

# Health and safety

## 3.1 Health and safety general standards

### Policy statement

This 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 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 member of staff responsible for health and safety is:

**Hilary Budd**

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- We display the HSE health and safety poster in the corridor adjacent to the toilets.

### Insurance cover

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed on the Parent and Carer notice 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.
- Children are made aware of health and safety issues through discussions, planned activities and routines.

- The Nursery is subject to a daily health and safety check, undertaken on a rota basis to avoid complacency.

### *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..
- 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.
- 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. We keep all cleaning chemicals in their original containers.

### *Electrical equipment*

- All electrical equipment conforms to safety requirements and is checked regularly.
- Our boiler/electrical switch gear/meter cupboard is not accessible to the children.
- 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 & on site Forest School*

- Our outdoor area is securely fenced.
- Our outdoor area is checked for safety and cleared of rubbish /fouling before it is used.
- Adults and children are alerted to the dangers of poisonous plants.

- Our Forest School areas are risk assessed seasonally by qualified practitioners. A visual check is carried out before and thought each session.
- Where water can form a pool on equipment, it is emptied before children start playing outside.
- Our outdoor sand pit is raked over after play daily .We use a battery operated pest deterrent.
- All outdoor activities are supervised at all times.

### *Hygiene*

- Our daily routines encourage the children to learn about personal hygiene.
- We have a daily cleaning routine for the setting which includes the nursery area, toilets and nappy changing areas.
- We have a schedule for cleaning resources and equipment, dressing-up clothes and furnishings.
- 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 wipes.
  - Nappies are bagged and disposed of in external bins

### *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 supervised.
- Children are taught to handle and store tools safely.
- 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 chairperson.

**Fire safety and emergency evacuation**

- Fire doors are clearly marked, never obstructed and easily opened from the inside.
- Smoke detectors are fitted and checked by the landlords on monthly basis.
  - Our emergency evacuation procedures are clearly displayed in the premises, explained to new members of staff, volunteers and parents; and practised once a term.
- Records are kept of fire drills.

<u><b>Adopted by:</b></u>	<u><b>Signature:</b></u>	<u><b>Date:</b></u>	<u><b>Position:</b></u>
<b>Hilary Budd</b>		<b>24/08/2017</b>	<b>manager</b>
<b>Policy Review Date: August 2017</b>			