Tring Stepping Stones Pre-School

Health and safety general standards

**Policy statement**

Our provision is a suitable, clean and safe place for children to be cared for, where they can grow and learn. We meet all statutory requirements for health and safety and fulfil the criteria for meeting the Early Years Foundation Stage Safeguarding and Welfare Requirements.

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. We recognise that we have a responsibility and duty of care towards those who work in and receive a service from our provision. Individual staff and service users also have a personal responsibility for ensuring their own safety as well as that of others. Adherence to policies and procedures and risk assessment is the key means through which this is achieved.

Risk assessment is carried out where helpful to do so, to ensure the safety of children, staff parents and visitors. Risk assessments are monitored and reviewed by those responsible for health and safety.

* Our member of staff responsible for health and safety is:

**Lucy Brittain**

* She is competent to carry out these responsibilities.
* She has undertaken health and safety training and regularly updates her knowledge and understanding.
* We display the necessary health and safety poster

**In the kitchen**

*Insurance cover*

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is always displayed.

**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, the storage of potentially dangerous substances and the named responsible person should more support be needed
* Notes are kept of these induction training sessions and new staff and volunteers know where the relevant information can be found. Staff signatures will be obtained as confirmation 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, smoking and vaping is not allowed on the premises, both indoors and outdoors. Staff do not smoke or vape in their work clothes. The use of electronic cigarettes is not allowed on the premises.
* Staff must not be under the influence of alcohol or any other substance which may affect their ability to care for children. If staff are taking medication that they believe may impair them, they must seek further medical advice and only work directly with children if that advice is that the medication is unlikely to impair their ability to look after children. The setting manager must be informed.
* 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 or to change light bulbs 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 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.

*Control of substances hazardous to health*

* Our staff implement the current guidelines of the *Control of Substances Hazardous to Health Regulations (COSHH)*.
* We keep a record of all substances that may be hazardous to health - such as cleaning chemicals, or gardening chemicals if used and where they are stored.
* Hazardous substances are stored safely away from the children.
* We carry out a risk assessment for all chemicals used in the setting. 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.
* 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;
* Environmental factors are taken into account when purchasing, using and disposing of chemicals.
* We do use antibacterial spray to wipe down changing mats, toilet areas, food preparation area and also on tables before snack is eaten.
* All members of staff are vigilant and use chemicals safely.
* Protective gloves are available for staff to use when using cleaning chemicals.

*Jewellery and accessories*

* 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.

*Windows*

* The window in the pre-school hall is low level but has a cage covering the outside to protect it from accidental breakage or damage.

*Doors*

* We take precautions to prevent children's fingers from being trapped in doors by using finger guards or foam door stoppers

# *Floors*

* All floor surfaces are checked daily to ensure they are clean and not uneven, wet or damaged. Any wet spills are mopped up immediately.

*Electrical/gas equipment*

* All electrical/gas equipment conforms to safety requirements
* Pre-school electrical items are PAT tested annually i.e. laptop, phone/camera chargers, cd player, laminator, laptop and printer
* Our boiler/electrical switch gear/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.
* There are sufficient sockets to prevent overloading.
* The temperature of hot water (used by staff) is their responsibility.
* Lighting and ventilation are 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*

* Our outdoor area is securely fenced.
* Our outdoor area is checked for safety and cleared of rubbish, animal droppings and any other unsafe items before it is used.
* The pond adjacent to our pre-school is securely fenced in.
* Where water can form a pool on equipment, it is emptied before children start playing outside.
* Our sandpit has a cover and is wheeled outside for use and kept inside rest of time.
* We check that children are suitably attired for the weather conditions and type of outdoor activities; stressing to parents that sun cream should be applied before preschool and that hats are worn during the summer months.
* All outdoor activities are supervised at all times.

*Hygiene*

* We seek information from the 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.
* We have a daily cleaning routine for the setting, which includes the main hall, kitchen area, toilets and nappy changing areas. Children do not have access to the kitchen.
* 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 and the disposal of nappies.
* We implement good hygiene practices by:
* cleaning tables between activities;
* cleaning toilets daily before the children arrive and after they leave;
* wearing protective clothing - such as aprons and disposable gloves - as appropriate;
* providing sets of clean clothes;
* providing tissues and wipes and antibacterial foam for children to use.

*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.
* We make safe and separate from general use any areas that are unsafe because of repair is needed.
* 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.
* Being a short 3 hour session we don’t have a planned rest time, the book corner is a quiet area as is the porch outside, if a child did fall asleep we may move them to the book corner to keep them quiet and comfortable, as well as calling a parent if appropriate. At our extended lunch club we provide an area and equipment for children to sleep if needed.
* 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

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| This policy was adopted at a meeting of | Tring Stepping Stones Pre-School  (Committee meeting) |  |
| Held on |  |  |
| Date to be reviewed |  |  |
| Signed on behalf of the management committee |  | |
| Name of signatory |  | |
| Role of signatory (e.g. chair/owner) |  | |

**Staff sign as read and understood**

|  |  |  |
| --- | --- | --- |
| Staff name | Signature | Date |
| Lucy Brittain |  |  |
| Nicola Poulton |  |  |
| Megan Rayner |  |  |
| Jo Davis |  |  |
| Ellis Hughes |  |  |
| Kim Smith |  |  |
| Anne Clark |  |  |

* January 2025- Staff must not be under the influence of alcohol or any other substance which may affect their ability to care for children. If staff are taking medication that they believe may impair them, they must seek further medical advice and only work directly with children if that advice is that the medication is unlikely to impair their ability to look after children. The setting manager must be informed.