

## **Health and safety general standards Policy**

**Policy statement** - We believe that the health and safety of children is of paramount importance. We make our Preschool 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 the Pre School Leader.
- 👉 She is competent to carry out these responsibilities.
- 👉 She has undertaken health and safety training and regularly updates his/her knowledge and understanding.
- 👉 We display the necessary health and safety poster in the kitchen.
- 👉 We have a full Risk Assessment policy and maintain a list of Health and Safety issues which are checked at the start of each session.

**Maintaining children's safety and security on premises** - We maintain the highest possible security of our premises to ensure that each child is safely cared for during their time with us.

### ***Children's personal safety***

- 👉 We ensure all employed staff has been checked for criminal records via an enhanced disclosure with children's barred list check through the Disclosure and Barring Service.
- 👉 Adults do not normally supervise children on their own.
- 👉 All children are supervised by adults at all times.
- 👉 Whenever children are on the premises at least two adults are present.
- 👉 We carry out risk assessments to ensure children are not made vulnerable within any part of our premises, nor by any activity.

### ***Security***

- 👉 Systems are in place for the safe arrival and departure of children.
- 👉 The times of the children's arrivals and departures are recorded where these vary from the set session times.
- 👉 The arrival and departure times of adults – staff and volunteers are recorded, where these vary from the set session times
- 👉 We keep a record of visitors to the Preschool and their arrival and departure times
- 👉 Our systems prevent unauthorised access to our premises.
- 👉 Our systems prevent children from leaving our premises unnoticed.
- 👉 The personal possessions of staff and volunteers are securely stored during sessions.
- 👉 We only allow access to visitors with prior appointments.
- 👉 Our staff checks the identity of any person who is not known before they enter the premises.
- 👉 We keep front door locked shut at all times. The side door is kept locked shut at all times except during free flow when it is monitored.

**Insurance cover** - We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed on the wall in the entrance.

### **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.
- 👉 Health and safety issues are explained to the parents of new children so that they understand the part played by these issues in the daily life of the Preschool.
- 👉 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.

#### ***Safety of adults***

- 👉 Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment. Manual Handling training will be offered to all staff.
- 👉 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.
- 👉 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.

***It is the duty of all staff to:***

- 👉*** Ensure that all children are supervised by adults at all times.
- 👉*** Keep an accident record
- 👉*** Maintain a system for children's arrivals and departures to ensure children's safety and make sure all staff members and parents are aware of this system.
- 👉*** Check outdoor space daily before children are allowed to go outside.
- 👉*** Ensure fire regulations are adhered to including regular fire drills and that all smoke alarms, fire extinguishers etc. are in working order.
- 👉*** Ensure adults do not have hot drinks where children are circulating.
- 👉*** Maintain a correctly stocked first aid box (See First Aid policy)
- 👉*** Ensure that when potentially dangerous activities such as woodwork and cooking take place, these activities are closely supervised.
- 👉*** Ensure that any sleeping children are always within sight of an adult.
- 👉*** Ensure that materials offered to children are developmentally appropriate, as equipment suitable for older children may pose a risk to less mature or younger children.
- 👉*** Teach children hand-washing routines and other health related issues in a developmentally appropriate way.
- 👉*** Undertake a short online Manual Handling training course as specified by the Committee.

***It is the duty of the Preschool Leader to:***

- 👉*** Know and implement the Preschool policies and national safety requirements relating to the premises, the staff and the children. This includes all new legislation as and when it becomes legally required.
- 👉*** Ensure that fire and safety equipment conforms to the required safety standards.
- 👉*** Ensure that staff have regular updated safety training from relevant agencies and receive certificates as evidence of this.
- 👉*** Ensure insurance policies are relevant and up to date.

***Windows and doors*** - Windows above the ground floor are secured so that children cannot climb through them.

We take precautions to prevent children's fingers from being trapped in doors. Doors are locked during the Preschool session as requested by Ofsted.

Blind cords are correctly attached to avoid a strangulation risk.

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

***Electrical/gas equipment***

- 👉*** All electrical equipment conforms to safety requirements and are checked regularly. Any faults with fixed electrical items are reported to the landlord at the earliest opportunity.
- 👉*** Where a problem with a light fitting occurs, any fault is reported to the landlord at the earliest opportunity.
- 👉*** Our water heater and meter cupboard are 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.
- 👉*** 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 gate is securely locked.
- 👉*** 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.
- 👉*** 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 Preschool which includes play room(s), kitchen, toilets and nappy changing areas.
- 👉*** 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;
  - cleaning toilets regularly;
  - wearing protective clothing - such as aprons and disposable gloves - as appropriate;
  - providing sets of clean clothes;
  - providing tissues and wipes; and
  - ensuring sole 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 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 Leader or owner

**Sun Safety** - We regard the protection of children from the sun as an important part of our provision for children and adults. It is especially important during the summer months. Discussing this with children raises their awareness of the sun's danger and helps them to learn about looking after themselves and keeping healthy. We aim for all children to be sufficiently protected from the sun's rays and heat when in our care;

- ☞ As the weather gets warmer, all parents are reminded of the danger of the sun and asked to provide a named sun hat and sun cream for their child. (Factor 30 or above)
- ☞ Parents are asked to apply sun cream to their own child before leaving them at Preschool.
- ☞ Parents are welcome to return to the Preschool during the session to reapply sun cream.
- ☞ If sun cream is provided, staff will reapply their sun cream to exposed areas only as necessary..
- ☞ Spare sun hats are provided for those children who do not bring one.
- ☞ Children are not allowed to take off their tops when out in the sun.
- ☞ Children have constant access to water and will be reminded to get a drink regularly.
- ☞ We will actively encourage all children to wear a sun hat when playing outside.
- ☞ We have a canopy to provide shelter and shade across part of the play area.
- ☞ Children will be encouraged to play in the shade during hot weather.
- ☞ We will talk about the sun and its effects on us on a regular basis.
- ☞ All children should be dressed sensibly during hot weather to cover sensitive areas such as shoulders and backs, and should have suitable footwear for running and playing in safely.
- ☞ Staff are expected to model sun protection practices.

**COSHH** - The COSHH regulations are intended to prevent workplace disease resulting from exposure to hazardous substances for all persons at work and other who may be affected by such work. Basic occupational hygiene principles are followed by the Regulations which introduce a control framework by requiring an adequate assessment of the risks to health arising from work activities associated with hazardous substances.

- The introduction of adequate control measures
- Maintenance of the measures and equipment associated with them
- Monitoring the effectiveness of the measure and the health of the employees

Using hazardous substances can put people's health at risk. The level of harm may range from minor irritation to death. They can include: substances used directly in work activities e.g. latex, cleaning agents, glues, paints and naturally occurring substances e.g. blood, bacteria.

For the vast majority of commercial chemicals, the presence (or not) of a warning label will indicate whether COSHH is relevant. For example, household washing up liquid doesn't have a warning label but bleach does – so COSHH applies to bleach but not washing up liquid when used at work. However a COSHH assessment may still be undertaken if considered necessary by the person undertaking the assessment.

It is important that all staff follow health and safety advice and procedures such as keeping cleaning materials out of the reach of children and storing them in the kitchen. It is also important that doors to areas containing cleaning materials are kept closed and locked (i.e. kitchen and cloakroom area). When handling cleaning materials gloves should be worn. When changing nappies or dealing with body fluids, staff must wear aprons and gloves. Staff need to inform the Nursery Manager of any adverse reaction to any substances used, so that alternative chemicals can be sourced or the manufacturers informed.

**COSHH Risk assessments** - The COSHH Regulations require an assessment of risk to be undertaken for hazardous substances. The Pre-school Manager will arrange for these to be undertaken. The person making the COSHH Assessments must have appropriate training to do so.

**Training** - Staff will be informed during their induction process the correct procedure for handling cleaning products and doing nappy changes. Staff may also undergo Health and Safety formal training sessions.

**Asbestos** - Our landlord, Pickering Community Infant and Nursery School, inform us that the building we lease has no asbestos present within the structure. There is however asbestos present within the main school building to which school have created a site plan with the known locations of asbestos marked. If asked by contractors or any concerned individual about the presence of asbestos in relation to the building we lease, we **must** direct individuals to the school office where the site plan is kept.

## Pickering Pre-School Playgroup

**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

**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).

**This policy was adopted at a meeting of Pickering Pre-School Playgroup held on 31<sup>st</sup> August 2023.**

**Date to be reviewed – Before end of August 2024.**

**Signed on behalf of the management committee**

**Name of signatory – Richard Allenby (Chairperson).**