



HEALTH AND SAFETY POLICY 2. GENERAL STANDARDS

Policy Statement

We believe the health and safety of children and adults is of paramount importance. We make our pre-school a safe and healthy place for children, and adults.

We aim to make children, parents, staff, volunteers and visitors aware of health and safety issues and to minimise the hazards and associated risks. This enables the children to thrive and staff to work in a healthy and safe environment.

Procedures

- Regular safety monitoring will include reviewing the Accident Book and Accident Forms.
- All adults are aware of the system in operation for the children's arrival and departure. A staff member will be at the door during these periods. Children will be handed back to parents (or other authorised adults) as they arrive to collect them (full details are in our separate "Entry & Exit Procedure").
- A register of both adults and children is completed as people arrive so that a complete record of all those present is available in any emergency (full details are in our separate "Entry & Exit Procedure").
- The ratio of adults: children is adhered to at all times both inside and out.
- At least two adults are present when children are on the premises.
- All our permanent qualified members of staff are trained and qualified as Paediatric First Aiders.
- An appropriately stocked first aid box is available at all times. First aid equipment is kept.
- Health & Safety policies are made available to the parents of new children so that they understand the part played by these issues in the daily life of the pre-school.
- Children are made aware of health and safety issues through discussions, planned activities and routines.
- Adults do not have hot drinks in the same room as the children.

Smoking & Vaping Policy

- The pre-school is a no-smoking environment. We also do not allow vaping or the use of e-cigarettes. This is both indoor and outdoor.
- All staff, parents, visitors and volunteers are made aware of our no-smoking policy.



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- We display no-smoking signs.
- We actively encourage no-smoking by having information for parents and staff about where to get help to stop smoking if they are seeking this information.
- Staff who smoke do not do so during working hours or on the premises at any time.
- Staff who smoke during their break make every effort to reduce the effect of the odour and lingering effects of passive smoking for children and colleagues. None of our current staff smoke during their working pre-school day.

Staff Medication

- Staff or volunteers taking any medication, either short-term or on-going, for medical conditions should declare this straightaway by completing a “Personal Details Form”.
- The Pre-School Supervisor should then complete a “Staff Medication Risk Assessment Form” for each medication being taken.
- If a member of staff is taking medication which may affect their ability to care for children, we ensure that they seek further medical advice. Staff will only work directly with the children if medical advice confirms that the medication is unlikely to impair their ability to look after children properly.
- All medication, prescribed or otherwise, must be stored safely by staff or volunteers in their locker.

Alcohol and Other Substances

- The use and storage of alcohol, or other substances, is not permitted within pre-school.
- Staff or volunteers must not be under the influence of alcohol, or any other substance, which may affect their ability to care for children.
- If we have reason to believe that a member of staff is under the influence of alcohol or any other substance that may affect their ability to care for children, they will not be allowed to work directly with the children and further action will be taken.
- We will not release a child to a parent or carer who appears to be under the influence of alcohol or any other substance. In these circumstances, we will follow our “Late Collection of Child Procedure”.

Premises

- There are no Asbestos Containing Materials (ACMs) present in the building.
- We ensure that our premises is fit for purpose and suitable for the age of the children we care for and the activities we provide.



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- We organise our premises and equipment to meet the needs of the children.
- We regularly conduct a site survey of our building and garden to identify repairs or improvements required.
- We display the correct safety signage.
- We have an intruder alarm installed.
- The facilities and access to the premises are suitable for children with disabilities.
- There is an area where staff may talk to parents and carers confidentially – the “quiet room”. Staff may also take their breaks away from the children in this room.

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 are secured so that children cannot climb through them.
- Blind cords are safely secured and do not pose a strangulation risk for young children.

Doors

- We take precautions to prevent children's fingers from being trapped in doors.
- The internal locks and latches on doors are checked and set as required at the beginning of each session.

Floors

- All floor surfaces are checked daily to ensure they are clean and not wet. Any wet spillages on the floor are dealt with as soon as possible to prevent slips
- Floors are also checked daily to ensure they are not uneven or damaged to prevent trips.

Electricity, Water and Gas

- All electrical and gas equipment conforms to safety requirements.
- Our portable electrical equipment is PAT tested annually.
- We comply with the Electricity at Work Regulations by conducting periodic Fixed Wire Testing to maintain a safe electrical system.
- Our gas boiler is serviced and safety checked annually by British Gas.
- Our boiler/electrical switch gear/meter cupboard is not accessible to the children.



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- Radiators, electric sockets, wires and leads are properly guarded and the children are taught not to touch them
- 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.
- We understand the health risks associated with legionella in water systems. We take the necessary steps to risk assess, manage and control any risks identified and keep the necessary records.

Lighting

- Lighting and ventilation are adequate in all areas including storage areas.
- Emergency lighting is installed and is regularly checked.

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

- We have an outdoor play area. Outdoor activities are planned and taken on a daily basis.
- Our outdoor area is securely fenced.
- 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.
- 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 checked daily
- All outdoor activities are supervised at all times.
- We check all children are suitably attired for the weather conditions.

Sun Safe

- We are committed to a sun safe environment at pre-school.

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- We promote this through working with parents, staff and children to improve our understanding and provision to avoid the harmful effects of too much exposure to ultraviolet light (UV).
- Staff act as positive role models and set a good example by seeking out shade whenever possible and wearing suitable clothing, hat and sunscreen.
- The outdoor area has shade provided by the outdoor shelter and we use temporary structures such as gazebos for use during outdoor play.
- Children are encouraged to use the shaded areas during outdoor play when appropriate.
- Children are encouraged to wear clothes that provide good sun protection.
- Parents are requested to provide the pre-school with appropriate labelled sun hats and sunscreen for their child.
- We provide spare sun hats and quality sunscreen that we may apply to children.
- Children are encouraged to increase their water intake in hot weather.

Hygiene

- We seek information from Public Health England to ensure that we keep up to date with the latest recommendations.
- Our daily routines encourage the children to learn about personal hygiene.
- Hands are washed after using the toilet.
- We have a daily cleaning routine for the setting which includes playroom, kitchen, quiet room, toilets, nappy changing and outdoor areas.
- Children do not have access to the kitchen.
- We have a termly schedule for cleaning resources and equipment, dressing-up clothes and furnishings.
- The toilet area has an adequate number of toilets and hand basins available. We have separate toilet facilities available for adults.
- The toilet area has a high standard of hygiene including hand washing and drying facilities, facilities for changing children who are in nappies and the disposal of nappies.
- We implement good hygiene practices by:
 - cleaning tables between activities;
 - cleaning toilets at the end of each session;
 - wiping any spills of blood, vomit or excrement and disposing down the toilet or in the sealed yellow bin in the accessible toilet;
 - wearing protective clothing - such as aprons and disposable gloves - as appropriate;



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- providing sets of clean pants and other clothes;
- providing tissues and wipes;
- encouraging children to blow and wipe their noses when necessary;
- disposing of soiled tissues hygienically;
- encouraging children to shield their mouths when coughing; and
- ensuring individual use of paper towels.

Oral Health

- We promote the oral health of all children attending the setting by finding ways of encouraging to take care of their teeth and gums.

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. Any dangerous or faulty 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.
- Provision is made for children who wish to sleep. We ensure that bedding is in good condition and suited to the age of the child. Sleeping children are frequently checked to ensure that they are safe.

Jewellery and Accessories

- Parents should ensure that no jewellery is worn by children that poses a danger such as bracelets that can get caught when climbing and necklaces that pose a risk of strangulation. We also strongly advise against the wearing of earrings.
- Our staff do not wear jewellery or fashion accessories, such as high heels, that could pose a danger to themselves or children.



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ICT Equipment

We are aware of various health & safety issues when using computers, and other ICT equipment such as iPads, with young children and the need to form good habits for the beginning:

- Computers need to be set at the right height so that the child can sit comfortably without putting strain on back, neck or arms.
- Chairs need to be adjusted to the right height so that the child looks at the monitor straight on.
- Backs should be supported and feet flat on the floor, or on a block.
- Children should hold their hands above the keyboard and in line with their wrists.
- Children should be encouraged to have short turns at the computer so that they are not staring at the monitor for too long. We can use sand timers to enable children to self-monitor their time and to take turns.

Additional safety issues that we are aware of are:

- Locating computers so that air can circulate around.
- Ensuring that children have clean hands when using the computer.
- Taking care that no liquids or paints spill onto the keyboard.
- Teaching awareness of electrical safety and keeping cables and sockets out of reach or covered.
- Keeping magnets away from the computers.
- Allowing only one child to hold the mouse and operate the keyboard at one time.