



**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, 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.
- Our member of staff responsible for health and safety is:  
Liz Chittenden
- She is competent to carry out these responsibilities.
- 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**

#### *Insurance cover*

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

**The lobby notice board. Further info on our Sun Alliance policy can be found in filing cabinet.**

### EYFS key themes and commitments

<b>A Unique Child</b>	<b>Positive Relationships</b>	<b>Enabling Environments</b>	<b>Learning and Development</b>
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For further information click here:

<https://www.foundationyears.org.uk/wp-content/uploads/2012/03/Development-Matters-FINAL-PRINT-AMENDED.pdf>

### 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 material 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 and 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.
- 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 chairperson.
- Keep packaging of any new craft or malleable equipment in case of ingestion.
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**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	Shereen Milledge – Deputy Manager
Adopted by	Rotherfield Pre-School Staff and Directors
Read and agreed by	
Date	December 2019
Review Date	December 2020