

# HEALTH AND SAFETY POLICY

## Friary Pre School



THE CATHOLIC DIOCESE OF  
ARUNDEL & BRIGHTON



Approved by:	Friary Preschool Committee
Last reviewed on:	January 2025
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## HEALTH AND SAFETY POLICY

### 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, 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 member of staff responsible for health and safety is: **Gaelle Casimir/Magdalena P**

I am responsible for health and safety in the setting.

I am competent to carry out these responsibilities.

I have undertaken health and safety training and regularly updated my knowledge and understanding.

We display the necessary health and safety posters at **the main entrance to the preschool.**

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed in **the preschool Notice board.**

### Procedures

#### Awareness raising

Our induction training for staff and volunteers includes a clear explanation of health and safety issues so that all adults can adhere to [our/my] 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.

Wen keeps records of these induction training sessions and new [staff 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 are included in the staff's annual training plans, and health and safety is discussed regularly at our staff meetings.]

We operate a no-smoking policy.

We make children aware of health and safety issues through discussions, planned activities and routine.

### **Doors**

We take precautions to prevent children's fingers from being trapped indoors.

### **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.

The walkways are clear and uncluttered.

### **Electrical Equipment**

We ensure that all electrical equipment conforms to safety requirements and is checked regularly.

Our boiler/electrical switch meter cupboard is not accessible to the children.

We check storage heaters daily to make sure they are not covered.

We ensure that the temperature of hot water is controlled to prevent scalds.

Lighting and ventilation are adequate in all areas of the setting,

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 from accidentally falling or collapsing.

### **Outdoor area**

- Our outdoor area is securely fenced. All gates and fences are childproof and safe.
- Our outdoor area is checked for safety and cleared of rubbish, animal droppings and any other unsafe items before it is used.
- We check that children are suitably attired for the weather conditions and type of outdoor activities; ensuring that suncream is applied and hats are worn during the summer months.
- We always supervise outdoor activities, particularly children on climbing equipment.

### **Hygiene**

- We seek information from Public Health England to ensure that we keep up to date with the latest recommendations.

- We implement good hygiene practices by:
  - cleaning tables between activities.
  - cleaning and checking toilets regularly.
  - Wear protective clothing - such as aprons and disposable gloves - as appropriate.
  - providing tissues and wipes; and
  - operating CO2 monitors as part of our risk assessment to create a safer environment for staff and children.

### **Activities, resources, and repairs**

- Before purchase or loan, 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 in the setting 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 the sand is clean and suitable for children's play.
- Physical play is constantly supervised.
- We teach children to handle and store tools safely.
- 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 management team/my consent].

### **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 inappropriate language.
- We record the sickness of staff 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 staff implement the current guidelines of the *Control of Substances Hazardous to Health Regulations (COSHH)*.
- We keep a record of all substances that may be hazardous to health - such as cleaning chemicals, or gardening chemicals if used and where they are stored.
- Hazardous substances are stored safely away from the children.
- We carry out a risk assessment for all chemicals used in the setting. This states what the risks are and what to do if they have contact with eyes or skin or are ingested.
- We keep all cleaning chemicals in their original containers.
- We keep the chemicals used in the setting to the minimum to ensure health and hygiene is maintained.

- anti-bacterial soap/hand wash, unless specifically advised during an infection outbreak such as Pandemic flu; or
- antibacterial cleaning agents, except in the toilets, nappy changing area, and food preparation areas. Anti-bacterial sprays are not used when children are nearby.
- Environmental factors are considered when purchasing, using, and disposing of chemicals.
- All members of staff are vigilant and use chemicals safely.
- Members of staff wear protective gloves when using cleaning chemicals.