

Health & Safety General Statement

Aim:

Playdays Preschool 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 parents children and staff aware of health and safety issues and how to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment.

Our member of staff in charge for health and safety is: Terri Clarke

It is their duty to ensure they undertake health and safety training and regularly update their knowledge and understanding, and ensure the relevant health and safety poster is displayed on the noticeboard in the corridor.

We have public liability insurance and employer's liability insurance. The certificate is displayed for public liability insurance on the noticeboard in the corridor.

Method:

Awareness Raising

During induction of staff and volunteers we give 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 wellbeing, 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 strict non-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 or change light bulbs that are provided with safe equipment to do so.

Adults do not remain in the building on their own or leave on their own after dark.

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. These 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 chemicals in their original containers and are stored in the kitchen cupboards out of the reach of the children.

Policy Written By: Sam Yates

Date Written: February 2017

To be reviewed: Annually

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Windows

Low level windows are made from materials that prevent accidental breakage or are made safe. Windows are protected from accidental breakage or vandalism from people outside the building. Windows above ground floor are secured so that children cannot climb through them.

Doors

We take precautions to prevent children's fingers from being trapped indoors. At induction staff are made aware to be vigilant when operating doors and where possible doors are wedged open during the session. The toilet cubicle doors are designed so that children are unable to trap their fingers when using them.

Floors

All floor surfaces are checked daily as part of the risk assessment to ensure they are clean and not uneven, wet or damaged.

Electrical Equipment

All electrical and gas equipment conforms to safety requirements and is checked regularly. Our boiler and electrical meter cupboard is not accessible to children.

Fires, heaters, electrical sockets, wires and leads are properly guarded and the children are taught not to touch them. Storage heaters and radiators are checked daily to make sure they are not covered.

There are sufficient sockets and staff are instructed not to overload them.

The temperature of hot water is controlled to prevent scalding.

Lighting and ventilation is adequate in all areas including storage areas.

Storage

All resources and materials from which children select are stored safely. Resources and equipment in storage cupboard are stored and stacked safely to prevent them accidentally falling or collapsing.

Outdoor Area

Our outdoor area is securely fenced. It is checked daily for rubbish and a daily risk assessment is completed before children are allowed outside.

Adults and children are made aware and are alert to the dangers of poisonous plants, herbicides and pesticides.

Where water can form a pool on equipment, it is emptied before children start playing outside. All outdoor activities are supervised at all time.

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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. We also receive updates from Plymouth City Council Early Years Department.

Our daily routines encourage children to learn about personal hygiene.

We have a daily cleaning routine for the setting which includes playroom, kitchen, rest areas, toilets and nappy changing areas.

We have a cleaning schedule for resources and equipment, dressing up clothes and furnishings.

The bathroom area has a high standard of hygiene including handwashing and drying facilities and the disposal of nappies and siled waste.

We implement good hygiene practises by:

- Cleaning tables between activities
- Cleaning toilets and potties regularly
- Wearing protective clothing such as disposable aprons and gloves when appropriate
- Providing sets of clean clothes
- Providing tissues and wipes
- Ensuring individual use of towels and flannels

Activities and resources

Before purchase or loan of equipment and resources. They are checked to ensure that they are safe for the age and stages of the children attending the preschool.

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 suitable for children's play.

Physical play is constantly supervised and children are taught how to handle and store equipment and tools safely.

Children who are sleeping are checked regularly.

Children learn about health and 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 business manager and the chairperson of the committee.

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Legal framework

Health & Safety at Work Act 1974

Management of Health & Safety at Work regulation 1992

Electricity at Work Regulations 1989

Control of Substance Hazardous to Health (COSHH) 2002

Manual Handling Operations Regulations 1992

Health & Safety (Display Screen Equipment) Regulations 1992

Further Guidance

Health & Safety Law. What You Should Know 2009

Health & Safety Regulation – A Short Guide 2003

Electrical Safety and You 1998

Working with Substances Hazardous to Health – What You Need to Know About COSHH 2009

Manual Handling – Frequently Asked Questions