

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.

8.1 Health and safety general standards

Policy statement

Hanborough Pre-School believe that the health and safety of children is of paramount importance.

Hanborough Pre-School make Hanborough Pre-School setting a safe and healthy place for children, parents, [staff] and volunteers.

- Hanborough Pre-School aim to make children, parents, staff and volunteers 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:

 - She is competent to carry out these responsibilities.
 - She has undertaken health and safety training and regularly updates her knowledge and understanding.
 - : Hanborough Pre-School display the necessary health and safety poster in:

Insurance cover

Hanborough Pre-School have public liability insurance [and employers' liability insurance]. The certificate for public liability insurance is displayed in:

Procedures

Awareness raising

- Hanborough Pre-School induction training for [staff and] volunteers includes a clear explanation of health and safety issues, so that all adults are able to adhere to Hanborough Pre-School 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.
- Hanborough Pre-School keep records of these induction training sessions and new [staff and] volunteers are asked to sign the records to confirm that they have taken part.
- Hanborough Pre-School explain health and safety issues 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 our staff meetings.
- Hanborough Pre-School operate a no-smoking policy.
- Hanborough Pre-School make children 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 Hanborough Pre-School ensure that they are made safe.
- Hanborough Pre-School ensure that windows are protected from accidental breakage or vandalism from people outside the building.
- Hanborough Pre-School windows above the ground floor are secured so that children cannot climb through them.
- (We/I) ensure that any blind cords are secured safely and do not pose a strangulation risk for young children.

Doors

- Hanborough Pre-School take precautions to prevent children's fingers from being trapped in doors.

Floors and walkways

- All Hanborough Pre-School floor surfaces are checked daily to ensure they are clean and not uneven, wet or damaged. Any wet spills are mopped up immediately.
- Walkways and stairs are left clear and uncluttered.
- Stair gates are in place at the foot and top of the stairs.

Electrical/gas equipment

- We ensure that all electrical/gas equipment conforms to safety requirements and is checked regularly.
- Hanborough Pre-School boiler/electrical switch gear/meter cupboard is not accessible to the children.
- Fires, heaters, wires and leads are properly guarded and Hanborough Pre-School teach the children not to touch them.
- Hanborough Pre-School check storage heaters daily to make sure they are not covered.
- There are sufficient sockets in Hanborough Pre-School setting to prevent overloading.
- Hanborough Pre-School switch electrical devices off from the plug after use.
- Hanborough Pre-School ensure that the temperature of hot water is controlled to prevent scalds.
- Lighting and ventilation is adequate in all areas of Hanborough Pre-School setting, including storage areas.

Storage

- All Hanborough Pre-School resources and materials, which are used by the children, are stored safely.
- All Hanborough Pre-School equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

Outdoor area

- Hanborough Pre-School outdoor area is securely fenced. All gates and fences are childproof and safe.
- Hanborough Pre-School 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.
- Hanborough Pre-School pool/pond is securely covered or otherwise guarded.
- Hanborough Pre-School leave receptacles upturned to prevent collection of rainwater. Where water can form a pool on equipment, it is emptied and cleaned before children start playing outside.
- Hanborough Pre-School outdoor sand pit is covered when not in use and is cleaned regularly.
- Hanborough Pre-School check that children are suitably attired for the weather conditions and type of outdoor activities; ensuring that sun cream is applied and hats are worn during the summer months.
- Hanborough Pre-School supervise outdoor activities at all times; and particularly children on climbing equipment.

Hygiene

- Hanborough Pre-School seek information from the Public Health England to ensure that Hanborough Pre-School keep up-to-date with the latest recommendations.
- Hanborough Pre-School daily routines encourage the children to learn about personal hygiene.
- Hanborough Pre-School have a daily cleaning routine for the setting, which includes the play room(s), kitchen, rest area, toilets and nappy changing areas. Children do not have unsupervised access to the kitchen.
- Hanborough Pre-School 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 disposal facilities for nappies.
- Hanborough Pre-School implement good hygiene practices by:
 - cleaning tables between activities;
 - cleaning and checking toilets regularly;
 - wearing protective clothing - such as aprons and disposable gloves - as appropriate;
 - providing sets of clean clothes;
 - providing tissues and wipes; and
 - ensuring individual use of flannels, towels and toothbrushes.

Activities, resources and repairs

- Before purchase or loan, Hanborough Pre-School check equipment and resources to ensure that they are safe for the ages and stages of the children currently attending the setting.
- Hanborough Pre-School keep a full inventory of all items in the setting for audit and insurance purposes.
- The layout of Hanborough Pre-School play equipment allows adults and children to move safely and freely between activities.
- All Hanborough Pre-School equipment is regularly checked for cleanliness and safety, and any dangerous items are repaired or discarded.

- Hanborough Pre-School make safe and separate from general use any areas that are unsafe because of repair is needed.
- All Hanborough Pre-School materials, including paint and glue, are non-toxic.
- Hanborough Pre-School ensure that sand is clean and suitable for children's play.
- Physical play is constantly supervised.
- Hanborough Pre-School teach children to handle and store tools safely.
- Hanborough Pre-School check children who are sleeping at 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 Hanborough Pre-School provide and the routines Hanborough Pre-School 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 consent from committee.

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Jewellery and accessories

- Our staff do not wear jewellery or fashion accessories, such as belts or high heels, that may pose a danger to [themselves/myself] or children.
- Parents must ensure that any 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.
- Hanborough Pre-School ensure that hair accessories are removed before children sleep or rest.

Safety of adults

- Hanborough Pre-School ensure that adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.
- Hanborough Pre-School provide safe equipment for adults to use when they need to reach up to store equipment or to change light bulbs.
- [We/I ensure that all warning signs are clear and in appropriate languages.
- [For group provision: We ensure that adults do not remain in the building on their own.]
- Hanborough Pre-School record the sickness of staff and their involvement in accidents. The records are reviewed termly to identify any issues that need to be addressed.

Control of substances hazardous to health

- Our staff implement the current guidelines of the *Control of Substances Hazardous to Health Regulations (COSHH)*.
- Hanborough Pre-School keep a record of all substances that may be hazardous to health - such as cleaning chemicals, or gardening chemicals if used and where they are stored.
- Hazardous substances are stored safely away from the children.
- Hanborough Pre-School carry out a risk assessment for all chemicals used in the setting. This states what the risks are and what to do if they have contact with eyes or skin or are ingested.

- Hanborough Pre-School keep all cleaning chemicals in their original containers.
- Hanborough Pre-School keep the chemicals used in the setting to the minimum in order to ensure health and hygiene is maintained. Hanborough Pre-School do not use:
 - bleach;
 - anti-bacterial soap/hand wash, unless specifically advised during an infection outbreak such as Pandemic flu; or
 - anti-bacterial cleaning agents, except in the toilets, nappy changing area and food preparation areas. Anti-bacterial spays are not used when children are nearby.
- Environmental factors are taken into account when purchasing, using and disposing of chemicals.
- 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 Need to 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)