



## Health and Safety General Standards

### Policy statement

Our 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 named Health and Safety Officer is **Masooma Bokhari**, and our Deputy Health and Safety Officer is **Sana Rana** are both competent to carry out these responsibilities. They have undertaken health and safety training and regularly update their knowledge and understanding.

The necessary health and safety poster is displayed in the play room.

### Insurance cover

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed in: The Office and the Play room (notice board)

### 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 the policies and procedures as they understand their shared responsibility for health and safety. The induction training covers matters of employee/student/volunteers 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/risk assessments are explained to the parents of new children so that they understand the part played by these issues/risk assessments in the daily life of the setting.

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. Emergency evacuation drills are carried out each half term.

A book is available at each session for the reporting of any accident/incident.

Children only leave the pre-school with authorised adults over the age of 16 years old.

A member of staff carries out a Risk Assessment daily and initials the Health and Safety check list to show tasks have been performed/checked.

The layout and space ratios allow children and adults to move safely and freely between activities.

A register of both adults (including visitors) and children is completed documenting arrival and departure times to ensure there is an accurate record of attendance in the pre-school vital for emergency evacuation.

Staff and volunteers are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.

When required to reach up to store equipment or to change light bulbs safety equipment is provided.

All warning signs are clear and in appropriate languages (languages not provided will be sought and used if/when needed).

Whenever children are within the pre-school setting at least two members of staff must be present. (One, at least, must hold a level 3 qualification or equivalent.) Adult to child ratios must be adhered to at all times.

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.

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.

We keep all cleaning chemicals in their original containers.



All medication and a correctly stocked first aid box are stored out of children's reach in original containers and in recommended conditions.

Staff and volunteers supervise all children at all times.

Staff and volunteers are not permitted to have hot foods or liquids in the play room and garden during the session.

All staff and volunteers need to read and sign their understanding of all policies and procedures at least every six months.

## Windows

Low level windows are made from materials that prevent accidental breakage or are made safe.

Windows are protected from accidental breakage or vandalism from people outside the building.

Windows above the ground floor are secured so that children cannot climb through them.

## Doors

We take precautions to prevent children's fingers from being trapped in doors, all doors have finger guards or are held back to prevent doors from being closed by children. Storage areas remain locked to prevent children from having access.

Fire exits are never obstructed.

The main entrance is locked with a secure key code lock at adult height and a safety glass for viewing visitors before the door is opened.

## Floors

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

## Electrical/gas equipment

All electrical/gas equipment conforms to safety requirements and is checked regularly.

The 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.

There are sufficient electrical 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.

Children do not have access to the kitchen.

## 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 rubbish before it is used.

Staff, volunteers and children are alerted to the dangers of poisonous plants, herbicides and pesticides.

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.

All outdoor activities are supervised at all times and the adult to child ratios are maintained.

## Hygiene

We regularly 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 toilets, nappy changing area outside children's toilets, playroom and garden.

We clean resources and equipment, dressing-up clothes and furnishings each half term.



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

The toys and equipment in pre-school provide opportunities for children, with help from staff and volunteers, to develop new skills and concepts in the course of their play and exploration.

#### The equipment provided:

Is appropriate for the age and stage of the children and are developmentally appropriate, recognising that materials suitable for an older child may pose a risk to younger/less mature children. Offers challenges to developing physical, social, personal and intellectual skills.

Features positive images of people, both male and female from a wide range of ethnic and cultural groups, with or without disabilities. Includes a range of sensory materials, which can be used in a variety of ways and encourages an open ended approach to creativity and problem solving.

Equipment/resources/activities enable children, with adult support, to develop individual potential and move towards learning outcomes. All equipment/resources/activities conform to all relevant safety regulations, are cleaned regularly and are risk assessed when used.

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 Business Manager and the Pre-school Leader.

Children who are sleeping at regular intervals of at least every ten minutes. If children fall asleep in-situ, it may be necessary to move or wake them to make sure they are comfortable.

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 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.

**This policy was agreed at an Under 5s AGM meeting held on.....14.5.2018..... (Date)**

**Signed on behalf of the preschool.....(Chair)**