

## **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.

**Come and Play Preschool**



Registered Charity No. 1022409

## **8.1 Health and safety general standards**

### **Policy statement**

This 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, and staff 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 Flora Lau.
- She is competent to carry out these responsibilities.
- She has undertaken health and safety training and regularly updates her knowledge and understanding.
- We display the necessary health and safety poster in the main pre-school room by the coat hooks

### *Insurance cover*

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed on the main noticeboard by the entrance door.

### **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 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 taken part.
- Health and safety issues are explained 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 annual training plans of staff, and health and safety is discussed regularly at staff meetings.

- First Aider present always (all 4 staff qualified).
- We operate a no smoking policy.
- Children are made aware of health and safety issues through discussions, planned activities and routines.

#### *Safety of adults*

- Adults are provided with guidance about the safe storage, movement, lifting (poster displayed inside equipment cupboard door) and erection of large pieces of equipment.
- When adults need to reach up to store equipment, they are provided with safe equipment to do so. When an adult uses a ladder another member of staff is always present.
- All warning signs are clear and in appropriate languages.
- Adults do not remain in the building on their own or leave on their own after dark.
- The sickness of staff and their involvement in accidents is recorded. The records are reviewed termly to identify any issues that need to be addressed.

#### *Windows*

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

#### *Doors*

- We take precautions to prevent children's fingers from being trapped in doors. Toilet doors have gaps, and we are able to unlock from outside if needed. Safety door stops are used on internal door to main room when children are outside.
- Safety gate on kitchen door and upstairs to prevent access by children.
- Keys to main doors hung out of children's reach

#### *Floors*

- All floor surfaces are checked daily to ensure they are clean and not uneven, wet or damaged.
- Walkways and stairs are left clear and uncluttered

#### *Electrical/gas equipment*

- All electrical/gas equipment conforms to safety requirements and is PAT checked regularly.
- Our boiler/electrical switch gear/meter cupboard is not accessible to the children.
- Heaters, electric sockets, wires and leads are properly guarded, and the children are taught not to touch them.
- There are sufficient sockets to prevent overloading.
- The temperature of hot water is controlled to prevent scalds. This is not accessible for the children.
- Lighting and ventilation are adequate in all areas including storage areas.
- We switch electrical devices off at the plug after use

#### *Storage*

- All resources and materials from which children select are stored safely.
- Every effort is made to ensure that all equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

#### *Premises*

We strive to ensure that children are always kept safe including whilst waiting to enter the building. With this in mind:

- Parents and carers must not drive onto the drive or park on the main road immediately outside the premises.
- Children must dismount and walk with their bikes and scooters whilst on the drive.
- Dogs and other pets must not be brought onto the drive or into the building. We are mindful that some children are nervous around dogs however gentle they are.

#### *Visitors to the setting*

- All visitors to the setting must sign the visitor book and read the accompanying notes.
- ID of workmen is checked before they can enter the setting.
- Workmen are not allowed to enter unless the pre-school has been advised of their arrival.
- No visitors are left alone with the children

#### *Outdoor area*

- Our outdoor area is securely fenced.
- Gate to outdoor area is padlocked.
- Our outdoor area is checked for safety and cleared of rubbish before it is used.
- The area is cleared of poisonous plants, herbicides, and pesticides.
- Where water can form a pool on equipment, it is emptied before children start playing outside.
- Our outdoor mud kitchen, natural resources tray and sand pit are covered when not in use and cleaned regularly.
- All outdoor activities are always supervised.
- First aid kit kept in garden when in use.
- We check that children are suitably attired for the weather conditions and type of outdoor activities; ensuring that sunscreen is applied, and hats are worn during the summer months.
- We always supervise outdoor activities, and particularly children on climbing equipment.
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#### *Hygiene*

- We seek information from the Bucks County Council LEA, Environmental Health Department, and the Health Authority to ensure that we keep up to date with the latest recommendations.
- All members of staff complete Food Hygiene Level II course and this is updated every 3 years.
- Our daily routines encourage the children to learn about personal hygiene.
- All staff monitor, check, and clean the setting which includes play rooms, kitchen, toilets, and nappy changing areas.
- Equipment, dressing-up clothes, and furnishings are cleaned termly, more often if needed.
- The toilet area has a high standard of hygiene including hand washing and drying facilities.
- Children do not have unsupervised access to the kitchen
- We implement good hygiene practices by:
  - cleaning tables between activities.
  - cleaning toilets regularly.
  - wearing protective clothing - such as disposable gloves - as appropriate.

- providing sets of clean clothes.
- providing new cleaning cloths daily.
- providing tissues, soap, paper towels and wipes.

#### *Activities, resources, and repair*

- 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.
- Children are taught 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 pre-school leader and the chairperson.
- We keep a full inventory of all items in the setting for audit and insurance purposes.

#### *Jewellery and Accessories*

- Parents must ensure that any jewellery worn by children poses no danger: ideally earrings should be removed or at least covered as they may get pulled, bracelets which can get caught when climbing or necklaces that may pose of risk of strangulation should be removed.

#### *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 materials in their original containers
- We keep the chemicals used in the setting to a minimum to ensure health and hygiene is maintained. We do not use
  - bleach.
  - 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, nappy changing area and food preparation areas. Anti-bacterial sprays are not used when children are nearby.
- All members of staff are vigilant and use chemicals safely.

### **Legal Framework**

- Health and Safety at Work Act (1974)
- Management of Health and Safety at Work Regulations 1992
- Electricity at Work Regulations 1989
- Control of Substances Hazardous to Health Regulations (COSHH) (2002)
- Manual Handling Operations Regulations 1992 (as amended)
- 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 on

13/2/2020

Date to be reviewed

Spring 2023

Signed by committee chairperson

Signed by preschool leader