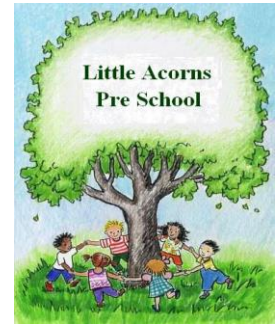


Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment



8.1 Health & safety general standards

Policy Statement

Our setting 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, 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 staff members responsible for health and safety are: Katrina Thrower (Acorns) & Sue Hyam (Oaks)
- They are competent to carry out these responsibilities.
- They have undertaken health and safety training and regularly update their knowledge and understanding.
- We display the necessary health and safety poster within the pre school

Insurance cover

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed within the pre-school

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. 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 been informed.
- As necessary, health and safety training is provided.
- We operate a no-smoking policy including e-cigarettes & vapours
- Children are made aware of health and safety issues through discussions, planned activities and routines.

Safety of adults

- Adults are provided with information about the safe storage, movement, lifting and erection of large pieces of equipment and the lifting children.
- When adults need to reach up to store equipment or to change light bulbs, they are provided with safe equipment to do so.
- Staffs involvement in accidents is recorded. The records are reviewed termly to identify any issues that need to be addressed.
- Staff absence is recorded.
- 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. This information is in the 'Health & Safety' file.
- We keep all cleaning chemicals in their original containers.

Windows

- Low level windows are made from materials that prevent accidental breakage or are made safe.
- Windows above the ground floor are secured so that children cannot climb through them.

Doors

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

Floors

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

Electrical/gas equipment

- All electrical/gas equipment conforms to safety requirements and is checked regularly and PAT (Portable Appliance Test) annually.
- Appliance switches, heating controls, meter cupboard etc. are not accessible to the children.
- Children are taught not to touch electric sockets, wires and leads.
- 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.

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 risk assessed on a daily basis.
- 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 children start playing outside.
- Our outdoor sand pit is covered when not in use and is cleaned regularly.
- All outdoor activities are supervised at all times.

Hygiene

- Our daily routines encourage the children to learn about personal hygiene.
- We have a daily cleaning routine for the setting, which includes the play room(s), kitchen, toilets and nappy changing areas.
- We regularly clean resources and equipment, dressing-up clothes and furnishings.
- The toilet area has a high standard of hygiene, including hand washing and drying facilities.
- We implement good hygiene practices by:
 - cleaning tables between activities;
 - cleaning and checking toilets regularly;
 - wearing protective clothing - such as aprons and disposable gloves - as appropriate;
 - providing sets of clean clothes; and
 - providing tissues and wipes;

Furniture

- We provide furniture that is suitable for children.
- Store and display resources and equipment allowing children to independently choose and select.

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 clean and suitable for children's play.
- Physical play is constantly supervised.
- Resources are provided to promote all areas of children's learning and development.
- Resources and equipment are provided that promote continuity and progression, provide challenge and meet the needs and interests of all children.
- 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.
- Children are encouraged to play outside regardless of weather, unless it is deemed unsafe.
- 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 management team.

Legal framework

- Health and Safety Welfare Regulations (1992)
- Health and Safety at Work Act (1974)
- Management of Health and Safety at Work Regulations (1999)
- Electricity at Work Regulations (1989)
- Control of Substances Hazardous to Health Regulations (COSHH) (2002)
- Manual Handling Operations Regulations (1992 (As Amended 2004))
- Health and Safety (Display Screen Equipment) Regulations (1992)
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Further guidance

- Health and Safety Law: What You Need to Know (HSE Revised 2009)
- Health and Safety Regulation...A Short Guide (HSE 2003)
- Electrical Safety and You: A Brief Guide (HSE 2012)
- Working with Substances Hazardous to Health: What You Need to Know About COSHH (HSE Revised 2009)
- Health and Safety made Simple (The Basics for your Business)
- HSE (Health & Safety Executive) Regulatory framework

Getting to Grips with Manual Handling - Frequently Asked Questions: A Short Guide (HSE 2011)

This policy was adopted by Little Acorns committee on 31st January 2017

Date to be reviewed	January 2018
Signed on behalf of the provider	
Name of Signatory	Sue Casselden
Role of Signatory	Business Manager