**Health and safety policy**

**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

**Aim**

We aim to make children, parents, and staff aware of health and safety issues and to assess and minimise the hazards and risks to enable the children to thrive in a healthy and safe environment.

**Procedures**

The Pre-school Leaders are responsible for health and safety on a day to day basis. Health and Safety checks are carried out on a termly basis. The pre-school leaders are ' competent to carry out these responsibilities. They have undertaken health and safety training and regularly update their knowledge and understanding.

In addition to this an annual check is carried out by the appointed Health and Safety Officer who is on the committee. We display the necessary health and safety poster in the cloakroom.

**Risk assessment**

**The basis of this policy is risk assessment. Risk assessment processes follow these five steps:**

**Identification of risk: Where is it and what is it?**

**Who is at risk: Childcare staff, children, parents, cleaners, etc?**

**Assessment as to the level of risk as high, medium, low. This is both the risk of the likelihood of it happening, as well as the possible impact if it did.**

**Control measures to reduce/eliminate risk: What will you need to do, or ensure others will do, in order to reduce that risk?**

**Monitoring and review: How do you know if what you have said is working, or is thorough enough? If it is not working, it will need to be amended, or maybe there is a better solution.**

• Our risk assessment process covers adults and children and includes:

-checking for and noting hazards and risks indoors and outside, and in our premises and for activities

-assessing the level of risk and who might be affected;

-deciding which areas need attention; and

-developing an action plan that specifies the action required, the timescales for action, the person responsible for the action and any funding required.

• Where more than five staff and volunteers are employed the risk assessment is written and is reviewed regularly.

• We maintain lists of health and safety issues, which are checked:

- daily before the session begins;

- termly-when Health & Safety inspection is carried out by school governing body.

**Insurance cover**

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed on the notice board in the cloakroom.

**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.

• Parents are made aware of our Health and Safety policy so that they understand the part played by these issues 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.

• There is a no smoking policy in operation throughout the school site.

• 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.

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

**Doors**

• Doors to outside - kept locked at all times. Only designated members of staff are permitted to open these. Internal doors -are fitted with 2 handles, one of which is out of children's reach.

• 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.

**Kitchen Area**

• The washing facilities are for washing up only.

• Cleaning materials, dangerous materials and the kettle are stored out of children's reach.

• When children take part in cooking activities, they:

-are supervised at all times;

-are kept away from hot surfaces and hot water; and

-do not have unsupervised access to electrical equipment.

-understand the importance or hand washing and simple hygiene rules.

**Electrical/gas equipment**

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

• Our boiler/electrical switchgear/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 rubbish before it is used.

• Adults 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.

**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 provided by the Dawnay School. We maintain the nappy changing facilities.

• We have a schedule for cleaning 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;

- checking 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 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 leaders and the chairperson.

**Animals**

• Animals visiting the setting are free from disease and safe to be with children, and do not pose a health risk.

• If animals or creatures are brought in by visitors to show the children, they are the responsibility of the owner.

• The owner carries out a risk assessment, detailing how the animal or creature is to be handled and how any safety or hygiene issues will be addressed.

• Children wash their hands after contact with animals.

**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, 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 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.

• We keep all cleaning chemicals in their original containers and stored out of the reach of the children.

**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

• Management of Health & Safety at Work Regs 1999 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)

• Manual Handling -Frequently Asked Questions (HSE)

• Five Steps to Risk Assessment (HSE 2006)