

# St Marychurch Pre-school

## Health and Safety Policy

### Statement of intent

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, practitioners and volunteers, promoting a healthy lifestyle and a high standard of hygiene.

### Aim

We aim to make children, parents and practitioners 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.

### Methods

We display the necessary health and safety poster in the classroom. One practitioner assisted by two members of the committee will be responsible for the safety of the group and to undertake health and safety training, as necessary.

### Insurance cover

We have public liability insurance. The certificate for employers' liability insurance is displayed in the classroom.

### Awareness raising

- Our induction training for practitioners and volunteers includes a clear explanation of health and safety issues so that all adults are able to adhere to our policy and 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 substance.
- Records are kept of these induction training sessions and new practitioners 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 setting.
- We have a no smoking policy.
- Children are made aware of health and safety issues through discussions, planned activities and routines.
- Any health and safety concerns are discussed at the practitioner's supervision and practitioner's planning meetings.

### 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.
- The sickness of practitioners and their involvement in accidents is recorded. The records are reviewed termly to identify any issues that need to be addressed.
- Adults do not remain in the building on their own or leave on their own after dark.
- 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.

### **Windows**

- Low level windows are made from materials that prevent accidental breakages or are made safe

### **Doors**

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

### **Floors**

- All surfaces are checked daily to ensure they are clean and not uneven or damaged.

### **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, electrical sockets, wires and leads are guarded and the children are taught not to touch them.
- There are sufficient sockets to prevent overloading.
- 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**

- Our daily routines encourage the children to learn about personal hygiene.
- We have a daily cleaning routine for the setting which includes play rooms, kitchen, toilets and nappy changing areas.
- We have a schedule for cleaning resources and equipment, dressing-up clothes and furnishings.
- The toilet areas have a high standard of hygiene including hand washing and drying facilities and 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.

Health and safety policy continued.....

### Activities and resources

- All equipment and resources whether purchased or loaned are checked to ensure that they are safe for the ages and stages of the children currently attending the setting.
- The layout of the 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 person 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.

### 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
- Our designated Health and Safety person is **Jane Brewer**.
  - We ensure that Jane Brewer is:
    - a) competent to carry out these responsibilities.
    - b) has undertaken health and safety training and regularly updates her knowledge and understanding.

Signed: \_\_\_\_\_

Position: Chairperson

Dated: \_\_\_\_\_

We aim to provide a safe, stimulating, caring, happy Pre-school where all children and their families are welcome. We provide a curriculum based on the Early Years Foundation Stage using individual children's interest and needs.