



## 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**

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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 update my knowledge and understanding.

We display the necessary health and safety poster in **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 Office.**

### 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.

- We keep 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 is included in the annual training plans of staff, 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 routines.

#### Windows

- Low-level windows are made from materials that prevent accidental breakage or we ensure that they are made safe.
- We ensure that windows are protected from accidental breakage or vandalism from people outside the building.

#### 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.
- Walkways and stairs are left clear and uncluttered.
- Stair gates are in place at the foot and top of the stairs.

#### Electrical/gas equipment

- We ensure that all electrical/gas equipment conforms to safety requirements and is checked regularly.
- Our boiler/electrical switch gear/meter cupboard is not accessible to the children.
- Fires, heaters, wires, and leads are properly guarded and [we/I] teach the children not to touch them.
- We check storage heaters daily to make sure they are not covered.
- There are sufficient sockets in our setting to prevent overloading.
- We switch electrical devices off from the plug after use.

- We ensure that the temperature of hot water is controlled to prevent scalds.
- Lighting and ventilation are adequate in all areas of [our/my] setting, 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 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.
- Adults and children are alerted to the dangers of poisonous plants, herbicides, and pesticides.
- 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.
  - Provide sets of clean clothes.
  - 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].

### Jewellery and accessories

- Our staff do not wear fashion accessories, such as belts or high heels, that may pose a danger to [themselves/myself] 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.
- [We/I] remove hair accessories before children sleep or rest.

### Safety of adults

- [We/I] ensure that adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.
- [We/I] provide safe equipment for adults to use when they need to reach up to store equipment or to change light bulbs.

- [We/I ensure that all warning signs are clear and inappropriate language.
- [For group provision: We ensure that adults do not remain in the building on their own.]
- [We/I] 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/I] implement the current guidelines of the *Control of Substances Hazardous to Health Regulations (COSHH)*.
- [We//I] 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/I] 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/I] keep all cleaning chemicals in their original containers.
- [We/I] keep the chemicals used in the setting to the minimum to ensure health and hygiene is maintained. [We/I] do not use:
  - bleach.
  - 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 spays 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.

**This policy was adopted by Friary Preschool on 25<sup>th</sup> of April 2023.**

**Date to be reviewed**

**April 2024**

**Signed on behalf of provider**

**Maryen Peiris**

**Role of signatory**

**Preschool Manager**