



St. Michael's Pre-school Policies and Procedures

8.1 Health and safety general standards

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/carers, staff and volunteers.

- We aim to make children, parents/carers, 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.
- All members of staff are responsible for health and safety and are competent to carry out these responsibilities.
- Knowledge and understanding is regularly updated.
- We display the necessary health and safety poster in:

The Foyer

Insurance cover

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

The Foyer

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.

- 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.

- We operate a no-smoking and no vaping 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.
- CCTV is in operation.
- We ensure that any blind cords are secured safely and do not pose a strangulation risk for young children meeting with current standards

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.
- Walkways and steps are left clear and uncluttered.

Electrical equipment

- We ensure that all electrical equipment conforms to safety requirements and is checked regularly.
- Our boiler/electrical switchgear/meter cupboard is not accessible to the children.
- Heaters, electric sockets, wires and leads are properly guarded and we teach the children not to touch them.
- There are sufficient sockets in our setting to prevent overloading and electrical devices are switched off when not in use.
- We ensure that the temperature of hot water is controlled to prevent scalds.
- Lighting and ventilation is adequate in all areas of our setting, including storage areas.
- We ensure that heating and air conditioning systems are kept clear of any materials or coverings at all times.

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.

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.
- Where water can form a pool on equipment, it is emptied and cleaned before children start playing outside.
- We check that children are suitably attired for the weather conditions and type of outdoor activities; ensuring that suncream supplied by the parents/carers is applied and hats are worn during the summer months.
- We supervise outdoor activities at all times.
- Sand is covered at the end of play.

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, rest area, 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.
- The toilet area has a high standard of hygiene, including hand washing and drying facilities and disposal facilities for nappies and cleaning cloths.
- We implement good hygiene practices by:
 - ensuring separate cloths for food and activities;
 - 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 for children as necessary;
 - providing tissues, wipes and soap.

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.
- 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. Any dangerous or faulty items are repaired or discarded.
- We cordon off any general areas that are temporarily unsafe.
- All our materials, including paint and glue, are non-toxic.
- We ensure that sand is clean and 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 and safe..
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.

Jewellery and accessories

- Our staff do not wear inappropriate jewellery or fashion accessories, such as high heels, 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. Our staff may remove such items if they pose a risk.

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 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)*.
- 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 use:
 - Bleach – used only in toilet bowls and kitchen area and not whilst children are on premises;
 - Anti-bacterial cleaning agents in toilets, nappy changing area and food areas and 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 members of staff are vigilant and use chemicals safely.
 - Protective gloves are made available for members of staff to wear when using cleaning chemicals.

Legal framework

- 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)

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)

This policy was adopted by

St Michael's Parent Committee

~~12th April 2016 – 9th July 2018~~

On

~~15/01/2020 – 10/05/2022~~

Date to be reviewed

Every 2 years or as necessary

Signed on behalf of the provider

Hannah Cameron

Name of signatory

Hannah Cameron

Role of signatory (e.g. chair, director or owner)

Chairperson
