets not in use have a socket cover in them.
- We switch electrical devices off from the plug after use.
- Portable electrical equipment is tested annually
- The whole electrical circuit is tested every 5 years and whenever appropriate certificates obtained for any works undertaken

## Fire Safety

- Fire extinguishers are sited by both fire exit doors and a fire blanket is situated in the kitchen
- Fire safety equipment tested annually
- Fire Drills are carried out ( See Fire Safety and Emergency Evacuation Policy)

## Water

We ensure that the temperature of hot water is controlled to prevent scalds.

## Lighting and Ventilation

- Lighting and ventilation is adequate in all areas of our setting, including storage areas.
- Emergency Lighting tested annually

## Kitchen

Children are not allowed to access the kitchen area. Staff are not to walk around classroom with hot drinks in their hands or place hot drinks within reach of children. Staff, parents, carers and other visitors are asked to drink their hot drinks in the kitchen area. If taking a hot drink through to the office need to alert children and other staff to what is happening.

## 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.
- Staff are informed of the correct way to lift or handle heavy objects, equipment or furniture. A step ladder is provided for reaching resources stored on high shelves.

## Outdoor area

- Our outdoor area is securely fenced. All gates and fences are childproof and safe with bolts and safety catches out of reach of children.
- 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.
- 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.
- Outdoor if sand is used we ensure it 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 supervise outdoor activities at all times; and particularly children on climbing/balancing equipment.

## Hygiene

- We seek information from 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 classroom, kitchen, and toilets, and mid-week the carpet areas are hoovered and a full clean is done once a week. We undertake daily a kitchen opening and closing procedure of which a written record is kept (See Food Hygiene Policy) and a daily written log for cleaning of the toilets. Completed logs are kept in the Health & Safety Folder
- We keep a log of when toys and equipment, dressing-up clothes and furnishings are cleaned (see Health & Safety Folder)
- In the toilet areas and the classroom paper towels are provided for drying hands to prevent cross infection and are disposed of hygienically
- We implement good hygiene practices by:
  - cleaning tables between activities;
  - cleaning and checking toilets regularly;
  - wearing protective clothing - such as disposable gloves
  - providing tissues and wipes;
  - providing sets of clean cloths; Cleaning cloths are colour coded for use in different areas -

**Blue** – general low risk areas and creative activities, **Green** – Kitchen, **Pink** – toilets, washroom floors and

classroom floor and **Yellow** - washroom sinks and other surfaces. Cloths used for different areas eg classroom and toilets are kept separate. Cloths are stored separately Green – kitchen, Pink & Yellow – staff/disabled toilet, Blue - classroom

There are separate mops one for classroom (kept in storage cupboard) and the other for the toilets (kept in staff/disabled toilet)

Staff always wear disposable gloves when dealing with spills or accidents involving body fluids. Spills are dealt with promptly and antibacterial floor cleaner used to wash floor and other surfaces to discourage cross-infection

### **Activities, resources and repairs**

- When buying or acquiring donated toys and resources we 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
- Toys and equipment in the classroom are stored so children can independently access them
- 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 a 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 and is changed termly.
- Physical play is constantly supervised.
- We teach children to handle and store tools safely.
- We check children who are sleeping at regular intervals. If children fall asleep in-situ, it may be necessary to move or wake them to make sure they are comfortable.
- Children are encouraged to wash their hands after using the toilet and before helping to prepare or eat food
- Children are encouraged to shield their mouths when coughing and to blow or wipe their noses as necessary. Tissues are always available in the classroom. Soiled tissues are disposed of hygienically
- 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.

### **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 the 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.

### **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 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 display the COSHH safety poster (see storage room) and hold COSHH data sheets for all the

chemicals we use which state what the risks are and what to do if they have contact with eyes or skin or are ingested.

- 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. We do not use:
  - Bleach except in the toilets. Bleach should not be used on surfaces children are likely to touch.
  - anti-bacterial soap/hand wash, unless specifically advised during an infection outbreak such as Pandemic flu; or
  - anti-bacterial cleaning agents, except in the toilets, nappy changing area and food preparation areas. Anti-bacterial sprays are not used when children are nearby.
- Environmental factors are taken into account when purchasing, using and disposing of chemicals.
- All members of staff are vigilant and use chemicals safely.
- Members of staff wear protective gloves when using cleaning chemicals.

### ***Children's personal safety***

- We ensure all employed staff have been checked for criminal records via an enhanced disclosure with children's barred list check through the Disclosure and Barring Service.
- Adults do not normally supervise children on their own.
- All children are supervised by adults at all times.
- Whenever children are on the premises at least two adults are present.
- We carry out risk assessments to ensure children are not made vulnerable within any part of our premises, nor by any activity.

Children cannot be left at pre-school until a Registration form is completed as this provides emergency contact details together with any medical conditions or allergies they may have.

Children are only allowed to leave the group with authorized adults. Children will not be allowed to leave with children under the age of 16 under any circumstances. If the usual parent or carer is not collecting the child the parent must inform the staff. Staff will not release a child to an adult who is unknown to them. A password will need to be given to the staff.

Our staffing ratios in the classroom are 1adult:8 children – 3- 4 year olds

1adult:4 children – 2 – 3 year olds

For outings the ratio will normally be 1 adult:2children or 3 children dependent on activity and needs of children

### **Security**

- Systems are in place for the safe arrival and departure of children. When children are being dropped off or collected there is always one member of staff monitoring the main entrance and who is responsible for completing the register.
- The times of the children's arrivals and departures are recorded.
- The arrival and departure times of adults – staff, volunteers and visitors - are recorded.
- The main entrance door to the pre-school classroom is locked and the security chain put in place while the children are in the pre-school, preventing children leaving the premises unnoticed, as well as preventing unauthorised access to the pre-school premises. We ensure the front gate is closed at all times and that the back gate is kept locked shut at all times as it leads to a public/unsupervised area.
- Most visitors allowed access will be known to us and/ or have prior appointments
- Our staff check the identity of any person who is not known before they enter the premises.
- There is a procedure for what to do if an unidentified caller comes to the setting and staff are made aware of this and involves verifying their identity, but if staff are unsure about the validity of the identification they should not be admitted. If a visitor becomes threatening or abusive, appears to be under the influence of drugs or alcohol or a suspicious person is seen loitering near the setting then the following action should be taken - Call the police, Make staff aware and Move children & staff away from windows. See also reporting incidence policy as Ofsted may need to be informed and a review of security procedures undertaken
- The personal possessions of staff and volunteers are securely stored during sessions.
- Minimal petty cash is kept on the premises.