



5.2 Health and Safety

The Health and Safety of a child is of utmost important, therefore we have documented the following procedures that we have in place to support this.

- All toys will be checked and cleaned regularly to ensure they are safe for your child to use. Broken or hazardous toys will be removed immediately. Children will be offered toys and resources that are suitable for their age/stage of development
- We do a Risk Assessment of our premises every morning before the children arrive and after lunch to ensure that it is a safe environment
- All equipment is checked and cleaned regularly. All equipment is fitted with the correct safety harnesses to prevent accidents, for example highchair and pushchairs
- We use safety equipment appropriate for the children in our care, stair, gates, cupboard locks etc. These are checked regularly
- Doors to the outside are kept shut and not easily accessible to children. A coded lock secures the main hall to the stair and to the lift, which leads to the ground floor
- Gates into the garden from the street are locked with a chain and padlock every day while children are outside. Failure to do this may result in disciplinary action
- Children are escorted by an adult when going downstairs to the toilet to ensure they are safe.
- Children will go outside into the garden
- We have procedures in place in the event of a fire (see separate policy)
- We keep the kitchen very clean, following hygiene guidelines on the storing of food, keeping the fridge at the correct temperature etc
- We have a current food hygiene rating of 5 stars (excellent)
- We ensure that the children do not have access to any waste, the bins are emptied throughout the day and any used nappies are double wrapped and placed in the outdoor rubbish bin.
- We do not permit smoking on our premises (see smoking policy)
- We follow strict hygiene guidelines to prevent contamination (see child hygiene policy)
- We have strict Child Protection guidelines in place (see safeguarding children policy)
- Children must stay with us when we are away from the premises. Younger child will be strapped in a pushchair, older children will either be on a harness or wrist strap, or holding onto an adult's hand/pushchair
- We have emergency contact details with us at all times
- We will work with you to teach the children about safety issues like crossing the road and stranger danger
- We will work with you to teach the children about making healthy food choices and physical exercise
- Sleeping children will be regularly monitored and we also use a baby monitor (see sleeping policy)
- We will restrain a child if they are putting themselves or others in danger, for example running into a road
- All visitors to the premises i.e. Ofsted, County council, plumber, repairs & maintenance must sign our visitors book

If you have any concerns regarding the health and safety of your child please discuss them with us.

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: the manager

- They are competent to carry out these responsibilities
- They have undertaken health and safety training and regularly update knowledge and understanding
- We display the necessary health and safety poster in the office

Insurance cover

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed in the main entrance.

Procedures

Awareness

- 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 health and safety induction sessions and new staff and volunteers are asked to sign the records to confirm that they have taken part. These are then kept on file.
- 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.

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.
- 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. It also states where they are stored.
- We keep all cleaning chemicals in their original containers.

Doors

- We take precautions to prevent children's fingers from being trapped in doors. There are finger guards on all the doors.

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.
- Walkways and stairs are left clear and uncluttered.

Electrical equipment

- All electrical equipment conforms to safety requirements and is checked regularly.
- Our boiler and 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.
- 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.

Heating

- Room temperature will be monitored regularly and will be kept at 18°C – 21°C. If the temperature drops below 18°C the manager will be informed of the situation immediately.

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 and is locked by padlock and chain during periods where children are outside.
- Our outdoor area is checked for safety.
- We have checklists and risk assessments to follow to ensure the garden is a safe environment for the children to be in and all risks are disposed of appropriately.
- Adults and children are alerted to the dangers of poisonous plants.
- All outdoor activities are supervised at all times.

Outdoor Play

Children have access to the garden at all times throughout the day. We have procedures in place to ensure children are given adequate time outside to exercise and access fresh air to support their growth and development.

We plan outdoor learning activities and also provide a wide range of resources for physical development, slides, bicycles, etc.

The children have mini beast hunts, listen to stories, play number and shape games, grow plants, and have picnics outside.

Several times during the day we ask children if they would like to go outside. Those who choose to do so are then dressed in warm/waterproof clothes and are brought back inside if they start to get cold.

In short there are always opportunities for the children to play and learn outside.

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 classroom environments, kitchen, rest area, toilets and toilet learning areas.
- We take it in turns to clean resources and equipment, wash 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 regularly;
 - wearing protective clothing - such as aprons and disposable gloves - as appropriate;
 - providing sets of clean clothes;
 - providing tissues and wipes;.

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; anti-bacterial soap/hand wash, unless specifically advised during an infection outbreak such as Pandemic flu; or anti-bacterial cleaning agents, except in the toilets, nappy changing area and food preparation areas. Anti-bacterial spays 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.

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 who are sleeping are checked every ten minutes.
- 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 proprietor

Legal Framework

- Health and Safety at Work Act (1974)
- Management of Health and Safety at Work Regulations 1992
- Electricity at Work Regulations 1989
- Control of Substances Hazardous to Health Regulations(COSHH) (2002)
- Manual Handling Operations Regulations 1992 (as amended)
- Health and Safety (Display Screen Equipment) Regulations 1992