



## **Health and Safety General Standards**

### **Policy statement**

Cricklade Pre-School Playgroup 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 make children and staff aware of health and safety issues and how to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment.

Our staff member responsible for health and safety is: **Hayley Wood**

Our committee member responsible for health and safety is: **Kerri Clear**

### **Insurance cover**

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

### **Procedures**

All adults must be aware of the following Health and Safety areas, and where necessary Risk assessments must be completed according to the Risk Assessment Policy.

#### **Raising Awareness**

- Induction training for staff and volunteers includes a clear explanation of health and safety issues so that all adults are aware of our policies and their responsibilities.
- Health and safety issues are discussed regularly at staff meetings.
- 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 and erection of large pieces of equipment.
- All warning signs are clear and in appropriate languages.
- We keep a record of all substances that may be hazardous to health - such as cleaning chemicals. This states what the risks are and what to do if they have contact with eyes or skin or are ingested. It also states where they are stored.
- We keep all cleaning chemicals in their original containers.
- Staff absences are recorded and reviewed at supervision meetings.

## Risk Assessment

Our risk assessment policy states:

- Activities that require a risk assessment include maintenance requirements, medical records, hygiene requirements, play activities, equipment safety and general safety.
- All staff are responsible for identifying, recording and reporting health and safety issues to the pre-school manager or a health and safety officer.

We document hazards within the setting in these ways:

- Daily checklist is completed before every session.
- Risk assessments are reviewed as appropriate or when an additional risk has been identified.
- Accident/Incident records are reviewed termly and appropriate action taken and recorded.
- A full risk assessment is carried out annually.

## Security

- All adults, volunteers and visitors sign in our visitor's book and arrival and departure times are recorded.
- The main door has a high bolt that is always locked whilst children are in the building and is only opened by a member of staff.

Missing Child (see separate missing child policy)

- We have agreed procedures in the event of a missing child.

## Smoking

- Smoking and the use of electronic cigarettes are not allowed at any time on the premises this includes the outside play area and the environmental area.

## Staff:Child Ratios

- Staff arrangements must meet the needs of all children and ensure their safety.
- The setting will ensure that children are adequately supervised and decide how to deploy staff to ensure the children's needs are met.
- The adult to child ratio will meet the current guidelines.

## Windows

- Windows are secured so that children cannot climb through them.

## Doors

- We take precautions to prevent children's fingers from being trapped in doors.
- External doors are only opened by a member of staff and remain locked during the day by a high bolt to avoid children playing with them.

## Floors

- All floor surfaces are checked daily to ensure they are clean and not uneven, wet or damaged.

## Electrical/gas equipment

- All electrical equipment conforms to safety requirements and is pat tested yearly.
- Our boiler/electrical switch gear/meter cupboard is not accessible to the children.

- Fires, heaters, electric sockets, wires and leads are properly guarded and the children are taught not to touch them.
- Storage heaters are checked daily to make sure they are not covered.
- There are sufficient sockets to prevent overloading.
- The temperature of hot water is controlled to prevent scalds.
- Lighting and ventilation is adequate in all areas including storage areas.

#### Storage

- All resources and materials from which children select are stored safely.
- All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

#### Outdoor area

- Our outdoor area is securely fenced.
- Our outdoor area is checked for safety and cleared of animal excrement and any rubbish before it is used.
- Where water can form a pool on equipment, it is emptied before children start playing outside, or used as part of the closely supervised play experience.
- Our outdoor sand pit is covered when not in use and is cleaned regularly.
- All outdoor activities are supervised at all times.

#### Hygiene

- Our daily routines encourage the children to learn about personal hygiene.
- We have a daily cleaning routine for the setting which includes play rooms, kitchen, toilets and nappy changing areas.
- We regularly clean resources and equipment, dressing-up clothes and furnishings.
- The toilet area has a high standard of hygiene including hand washing and drying facilities and the disposal of nappies.
- We implement good hygiene practices by:
  - cleaning tables between activities;
  - cleaning toilets regularly;
  - wearing protective clothing - such as aprons and disposable gloves - as appropriate;
  - providing sets of clean clothes;
  - providing tissues and wipes.

#### Activities and resources

- 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 who are sleeping are checked at regular intervals of at least every ten minutes. This is recorded with the times checked and the initials of the person undertaking the check.
- If children fall asleep in-situ, it may be necessary to move or wake them to make sure they are comfortable.
- 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.

#### 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) (2004)
- Manual Handling Operations Regulations 1992 (Amended 2002)
- Health and Safety (Display Screen Equipment) Regulations 1992

#### Further guidance

- Health and Safety Law: What you Should Know (HSE Revised 2009)  
[www.hse.gov.uk/pubns/law.pdf](http://www.hse.gov.uk/pubns/law.pdf)
- Health and Safety Regulation...a Short Guide (HSE 2003)  
[www.hse.gov.uk/pubns/hsc13.pdf](http://www.hse.gov.uk/pubns/hsc13.pdf)
- Electrical Safety and You (HSE 2012)  
[www.hse.gov.uk/pubns/indg231.pdf](http://www.hse.gov.uk/pubns/indg231.pdf)
- Working with Substances Hazardous to Health: What You Need to Know About COSHH (HSE Revised 2009)
- Manual Handling – Frequently Asked Questions (HSE 2011)  
[www.hse.gov.uk/contact/faqs/manualhandling.htm](http://www.hse.gov.uk/contact/faqs/manualhandling.htm)