

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



Providers must take reasonable steps to ensure the safety of children, staff and others on the premises.

Health: The provider must promote the good health of children attending the setting.

8.1 Health and safety general standards

Legal framework

Policy statement

Health and Safety at Work Act (1974), Electricity at Work Regulations (1989)
Management of Health and Safety at Work Regulations (1999)
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)

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, practitioners and volunteers.

- We aim to make children, parents, practitioners 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 practitioner responsible for health and safety is: Susan Michel
- Susan is competent to carry out these responsibilities.
- Susan has undertaken health and safety training and updates her knowledge and understanding.
- We display the necessary health and safety poster in: the pre-school, located on the blue cupboards.

Insurance cover

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed on the right side of the pre-school entrance.

Procedures

Awareness raising

- Our induction training for practitioners 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.
- We keep records of these induction training sessions and new practitioners and volunteers are asked to sign the records to confirm that they have taken part.
- We explain health and safety issues 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 is included in the annual training plans of our practitioners, and health and safety is discussed at our staff meetings.
- We operate a no-smoking policy.
- We make children aware of health and safety issues through discussions, planned activities and routines.

Doors

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

Floors and walkways

- All our floor surfaces are checked daily to ensure they are clean and not uneven, wet or damaged. Any wet spills are mopped up immediately.

Electrical/gas equipment

- We ensure that all electrical/gas equipment conforms to safety requirements and is checked regularly.
- Fires, heaters, electric sockets, wires and leads are properly guarded and we teach the children not to touch them.
- We check heaters daily to make sure they are not covered.
- There are sufficient sockets in our pre-school to prevent overloading.
- We ensure that the temperature of hot water is controlled to prevent scalds.
- Lighting and ventilation is adequate in all areas of our pre-school, including storage areas.

Storage

- All our resources and materials, which are used by the children, are stored safely.
- All our equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing. Practitioners are responsible for ensuring items are returned safely to their storage areas.

Outdoor area

- Our outdoor area is securely gated. The outdoor gate is padlocked when children are using the outdoors.
- Our outdoor area is checked daily for safety and cleared of rubbish, animal droppings and any other unsafe items before it is used.
- Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides.
- We leave receptacles upturned to prevent collection of rainwater. 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 regularly cleaned and restocked.
- We check that children are suitably attired for the weather conditions and type of outdoor activities; ensuring that parents apply sun cream and provide hats for the summer months.
- We supervise outdoor activities at all times.

Hygiene

- We seek information from the Public Health England 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 setting, which includes the play room, kitchen, toilets and nappy changing areas. Children do not have unsupervised access to the kitchen.

- We have a schedule for cleaning resources and equipment, dressing-up clothes and furnishings. This includes a major clean of equipment, carpets and outdoor area during the summer break.
- The toilet area includes soap dispensers for hand washing and electric handdryers.
- Nappies are bagged and disposed of.

- 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;
 - providing tissues and wipes;

Activities, resources and repairs

- Before purchase we check equipment and resources to ensure that they are safe for the ages and stages of the children currently attending the setting.
- We keep a full inventory of all items for audit and insurance purposes.
- The layout of our play equipment allows adults and children to move safely and freely between activities.
- All our equipment is regularly checked for cleanliness and safety, and any dangerous items are repaired or discarded.
- We make safe and separate from general use any areas that are unsafe because of repair is needed.
 - All our materials, including paint and glue, are non-toxic.
 - We ensure that sand is suitable for children's play.
 - Physical play is constantly supervised.
 - We teach children to handle and store tools safely.
 - If children fall asleep in-situ, it may be necessary to move or wake them to make sure they are comfortable. Sleeping children are checked regularly, practitioner undertaking the check will recorded the date, time checked and the signature of the person undertaking the check.
 - 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.

Jewellery and accessories

- Our practitioners do not wear imposing jewellery or fashion accessories that may pose a danger to themselves or children.
- Parents must ensure that any jewellery worn by children poses no danger; particularly earrings which may get pulled, bracelets which can get caught when climbing or necklaces that may pose a risk of strangulation.

Safety of adults

- We ensure that adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.
- We provide safe equipment for adults to use when they need to reach up to store equipment or to change light bulbs.
- We ensure that all warning signs are clear and in appropriate languages.
- We ensure practitioners arriving alone at the pre-school lock the door immediately after entering to prevent unwanted visitors.
- We record the sickness of our practitioners and their involvement in accidents. The records are reviewed termly to identify any issues that need to be addressed.

Control of substances hazardous to health

- Our practitioners implement the current guidelines of the *Control of Substances Hazardous to Health Regulations (COSHH)*.
- Hazardous substances are stored safely away from the children.
- We keep all cleaning chemicals in their original containers.
- We keep the chemicals used in the setting to the minimum in order to ensure health and hygiene is maintained. We do not use:
 - anti-bacterial soap/hand wash, unless specifically advised during an infection outbreak such as Pandemic flu; or
 - anti-bacterial cleaning agents, except in the toilets, eating tables, nappy changing area and food preparation areas. Anti-bacterial sprays are not used when children are nearby.
- Environmental factors are taken into account when purchasing, using and disposing of chemicals.
- All practitioners are vigilant and use chemicals safely.
- Practitioners wear protective gloves when using cleaning chemicals.
- We use absorbent powder to mop up spills such as vomit.

Policy adopted on 18/7/15, Reviewed 16/2/17. Updated 2/6/18, 16/10/19

Signed on behalf of Bagshot Pre-school *Susan Michel*

Role within the Pre-school Manager

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

