



## **Health and Safety**

Our setting understands that the health and safety of children in our care is of paramount importance. We make sure our setting is a safe and healthy place for children, parents, staff and volunteers. Our policy helps to provide and maintain safe and healthy working conditions, equipment and systems for all employees and volunteers and also to provide a safe learning environment for the children and their carers.

- We aim to make children, parents, staff and volunteers aware of health and safety issues and how to minimise the hazards and risks to enable all the users of the setting to thrive in a healthy and safe environment.
- Catherine Jones is our health and safety in the workplace co-ordinator. She is competent to carry out these responsibilities. She has undertaken health and safety training and regularly updates her knowledge and understanding.
- We display the necessary health and safety poster on the wall in the staff cupboard.

### **Insurance cover**

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed on: Noticeboard by front desk

## **Procedures**

### **Awareness raising**

- Our induction training for staff and volunteers includes a clear explanation of health and safety issues and our policies so that all adults are able to adhere to our policy and procedures as they understand their shared responsibility for health and safety while in the setting.
- 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 in the preschool and surrounding school grounds.
- Children are made aware of health and safety issues through discussions, planned activities and routines.
- The health and safety governor and site manager from the primary school in which the preschool is located conduct termly walk arounds to check for any health and safety issues.

### **Safety of adults**

- Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment. Safe lifting poster is displayed on the store cupboard door and employees are asked to complete online training courses.
- When adults need to reach up to store equipment or to change light bulbs they are provided with safe equipment to do so - step ladders

- All warning signs are clear and in appropriate languages.
- The sickness of staff is recorded in the hours book, and their involvement in accidents is recorded in the chronology folder. 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. - COSHH forms in health and safety folder

Cleaning chemicals are kept in the supply shed and smaller amounts decanted into useable bottles, these are kept either above the main sink, on the shelf above the toilet or in the cleaning cupboard in the Garden Room.

### **Windows**

Low level windows are made from shatterproof glass and the opening is too small for children to be able to exit.

### **Doors**

- We take precautions to prevent children's fingers from being trapped in doors door stops and door guards

### **Floors**

- All floor surfaces are checked daily to ensure they are clean and not uneven, wet or damaged.
- All spillages are quickly cleared up and the wet floor sign is displayed.

### **Electrical/gas equipment**

- All electrical/gas equipment conforms to safety requirements and is checked regularly.
- Heaters, electric sockets, wires and leads, where they are unable to have a guard - the children are taught not to touch them.
- There are sufficient sockets to prevent overloading.
- Heaters are checked to ensure that they are not covered.
- The temperature of hot water is controlled to prevent scalds.
- Lighting and ventilation is adequate in all 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 and animal faeces 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.
- All outdoor activities are supervised at all times.
- Parents/carers are asked to provide suitable clothing and protection for their children ie) sun hats and sun protection or wellies and a warm coat. We do have a limited supply of spare clothing for use in an emergency.
- Outdoor Equipment is checked daily to ensure no damage has occurred and it is safe to use.

## 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 table tops, staff cupboard and nappy changing areas. During the Covid-19 pandemic and beyond this cleaning regime has been enhanced to include, all high touch areas, table tops and bins twice daily. Lunchboxes will be sprayed with a disinfectant before being brought into the classroom and children are encouraged to use the sanitising stations after coughs and sneezes.
- The setting and toilets are cleaned twice daily by preschool staff.
- We have a rota 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.

We implement good hygiene practices by:

- cleaning toilets twice daily
- checking the toilets regularly throughout the session
- wearing protective clothing - such as aprons and disposable gloves as appropriate
- providing sets of clean clothes
- providing tissues and wipes
- ensuring individual use of recyclable disposal towels for the children to dry their hands.
- cleaning tables with antibacterial spray between activities
- regularly washing our hands and encouraging children to do so aswell
- we have separate facilities for hand washing and washing up.
- A deep clean takes place termly and includes – Carpets/Rugs/Cushion Covers/Windows/Chairs (this is not an exhaustive list).

## 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 cleansed by adding a sanitising solution daily and suitable for children's play.
- Physical play is constantly supervised.
- Children are taught to handle and store tools safely.
- Children who are sleeping are checked regularly.
- 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 director but removed from use asap.

## Sickness (see Managing children with allergies, sick or infectious)

A common list of illnesses and their exclusion period can be found in the above policy. For all cases of sickness or diarrhoea the exclusion period is 48hrs from the last case. If a child becomes unwell during a session, the carer will be contacted by the setting. If the carer is unavailable, the next emergency contact on registration form will be contacted. A member of staff will wait with the child until they are collected.

### **Missing Child** (see Missing Child policy)

The following steps are taken if a child is missing while in session

- 1) Identify the lost child
- 2) Children to be read a story while 1 staff member checks the courtyard, garden and surrounding classrooms.
- 3) 2 members of staff to check the school grounds and school reception area, then check the road outside the school
- 4) Phone police and parents/carers

This procedure must not take any more than 15 mins.

- There is always a member of staff at the entrance door or gate at drop and collection times and the entrance gates are locked after the last parent leaves after drop off to ensure that children are kept secure in the setting.

### **Childrens Records**

We keep records of:

- Adults authorised to collect children from preschool
- All accidents and incidents
- Emergency contact details in case the child is ill or has an accident
- Allergies and dietary requirements
- Time and attendance of the children, staff, volunteers and visitors

### **Childrens Safety**

- Only DBS checked adults have unsupervised access to children including toileting needs
- Children are supervised by adults at all times
- At least 2 adults are always present in the setting
- Cleaning materials and other dangerous materials are stored out of the childrens reach.

### **Staff Cupboard**

- Children do not have access to the staff cupboard, this area is used to prepare hot drinks and storage of knives and step ladder. There is a latch on the door which is always on during session time to ensure children cannot access the cupboard.

### **Food and Drink** (see Food Hygiene policy)

- Staff who prepare and handle food have completed the appropriate food hygiene training.
- Hot drinks are not carried through the setting and are always stored out of reach of the children.
- Snack and lunch time is supervised by adults, children are not allowed to walk around with food and drinks
- Fresh drinking water is available throughout the session. The water is filled at the beginning of every session.
- We have a system in place to ensure children do not have access to food and drink they are allergic to.

### **Outings** (see Supervision of Outings and visits)

- We have an agreed procedure and policy for the safe conduct of outings.
- A risk assessment is carried out before any outing takes place
- Consent forms are always checked prior to visit (introduction pack)

### **Animals** (see animals in the setting policy)

- Any animals visiting the preschool are free from disease, safe to be with children and pose no health risk.

**Fire Safety** (see fire safety and emergency evacuation policy)

- Our emergency evacuation procedure is clearly displayed in the setting
- The procedure is explained to new members of staff, volunteers, parents and visitors
- A record is kept of all drills

**First Aid** (See First Aid Policy)

- All permanent staff are paediatric first aid trained
- A first aid kit is available in the setting, complies with Health and Safety (first aid regulations) 1981 and is restocked as required.

All accidents and incidents are recorded on our digital system and stored on the specified USB stick kept in the locked draw. (see recording + reporting accidents and incidents policy)

- This is completed on Tapestry and parents will receive an advice of the accident.
- All staff and volunteers know how to raise and record the accidents.
- Parents are texted to check Tapestry for the details of the accident.
- The management review the accident log termly to identify any potential and actual hazards

**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

This policy was adopted at a meeting of .The Hullbridge Preschool..... (name of setting)

Held on ..... (date)

Date to be reviewed ..... (date)

Signed by .....

Name of Signatory .....

Role of Signatory (ie manager) ...Mananger.....