

**General Welfare Requirement: Suitable premises, environment, and equipment**  
 Outdoor and indoor spaces, furniture and toys must be safe and suitable for their purpose.



## Health and Safety

# Health and Safety

### Policy statement

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, 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 Health & Safety Officer is: Liz Chittenden.

### 7 Key features of effective practice

|   |                   |                |          |            |  |                          |
|---|-------------------|----------------|----------|------------|--|--------------------------|
| The best for every child  | High quality care | The Curriculum | Pedagogy | Assessment | Self-regulation and executive function | Partnership with Parents |
| <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1007446/6.7534_DfE_Development_Matters_Report_and_illustrations_web_2_.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1007446/6.7534_DfE_Development_Matters_Report_and_illustrations_web_2_.pdf</a> |                   |                |          |            |  |                          |

**Children learn best when they are healthy, safe, and secure, and when their individual needs are being met and when they have positive relationships with the adults caring for them. Rotherfield Village Pre-School ensures that the premises and equipment used for the purposes of childcare and pre-school education are safe and suitable and that the children are kept safe, secure, and healthy. Our aim is to create a high-quality environment which is welcoming, safe and stimulating, and where children are able to enjoy learning and grow in confidence.**

We meet the requirements of the Early Years Foundation Stage and the Childcare Register, by:

- All staff working with the children in our care hold a current paediatric first aid certificate.
- There is a first aid box accessible at all times with appropriate content for use with children.
- Keeping a written record of accidents or injuries and first aid treatment.
- Informing parents and/or carers of any accident or injury sustained by your child on the same day, or as soon as reasonably practicable, of any first aid treatment given.

- Notifying Ofsted of any serious accident, illness, or injury to, or death of, any child while in our care, and of the action taken, within 14 days of the incident occurring.
- Ensuring Rotherfield Village Pre-School is fit for purpose including overall floor space and outdoor spaces and are suitable for the age of children cared for and the activities provided. (Please see our Risk Assessment Policy)
- Keeping premises and equipment clean.
- Ensuring the safety of children and others on the premises in the case of fire or any other emergency and by having appropriate smoke alarms which are in working order (Please see our Fire Safety and Emergency Evacuation Policy).
- Not allowing smoking in or on the premises (Please see our Drugs and Alcohol Misuse & No Smoking Policy).
- Ensuring there are suitable hygienic changing facilities for changing children who are in nappies.
- Only releasing children into the care of individuals who have been notified to me by the parent.
- Ensuring that children do not leave the premises unsupervised.
- Preventing unauthorised persons from entering the premises and ensuring that no one can enter the premises without our knowledge. All visitors are recorded, asked to read our Code of Conduct for Visitors and mobile phones are kept in the office, away from the children.
- Having in place public liability insurance.

## **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.
- 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.
- Health and safety is discussed at every staff meeting.
- We operate a no smoking policy.
- Children are made aware of health and safety issues through discussions, planned activities and routines.

We have separate policies and procedures for:

Risk assessment

Recording of accidents and incidents

### *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 or to change light bulbs, they use equipment that is in good working order.
- All warning signs are visual and clear.
- Staff accidents are recorded. The records are reviewed termly to identify any issues that need to be addressed.
- All substances that may be hazardous to health - such as cleaning chemicals are kept in the kitchen, out of the children's reach, kept in their original containers that have instructions on what to do if they are used inappropriately.

### *Windows*

- All windows are made from materials that prevent accidental breakage or are made safe.

### *Doors*

- Our doors are fitted with door hinge finger protectors to prevent children from having their fingers trapped in them.

### *Floors*

- All floor surfaces are checked daily to ensure they are clean and not uneven, wet, or damaged.

### *Electrical/gas equipment*

- All electrical equipment conforms to safety requirements and is PAT tested annually.
- Electric sockets, wires and leads are properly guarded, and the children are taught not to touch them.
- We do not overload sockets.
- The temperature of hot water is controlled to prevent scalds.
- Lighting and ventilation is adequate in all areas.
- We have two external plant rooms which we make sure are in good working order.

### *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.
- Knives in the kitchen are kept in a container out of reach of the children.
- All cleaning materials are stored up high out of reach of the children

### *Outdoor area*

- Our attached outdoor area is checked for safety and set up at the start of each day.
- We have a risk assessment for each of the other outdoor areas we use.
- Adults and children are alerted to the dangers of poisonous plants, herbicides, and pesticides.
- We have a water butt which is mounted up high so that children cannot climb into it.
- All outdoor activities are supervised at all times.

### *Hygiene*

- We take advice 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 whole setting.
- We have our own washing machine for regular washing of soft furnishings and dressing up clothes etc
- 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 tables between activities
  - cleaning toilets regularly
  - wearing protective clothing - as appropriate
  - providing sets of clean clothes
  - providing tissues and wipes

### *Activities and resources*

- Before purchase of equipment and resources we check to ensure that they are safe for 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. 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 who are sleeping are checked regularly, at intervals of at least every 10 minutes. This is recorded with times checked and the initials of the person undertaking the check. If children fall asleep in situ, it may be necessary to move or wake them to make sure they are comfortable.

- Children learn about health, safety, and personal hygiene through the activities we provide and the routines we follow.

### 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 reviewed by | Liz Chittenden – Health & Safety Officer in conjunction with Sandra Cawsey - Bursar |
| Adopted by                  | Rotherfield Pre-School Staff and Directors  |
| Date                        | October 2021  |
| Review Date                 | October 2022  |

### Review Log

| Review Date  | Brief Details of Amendments  | Amended By    | Agreed By  |
|--------------|--|---------------|--|
| October 2021 | Streamlined information in the policy statement<br>Added paragraph to explain 'Children learn best when they are healthy, safe, and secure'<br>Explained how we meet the requirements of the Early Years Foundation Stage and the Childcare Register | Sandra Cawsey | Rotherfield Village Pre-School Staff and Directors |
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