

Cold Ash Pre-school: Health & Safety General Standards Policy (Including managing children who are sick, infectious, or with allergies.)

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.

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 senior members of staff are responsible for health and safety. They are Caitlin Dalglish and Natalie Williams

Insurance cover

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is available from our Administrator.

Clare Wormald, Admin Mobile: 07780 664454

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, 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.
- The sickness of staff and their involvement in accidents is recorded. The records are reviewed termly to identify any issues that need to be addressed.

Control of Substances Hazardous to Health:

- 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.
- We keep all cleaning chemicals in their original containers.
- We keep the chemicals used in the setting to the minimum in order to ensure health and hygiene is maintained. We 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 and food preparation/ consumption areas.
- All members of staff are vigilant and use chemicals safely.

Windows:

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

Doors:

- We take precautions to prevent children's fingers from being trapped in doors; they are either hooked or propped open or held open by adults.

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, electric sockets, wires and leads are used with care to minimise risk of injury 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.
- 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 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 over a weekends or holidays, it is emptied before children start playing outside.
- Our outdoor sand pit is covered when not in use and is checked before children use it.
- All outdoor activities are supervised at all times.

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.
- The Acland Hall management is responsible for cleaning and maintaining the hall, however we tidy after each session and leave the kitchen and toilet areas clean. Children do not have unsupervised access to the kitchen.
- We regularly clean resources and equipment, dressing-up clothes and furnishings.
- The toilet area has a high standard of hygiene, including hand washing and drying facilities. Nappies are disposed of in the external bin.
- 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 as required;
 - Providing tissues, wipes 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.
- 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.
- 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.

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 or children.
- Parents must ensure that any jewellery worn by children poses no danger, particularly earrings, which may get pulled, bracelets that can get caught when climbing or necklaces that may pose a risk of strangulation.

Sun protection:

We ask parents/guardians to protect their child from the sun by applying a long-lasting, high factor sun cream prior to their child's attendance. Our garden in summer is very shaded and we use the following procedures to ensure children are kept safe:

- We check that children have sun hats and sun-cream on before going outside.
- We ensure they have a minimum of SPF 15 sun-cream (supplied by parents).
- We make sure children are covered up with appropriate clothing whilst in the sun.
 - On very hot days, we avoid heat during the hottest part of the day.
 - We reapply sun-cream if necessary e.g. after water play.