

## 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:  
Alice Woodward
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- 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

**On the Parent's noticeboard in the Pre-School room**

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### *Insurance cover*

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

**On the Parent's noticeboard in the Pre-School room**

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### 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.
- 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.
- As necessary, health and safety training is included in the annual training plans of staff, and health and safety is discussed regularly at staff meetings.
- We operate a no smoking policy.
- Children are made 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 are made safe.



- We ensure that any blind cords are secured safely and do not pose a strangulation risk for young children.

#### *Doors*

- We take precautions to prevent children's fingers from being trapped in doors.

#### *Floors*

- All floor surfaces are checked daily to ensure they are clean and not uneven, wet or damaged. Any wet spills are mopped up immediately and a wet floor sign displayed.
- Walkways are left clear and uncluttered.

#### *Electrical/gas equipment*

- 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, 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.
- We switch electrical devices off from the plug after use.
- 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. 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 leave receptacles upturned to prevent collection of rainwater. Where water can form a pool on equipment, it is emptied before children start playing outside.
- Our outdoor sand pit is covered when not in use and is cleaned regularly.
- We check that children are suitably attired for the weather conditions and type of outdoor activities; ensuring that sun cream is applied and hats are worn during the summer months.
- All outdoor activities are supervised at all times; particularly children on climbing equipment.

#### *Use of other areas of Crick Primary School (outside our designated area)*

- Pre-School may occasionally use other areas if the school, with prior agreement from the Head teacher. A risk assessment will be completed for each area of the school to be used, which will minimise risk to the children. The Pre-School staff will take the register, phone and a mini first aid kit with them when taking every child in the setting to other areas of the school. If staff just take a small group of children to use another area of the school only a mini first aid kit is taken.

## *Hygiene*

- We seek information from the Environmental Health Department and the Health Authority 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 play room(s), kitchen, rest area, toilets and nappy changing areas.
- Resources and equipment, dressing-up clothes and furnishings are cleaned regularly.
- The toilet area has a high standard of hygiene including hand washing and drying facilities and the disposal of nappies.
- See policy 6.6 for Food Hygiene
- We implement good hygiene practices by:
  - 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;
  - providing tissues, wipes and alcohol hand gel;
  - ensuring individual use of paper towels.

## *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.
- We keep a full inventory of all items in the setting for audit and insurance purposes.
- 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.
- We make safe and separate from general use any areas that are unsafe because of repair is needed.
- All materials, including paint and glue, are non-toxic.
- We ensure sand is clean and suitable for children's play.
- Physical play is constantly supervised.
- Children are taught to handle and store tools safely.
- We check children who are sleeping 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.
- Large pieces of equipment are discarded only with the consent of the manager and the chairperson.

#### *Jewellery and accessories*

- Our staff do not wear 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.
- We ensure that hair accessories are removed before children sleep or rest.

#### *Safety of adults*

- Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.
- When adults need to reach up to store equipment or to change light bulbs they are provided with safe equipment to do so.
- All warning signs are clear and in appropriate languages.
- Adults do not remain in the building on their own (Crick Primary School staff are always on the premises when the Pre-School classroom is available for Pre-School staff to use) or leave on their own after dark (where possible, the last two members of staff in the building leave together. When this is not possible the staff member will leave the building via the School's main entrance/exit). See 8.10 Staff Personal Safety including Home Visits for more information.
- 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.

#### *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. 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.
- 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 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 do not use:
  - Bleach, unless specified by PHE or during a holiday period.
  - 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 and eating areas.
- Environmental factors are taken into account 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.

### *Temporary injuries*

We strive to accommodate children with temporary injuries i.e. broken limbs. We liaise closely with parents to ensure we can keep children safe and meet their needs in the setting. Each injury will be assessed on an individual, case by case basis. A risk assessment must be carried out before the children can return to Pre-School.

### **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 Should Know (HSE Revised 2009)
- Health and Safety Regulation...A Short Guide (HSE 2003)
- Electrical Safety and You (HSE 1998)
- 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)



# Crick Pre-School



This policy was adopted at a meeting of

Crick Pre-School

Held on

16<sup>th</sup> March 2022

Date to be reviewed

March 2023

Signed on behalf of the management committee

Name of signatory

Laura Montgomery

Role of signatory (e.g. chair/owner)

Chair