



Registered Charity No. 1022409

### **3 Health and safety policy and procedures**

**Designated Health and Safety Officer is: Flora Lau**

#### **3.18 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 preschool.
- 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 preschool manager and the chairperson.
- We keep a full inventory of all items in the preschool for audit and insurance purposes.

This policy was adopted on

6<sup>th</sup> September 2023

Date to be reviewed

6<sup>th</sup> September 2024

Signed by committee chairperson

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Signed by preschool manager

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