

## **Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment.**

Providers must take reasonable steps to ensure the safety of children, staff and others on the premises.

### **Health**

The provider must promote the good health of children attending the setting.



## **Health and safety**

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

#### **Policy statement**

Bradford Abbas Pre-school 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 person responsible for health and safety is:

**Bonnie French**

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- The named person is competent to carry out these responsibilities.
  - The named person has undertaken health and safety training and regularly updates her knowledge and understanding.
  - We display the necessary health and safety poster in the cloakroom area.

#### *Insurance cover*

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

#### **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 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.

### *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.
- 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 six monthly to identify any issues that need to be addressed.

### *Windows*

- Low level windows are made from materials that prevent accidental breakage or are made safe.
- Blind cords are secured safely and do not pose a strangulation risk for young children

### *Doors*

- 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. Any wet spills are soaked or mopped up.

### *Others*

- A gate is in place during the session at the foot of the stage steps and in the small room doorway (when small group work is taking place) to ensure no child is able to access the room independently.

#### *Electrical/gas equipment*

- Pre-school electrical equipment conforms to safety requirements and is PAT tested annually.
- Children do not have access to the boiler or any electrical meters
- Electric sockets, wires and leads are properly guarded and the children are taught not to touch them.
- 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, animal droppings and any other unsafe item before it is used.
- We check that children are suitably dressed for the weather conditions and type of outdoor activities, ensuring that sun hats are worn during summer months.
- 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 assessment routine for the setting which includes main hall, kitchen, toilets and nappy changing areas. Children do not have unsupervised access to the kitchen.
- Resources and equipment, dressing-up clothes and furnishings are washed and cleaned regularly.
- The pre-school 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 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 setting.
- We keep an inventory of all items in the setting for audit and insurance purposes.
- 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.
- We make safe and separate from general use any area that becomes unsafe because a repair is needed.
- 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 who are sleeping are checked regular intervals of at least every ten minutes. This is recorded with the times checked and the initials of the person undertaking the check.
- If children fall asleep in-situ, it may be necessary to move or wake them to make sure they are comfortable.
- 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 leader and the management committee.

### *Jewellery and accessories*

- The pre-school staff and volunteers do not wear jewellery or fashion accessories, such as belts or high heels that may pose a danger to them or children.
- Parents must ensure that all jewellery worn by children poses no danger, particularly earrings which may get pulled, bracelets which can get caught when climbing or necklaces that may pose a risk of strangulation.

### *Control of substances hazardous to health*

- We keep a record of all substances that may be hazardous to health - such as cleaning chemicals if used and where they are stored.
- Hazardous substances are stored safely away from children.

- We keep a risk assessment for all chemicals used by the pre-school. This states what the risks are and what to do if they have contact with eyes or skin or are ingested.
- We keep all cleaning chemicals in their original containers.
- All members of staff are vigilant and use chemicals safely.
- Members of staff wear protective gloves when using cleaning chemicals.

### Legal framework

- Health and Safety at Work Act (1974)
- Management of Health and Safety at Work Regulations (1999)
- Electricity at Work Regulations (1989)
- Control of Substances Hazardous to Health Regulations (COSHH) (2002)
- Manual Handling Operations Regulations 1992 (as amended 2004)
- 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. A brief guide (HSE 2012)
- Working with substances hazardous to health: What You Need to Know About COSHH (HSE Revised 2009)
- Getting to grips with manual handling – Frequently asked questions: A short guide (HSE 2011)

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| This policy was adopted at a meeting of         | Bradford Abbas Pre-school<br>Committee |
| Held on   | _____                                  |
| Date to be reviewed                             | March 2020                             |
| Signed on behalf of the management<br>committee | _____                                  |
| Name of signatory                               | Sally Taylor                           |
| Role of signatory (e.g. chair/owner)            | Chairperson                            |