

Health and Safety General Standards

Policy Statement

Pound Hill 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, volunteers and visitors.

We aim to make children, parents, staff and volunteers 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 Health and Safety co-ordinator is **Karen Wightman**

She has undertaken health and safety training and regularly updates her knowledge and understanding.

- ❖ We display the necessary health and safety poster in **The Entrance Hall**

Insurance cover

We have public liability insurance and employers liability insurance. The certificate for public liability insurance is displayed in **The Pre-School Notice Board in The Entrance Hall**

Procedures

Raising Awareness

- ❖ Our induction training for staff and volunteers includes a clear explanation of health and safety issues, so that all adults can 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 setting.
- ❖ As necessary, health and safety training are included in the annual training plans of staff and health and safety is discussed regularly at staff meetings.
- ❖ We operate a no-smoking or Vaping 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 language
- ❖ 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

- ❖ Lower level windows are secured and kept closed at all times when children are present.
- ❖ Only high level windows are opened.

Doors

- ❖ We take precautions to stop children's fingers becoming trapped in doors such as the use of plastic finger guards.

Floors

- ❖ All floors are checked daily to ensure they are clean and not uneven, wet or damaged. Any damage to the floors is reported to facilities to be repaired.

Electrical Equipment

- ❖ All electrical equipment conforms to safety requirements.
- ❖ The boiler is locked away behind a secure door that Facilities have access to only.
- ❖ There are enough sockets to prevent overloading.
- ❖ The temperature of the hot water is checked regularly by the facilities team to prevent scalds.

Storage

- ❖ All resources and materials which are used by the children 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
- ❖ The outdoor area is checked for safety and cleared of rubbish before it is used.
- ❖ Adults and children are alerted to dangers of poisonous plants
- ❖ Where water can form on equipment, it is emptied before children start playing outside
- ❖ Outdoor sandpits are covered when not in use, and is cleaned regularly.
- ❖ All outdoor activities are always supervised.

Hygiene

- ❖ Our daily routine encourage the children to learn about personal hygiene
- ❖ 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.
- ❖ We implement good hygiene practices by:
 - Cleaning tables
 - Cleaning and checking the toilets regularly
 - Wearing protective clothing such as gloves.
 - Providing clean clothes
 - Providing tissues and wipes.
 - Cleaning of touch points throughout the day.

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 the play equipment allows adults and children to move safely and freely between activities.
- ❖ All equipment is regularly checked and cleaned and any dangerous items are repaired or discarded.
- ❖ Shelves are cleaned daily
- ❖ All materials including paint and glue are non-toxic
- ❖ Sand is clean and suitable for children to 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 and 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.

This policy was adopted by
Position within the Pre-School

Katy Platt
Manager & nominated individual