

Lechlade Little Learners - Health and safety general standards

Policy statement

At Lechlade Little Learners we believe 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, enabling the children to thrive in a healthy and safe environment.
- Our member of staff responsible for health and safety is: Kim Illingworth.
- She is competent to carry out these responsibilities.
- We display the necessary health and safety poster in the kitchen.

Insurance

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed on our parent noticeboard.

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.
- 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.
- 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.

Windows

- Low level windows are made from materials that prevent accidental breakage or are made safe.
- Windows are locked at the end of the day to ensure the building is kept secure.

Doors

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

Floors and general environment

- All floor surfaces are checked daily to ensure they are clean and not uneven, wet or damaged.
- It is standard practice that staff ensure the environment is kept free of any slip, trip and fall hazards and that staff do not allow the environment to become over crowded with toys/resources without things being tidied away first, thus ensuring the general safety of both children and visitors.

Electrical/gas equipment

- All electrical/gas equipment conforms to safety requirements and is PAT tested annually.

- Our boiler/electrical switch gear/meter cupboard is not accessible to the children and is regularly checked.
- Fires, heaters, 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 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. Our wall to ceiling toy storage is checked daily.

Outdoor area

- Our outdoor area is securely fenced.
- Each morning a security sweep is carried out which includes our outdoor area. A tick list is used as a prompt for all areas.
- Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides and lists contained in the Health and Safety folder can be consulted for further information.
- 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.

Sun safety

In sunny weather we ask that all parents bring their child to Pre-School with a sun hat and with sun cream already applied. Written parental permission is sought permitting staff to apply sunscreen at their own discretion. Each child's sun cream is to be labelled with their name by the parents.

Hygiene

- 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.
- We have a regular 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 area has a high standard of hygiene including hand washing and drying facilities. 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 at 10 minute intervals.
- 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.
- Risk assessments are recorded on large equipment and other resources.

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 which can get caught when climbing or necklaces that may pose a risk of strangulation.
- We ensure that hair accessories are removed before children sleep or rest.

Safety of pregnant visitors

- Pregnant women are welcome at any time to attend any session & events such as sports day, but they are responsible for their own wellbeing within our setting ensuring that theirs and their unborn baby's safety is ensured during any physical play both inside and outside our Pre-School setting.
- We will put up written notification in the foyer if there has been a case of an infectious disease eg. chicken pox or Rubella in the setting.

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 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

- Our staff implement the current guidelines of the *Control of Substances Hazardous to Health Regulations (COSHH)*.
- COSHH sheets are kept in a folder in the chemicals cupboard.
- We keep a record of all hazardous substances and they are kept in one controlled area within the kitchen.

- Hazardous substances are stored safely away from the children.
 - 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 unless it is diluted and only when there are no children present;
 - anti-bacterial soap/hand wash for adults or children, 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 sprays 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.

Review

At its inception the policy was reviewed by all committee members and all employees.

It will be reviewed annually as per the policy review schedule, added to , or modified from time to time and may be supplemented in appropriate cases by further statements and procedures relating to the work of the particular group of workers.

A copy of the final policy statement will be issued to all employees, parents and committee members and will be made available within the setting.

Reviewed by the Committee Chair on

Signed: (Committee Chair)

Signed: (Setting Manager)

Version History

Version Number	Date	Changes	Published to
1.3	4.5.18	Policy review –reference added to sleeping child management.	Committee Members All existing & new staff Displayed in policy folder All parents