



## **Health and Safety Policy**

Our Health and safety representatives are Sarah Harper and Alison Denman.

Our Pre-School believes 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.

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.

### **Risk Assessment**

Our risk assessment process covers adults and children and includes:

- Checking for hazards and risks indoors and outside, and in our activities and procedures.
- Deciding which areas need attention and developing an action plan that specifies the action required.

### **Insurance Cover**

Our Public liability insurance cover certificate is displayed on the Pre-Schools notice board.

### **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 understand their shared responsibility for health and safety.

Health and safety training is included in the annual training plans of staff as necessary.

We have a strict no smoking policy.

Children are made aware of health and safety issues through discussions, planned activities and routines.

### **Children's Safety**

We ensure all staff employed have been checked for criminal records by an enhanced disclosure from the Criminal Records Bureau.

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 will be present.

In the event of an accident staff may have to cut through children's clothing to administer first aid.

Registers are used to record the arrival and departure times of children, staff and volunteers.

### **Security**

Systems are in place for the safe arrival and departure of children.

Our doors are locked during session times to prevent unauthorised access to our premises. We have a video entry system on the building.

Our systems prevent children from leaving our premises unnoticed.



### **Doors**

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

### **Floors**

All surfaces are checked daily to ensure they are clean and not uneven or damaged.

### **Kitchen**

Children do not have unsupervised access to our kitchen.

All surfaces are clean and non-porous.

There are separate facilities for hand washing and 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
- Are kept away from hot surfaces and hot water
- Do not have unsupervised access to electrical equipment

### **Electrical Equipment**

All electrical equipment conforms to safety requirements and is checked regularly.

Our boiler/electrical switchgear/meter cupboard is not accessible to the children.

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.

It is the responsibility of all users to inspect appliances for loose wiring, faulty plugs etc, BEFORE using them. Electrical faults must be reported immediately. Faulty equipment must be removed from usage and clearly labelled as such. No-one should attempt to repair the equipment themselves.

The following list shows examples of electrical faults:

- Equipment not working;
- Loose wiring;
- Broken casing around wires or applications;
- Electrical arcing (sparks);
- Plugs becoming warm..etc.

All employees, whether paid or voluntary, have the responsibility to observe basic principles of electrical safety as well as inspecting appliances before use, i.e.:

- Ensure that hands are dry before using an electrical appliance;
- Ensure that adequate instructions are obtained before using unfamiliar electrical equipment and comply with the manufacturer's instructions;
- Leads should never be pulled to remove a plug or to lift or move an appliance;
- Switch off at the mains, unplug and put away all electrical equipment (where appropriate) when not in use;



- Sockets must not be overloaded by the use of adaptors (when in doubt err on the side of safety/seek qualified advice);
- If extension cables are used then these must be placed in such a way so not to cause a hazard to anybody else.

All electrical equipment will be maintained (PAT tested) annually.

#### First aid

Our first aid box is in the kitchen. It is the responsibility of the management to ensure directly or by delegation that the box is properly stocked and complies with the H & S (First Aid) Regulations 1981.

#### **Storage**

All resources and materials from which the children select are stored safely.

#### **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.

Where water can form a pool on equipment, it is emptied before the children start playing outside.

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.

We have a schedule for cleaning resources and equipment, dressing up clothes and furniture.

#### **Activities**

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.

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.

#### **Food and Drink**

All food and drink is stored appropriately

Adults carry hot drinks in insulated cups with the lid closed through the play area(s)



Snack and food times are appropriately supervised and children do not walk about with food and drinks.

Fresh drinking water is available to all the children at all times.

We operate systems to ensure that children do not have access to food/drinks to which they are allergic.

### **Animals**

Animals visiting the setting are free from disease and safe to be with children, and do not pose a health risk.

Children wash their hands after contact with animals.

### **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.

### **Records**

We keep records of:

#### **Adults**

- Names and addresses of all staff on the premises, including temporary staff who work with children or who have substantial access to them.
- Names and addresses of the owners or members of the management committee.
- All records relating to the staffs employment with the setting, including application forms, references, results of checks undertaken etc.

#### **Children**


- Names, addresses and telephone numbers of parents and adults authorised to collect children from setting.
- The names, addresses and telephone numbers of emergency contacts in case of children's illness or accident.
- The allergies, dietary requirements and illness of individual children.
- The times of attendance of children, staff, volunteers and visitors
- Accidents and medicine administration records.
- Consents for outings, administration of medication, emergency treatment
- Incidents

### **Contacts**

Our Health & Safety Representatives are Alison Denman and Sarah Harper.

See also our Health and Hygiene Policy and Procedure.



Signed:   
Charlie Wardle - Chair Person