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**Beaumont Community Preschool & Childcare Groups**

**8.1 Health and safety general standards**

**Policy statement**

Beaumont Community Preschool & Childcare Groups 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 and volunteers 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/s of staff/s responsible for health and safety is:

**Katherine Vass**

* He/she is competent to carry out these responsibilities.
* He/she has undertaken health and safety training and regularly updates his/her knowledge and understanding.
* We display the necessary health and safety poster in
* **The Preschool room and Bumbles room**

***Insurance cover***

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

**The Office**

**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.
* 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.
* Children are made aware of health and safety issues through discussions, planned activities and routines.
* Information is shared with staff and parents such as Safe Sleeping, Dangers of Batteries, Choking Hazards etc.

***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 the ground floor are secured so that children cannot climb through them.
* We ensure that any blind cords are secured safely and do not pose a strangulation risk for young children.

***Doors***

* We take precautions to prevent children's fingers from being trapped in doors.
* Doors are kept locked and/or door chains used.

# *Floors and walkways*

* All floor surfaces are checked daily to ensure they are clean and not uneven, wet or damaged, any wet spills are mopped up immediately. Wet floor signs must used in all wet/slippery areas.
* Walkways are left clear and uncluttered.

***Electrical/gas equipment***

* All electrical/gas equipment conforms to safety requirements and is checked regularly.
* Our boiler/electrical switch gear/meter cupboard is not accessible to the children.
* Fires, heaters, wires and leads are properly guarded, and the children are taught not to touch them.
* Storage heaters are checked daily to make sure they are not covered.
* There are sufficient sockets to prevent overloading.
* We switch electrical devices off from the plug after use.
* The temperature of hot water is controlled to prevent scalds.
* 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 (Main courtyard & Back garden)***

* Our outdoor area is securely fenced/gated. All gates and fences are childproof and safe.
* Our outdoor area is checked for safety and cleared of rubbish, animal droppings and any other unsafe items before it is used.
* Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides.
* If there is use of a pool this is guarded at all times by a member of staff and kept covered when not in use.
* We leave receptacles upturned to prevent collection of rainwater. Where water can form a pool on equipment, it is emptied and cleaned before children start playing outside.
* Our outdoor sand pit is covered when not in use and is cleaned regularly.
* We check that children are suitably attired for the weather conditions and type of outdoor activities; ensuring that sun cream is applied, and hats are worn during the summer months.
* All outdoor activities are supervised at all times, including climbing equipment.

***Hygiene***

* We seek information from the Public Health England to ensure that we keep up to date with the latest recommendations.
* Please also refer to Infection control policy and Epidemic and Pandemic Policy.
* Our daily routines encourage the children to learn about personal hygiene.
* We have a daily cleaning routine for the setting, which includes the play room(s), outdoor area, kitchen areas, toilets and nappy changing areas. Children do not have unsupervised access to the kitchen.
* We have a schedule for cleaning all resources and equipment, dressing-up clothes, bedding and furnishings.
* The toilet area has a high standard of hygiene, including hand washing and drying facilities and disposal facilities for nappies.
* We implement good hygiene practices by:
* cleaning tables and chairs between activities and after snack/lunch times.
* regular hand-washing for adults and children.
* 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; and promoting the catch it, bin it, kill it approach in an age appropriate manner.
* ensuring individual use of flannels, towels and toothbrushes where applicable.

***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.
* 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 or owner

***Sleeping Babies/Children***

* Children who are sleeping are checked regularly intervals of at least every ten minutes. This is recorded with the times checked and the initials of the person undertaking the check.
* When children are sleeping items such as bibs, shoes, hooded clothing, headbands and jackets/coats or any other items that could cause harm must be removed.
* If children fall asleep in-situ, it may be necessary to move or wake them to make sure they are comfortable.
* Information such as Safe Sleeping is shared with parents and staff.

***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 adults*

* Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment. Staff will access Manual Handling training where available.
* When adults need to reach up to store equipment, they are provided with safe equipment to do so.
* All warning signs are clear and are in appropriate languages.
* We have a lone working policy for any times where an adult may be within the building by themselves.
* 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 and ensure all chemicals meet health & safety requirements for their use for areas including food prep areas, toilets/nappy changing and playrooms including toys and equipment.
* Chemicals 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 where necessary.
* Staff access COSHH training where available.

**Legal framework**

* Health and Safety at Work Act (1974)
* Management of Health and Safety at Work Regulations (1999)
* Electricity at Work Regulations (1989)
* Control of Substances Hazardous to Health Regulations (COSHH) (2002)
* Manual Handling Operations Regulations (1992 (As Amended 2004))
* Health and Safety (Display Screen Equipment) Regulations (1992)

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| This policy was adopted at a meeting of | **Beaumont Community Preschool & Childcare Groups** |  |
| Held on |  | (date) |
| Date to be reviewed |  | (date) |
| Signed on behalf of the management committee |  |
| Name of signatory |  |
| Role of signatory (e.g. chair/owner) |  |