

Policy statement

Our 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, staff and volunteers.

- We 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: Abisola Kukoyi
- We display the necessary health and safety poster in: Main hall kitchen

Insurance cover

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed on the Pre-school information board.

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 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.

- Children do not have access to the kitchen unless accompanied by an adult.
- Hot drinks to be kept out of the reach of children
- Equipment to be checked regularly for broken or loose parts and to be discarded if necessary.
- We will ensure that the layout of the Pre-school enables children to move around safely
- Cleaning materials are to be kept in a cupboard in the kitchen
- first aid equipment are display for easy access in the toilet area
- Fire drills are to be maintained and recorded each term.
- Emergency procedures will be displayed for parent/carers to see
- Children's contact details will be kept with register for emergencies
- The children will be taken to the toilet by Pre-school staff only (unless the person is the child's parent/carer)
- Large equipment will be erected with care and checked for safety

Safety of adults

- Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.
- All warning signs are clear.
- The sickness of staff and their involvement in accidents is recorded.

- We keep all cleaning chemicals in their original containers.

Staff ratios for children at the Woodhall Farm Pre-school

- *Children aged 2yrs*
- There must be at least one member of staff to every four children.
- *Children aged 3yrs or over*
- There must be at least one member of staff to every 8 children
- *"Children must usually be within sight and hearing of staff and always with sight or hearing of staff"*

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Doors

- We take precautions to prevent children's fingers from being trapped in doors.
- Fire doors remain free from obstruction.
- All doors are alarmed.

Floors

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

Electrical/gas equipment

- All electrical/gas equipment conforms to safety requirements and is checked regularly.
- Our boiler/electrical switch gear/meter cupboard is not accessible to the children.
- Fires, heaters, 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.
- Lighting and ventilation is adequate in all areas including storage areas.

Storage

- All resources and materials, which are used by the children, 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 and birds' excreta before it is used
- 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.

Health and Hygiene

Illness or infection

- Parents/carers are asked to report any contagious illness or infection that the child has contracted so that other parents/carers can be informed and advice sought if necessary. Infectious child(ren) should be kept away from Pre-School for reasonable length of time.

Sickness and Diarrhoea

Children contracting sickness or diarrhoea are to remain at home until 48hours has elapsed since the last attack. Children who have been sick due to over indulging or engaging in vigorous activity after eating will abide by this policy. Differentiation cannot be made between sickness from illness or excessive activity.

We seek information from the Health Protection Agency to ensure that we keep up-to-date with the latest recommendations.

- Our daily routines encourage the children to learn about personal hygiene.

- The toilet area has a high standard of hygiene, including hand washing and drying facilities and disposal facilities for nappies.
- Rubber gloves are to be used when dealing with bodily fluids – blood, excrement and vomit, waste to be disposed of down the toilet. Soiled and used gloves to be put in plastic sack and disposed of in the yellow sanitary waste disposal bag.

We 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;

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, 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 who are sleeping are checked regularly.
- 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 manager and the management team.

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)

Woodhall Farm Pre-school Policy updated 01/04/2021

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Pre-school Leader

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Deputy Pre-School Leader