



Scalliwags Pre-School CIO

Health and Safety

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. A suitable, clean and safe space is a necessary element to ensure that children maximise their potential, providing an environment in which they can grow and learn.

- 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 members of staff who take lead responsibility for health and safety are: **Carly Austin, Cathy Fuller and Victoria Ridge**
- They are competent to carry out these responsibilities.
- They undertake health and safety training and regularly updates their knowledge and understanding.
- We display the necessary health and safety posters in the main hall, on the noticeboard.

We recognise that we have a corporate responsibility and duty of care for those who work in the setting and receive our services. Individuals, including staff and service users, also have a responsibility for ensuring their own safety as well as that of others, relative to their age and level of expertise. Adhere to policies and maintenance of training are key in ensuring the safety of the premises and others.

Insurance Cover

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed on: the noticeboard in the main hall/entrance hall.



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Procedures

Risk assessments are carried out to ensure the safety of children, staff, parents and visitors. All individuals in the workplace are to be responsible for the health and safety of premises, equipment and working practice.

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. Staff must not smoke in their work clothes and must not smoke within one hour of working with children. This includes electronic cigarettes and vaping.
- Staff must not be under the influence of any substance which may affect their ability to care for children. If staff are taking medication which they believe may affect them, they are to seek further medical advice and liaise with managers.
- 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. Staff understand that lifting heavy objects that may cause injury will invalidate insurance.



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- Staff must inform the Early Years Manager or Deputy of any new risk or situations where the control measures are not working. The Early Years Manager or Deputy must record such information on the Risk assessment form and take the necessary action to ensure safety.
- Early Years Manager or Deputy is to inform the Executive Manager of any new risk or situations where the control measures are not working.
- Staff must inform the Early Years Manager or Deputy of any damaged or broken equipment or fixture and fitting. The Early Years Manager or Deputy must record such information on the Risk assessment form and take the necessary action to ensure safety.
- Early Years Manager or Deputy is to inform the Executive Manager of any damaged or broken equipment or fixture and fitting.
- Risk assessments and protective measures may need to be altered for some individuals, such as pregnant women or staff with an existing injury.
- 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.
- We keep all cleaning chemicals in their original containers.

Windows

- Windows are protected from accidental breakage or vandalism from people outside the building.
- Only small windows are opened or large windows above the height of children and with no access from intruders.
- Staff who are in the building early in the morning or late in the evening, ensure that doors and windows are locked.

Doors

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



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- Doors are tightly managed by staff. Front doors are always kept locked and shut.
- The identity of a person who is not known to members of staff is checked before they enter the building. All staff and visitors to the setting sign in and out of the building.
- Risk Assessments and procedures are in place and known to staff for when part of the building is used by others.
- In these circumstances children and staff do not use the toilets used by the other hall users but a separate toilet. Children have no access to any communal areas and other hall users have no access to the area occupied by the staff and children.
- Other hall users are booked in advance and the group lead known to the Early Years Manager or Deputy.
- Entrances and approaches are kept tidy and always uncluttered.
- A member of staff is deployed to open and close the door and greet arrivals and to say goodbye to parents. This member of staff will shut the door and ensure gates are closed.

Floors

- All floor surfaces are checked daily to ensure they are clean and not uneven, wet or damaged.
- Any slipping or tripping hazards are prevented by regular supervision of the floors.

Electrical Equipment

- All electrical equipment conforms to safety requirements and is checked regularly.
- Our boiler/electrical meter cupboard is not accessible to the children.
- Fires, heaters, electric sockets, wires and leads are properly guarded and the children are taught not to touch them.
- The temperature of hot water is controlled to prevent scalds.
- Lighting and ventilation is adequate in all areas.
- Computers are in good working order with cable and leads out of reach.

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The Village Hall, Bush Road, East Peckham, Kent, TN12 5LL

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- There is a fire blanket/extinguisher available in the kitchen.
- Microwave and dishwasher are clean and in working order.

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.
- Protections in place to prevent finger being trapped in cupboards.

Outdoor Area

- Our outdoor area is securely fenced.
- Our outdoor area is checked for safety and cleared of rubbish before it is used.
- Areas are checked daily to ensure that things typical to outdoor spaces are cleared, such as animal droppings, litter and glass. Safety matting is used and in good condition.
- Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides. Any stinging nettles and brambles are removed.
- Broken equipment or outdoor toys which are damaged are reported to the Early years Manager or deputy and removed.
- Where water can form a pool on equipment, it is emptied before children start playing outside.
- All outdoor activities are supervised at all times within ratios.
- Children are suitably dressed for the weather conditions and outdoor activities.
- Suncream is applied if permission has been given and hats are worn in hot weather.
- Outdoor activities are avoided in extreme heat.
- Outdoor areas which have flooded are not used until they have been cleared of water and cleaned.

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- Sightings of vermin are recorded and reported to the Early Years Manager or Deputy who appropriately contacts Local Authorities and Environmental Health and the landlord.
- If there are concerns that a 'drone' is flown over the outdoor area th Early Years Manager or Deputy will contact the police, the children will be brought inside, and parents will be informed in an appropriate manner. The safeguarding procedure will follow if there is reason to think there is a safeguarding risk as a result of the incident.

The external building

- The building is in a good state of repair.
- External lights and CCTV equipment working.
- All locks and Alarms in sound working order.
- Any damage to outside play equipment or its anchoring checked and resolved.
- Safety matting is not worn or damaged.
- There are no tripping or slipping hazards.
- No damage to drain covers.
- All paths and access points clear of debris/Leaves etc.
- The boundary fences/walls are secure.
- Area is free from all animal droppings.
- All outbuildings such as sheds are locked.
- New plants are identified.
- Rubbish kept in a secure area where children cannot gain access to.
- Gate in good working order and secure before the start of each session.



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Hygiene

- We regularly seek information from the Environmental Health Department and the Health Authority 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 daily cleaning routine for the setting which includes the main hall, kitchen, and toilets. 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 toilets regularly;
 - wearing protective clothing - such as aprons and disposable gloves - as appropriate;
 - providing sets of clean clothes;
 - providing tissues, wipes and paper towels

Changing Areas Procedure

- Parents are provided with opportunities to provide spare clothing and preferred nappies / pants. Otherwise, those kept by the Setting are used.
- Wet or soiled clothing is put in a plastic bag for parents to collect.
- Changing mats are cleaned and disinfected after being used. Anti-bacterial spray is used and left to dry thoroughly.
- There are single use gloves available to change children, and hands are washed thoroughly before and after changing.
- Staff never leave a child unattended whilst they are on a changing mat, nor do they turn around.
- Chemical air fresheners are not used; natural ventilation is used.

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- For more information about the policies used whilst changing children, please refer to the Nappy Changing Procedure. This section is intended to specifically cover the health and safety risks of this activity.

Children's Toilets

- Toilets are at least once daily using disinfectant in the bowls and whenever visibly soiled.
- Flush handles are disinfected daily.
- When not in use toilets and taps are used at least once a week to prevent drying up and infections.
- Cubicle doors and handles are disinfected daily.
- Hand basins are cleaned at least once daily and whenever visibly soiled. Separate cloths are used for cleaning the toilet and hand basins.
- Staff use gloves and aprons when cleaning as appropriate.
- Floors in toilets are cleaned once a day or when necessary.
- Spills of bodily fluids are cleared and mopped with disinfectant. Mops are kept separate from those used to clean non bodily fluids.

Kitchen

- Doors to the kitchen are kept closed in general but always closed when equipment such as the kettle is in use.
- If the kitchen door is open an appropriate stair gate is in place.
- Children do not have unsupervised access to the kitchen.
- Staff do not take tea break in the kitchen.
- Wet spills are mopped immediately.
- Floors are washed at least once daily.

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- Work services are washed regularly with anti-bacterial spray.
- Inside of cupboards are cleaned termly or as appropriate.
- Cupboard and fridge doors and their handles are wiped regularly with anti-bacterial spray.
- Crockery and cutlery are airdried, and only put away when fully dry.
- Tea towels are laundered regularly.
- Cleaning equipment is replaced and washed as necessary. Kitchen cleaning equipment is kept separate.
- Any repairs are recorded and reported to the Early Years Manager or Executive Manager.

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 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.

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This policy was adopted at a meeting of _____
Held on _____ (date)
Date to be reviewed _____ (date)
Signed on behalf of the management
committee _____
Name of signatory _____
Role of signatory _____