

# Mortimer Hall Pre-school



## **Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment**

Providers must take reasonable steps to ensure the safety of children, staff and others on the premises.

### **Health**

The provider must promote the good health of children attending the setting.

## 1 **8.1 Health and safety general standards**

2

### 3 **Policy statement**

4

5 We believe that the health and safety of children is of paramount importance. We make our  
6 setting a safe and healthy place for children, parents, staff and volunteers.

7

8 ■ We aim to make children, parents, staff and volunteers aware of health and safety issues  
9 and to minimise the hazards and risks to enable the children to thrive in a healthy and safe  
10 environment.

11 ■ Our members of staff responsible for health and safety are:

12 Janet Crane and Caroline Hudson

13 ■ they are competent to carry out these responsibilities.

14 ■ They have undertaken health and safety training and regularly update their knowledge and  
15 understanding.

16 ■ We display the necessary health and safety poster in:

17 the kitchen

18

### 19 *Insurance cover*

20 We have public liability insurance and employers' liability insurance. The certificate for public  
21 liability insurance is displayed on:

22 the main noticeboard

23

### 24 **Procedures**

25

#### 26 *Awareness raising*

27 ■ Our induction training for staff and volunteers includes a clear explanation of health and  
28 safety issues, so that all adults are able to adhere to our policy and procedures as they  
29 understand their shared responsibility for health and safety. The induction training covers

30 matters of employee well-being, including safe lifting and the storage of potentially  
31 dangerous substances.

- 32 ■ We keep records of these induction training sessions and new staff and volunteers are asked  
33 to sign the records to confirm that they have taken part.
- 34 ■ We explain health and safety issues to the parents of new children, so that they understand  
35 the part played by these issues in the daily life of the setting.
- 36 ■ As necessary, health and safety training is included in the annual training plans of staff, and  
37 health and safety is discussed regularly at our staff meetings.
- 38 ■ We operate a no-smoking policy.
- 39 ■ We make children aware of health and safety issues through discussions, planned activities  
40 and routines.

41

#### 42 *Windows*

- 43 ■ Low level windows are made from materials that prevent accidental breakage or we ensure  
44 that they are made safe.
- 45 ■ We ensure that windows are protected from accidental breakage or vandalism from people  
46 outside the building.

47

#### 48 *Doors*

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

50

#### 51 *Floors and walkways*

- 52 ■ All our floor surfaces are checked daily to ensure they are clean and not uneven, wet or  
53 damaged. Any wet spills are mopped up immediately.
- 54 ■ Walkways and stairs are left clear and uncluttered.

55

#### 56 *Electrical/gas equipment*

- 57 ■ We ensure that all electrical/gas equipment conforms to safety requirements and is checked  
58 regularly.
- 59 ■ The boiler/electrical switch gear/meter cupboard is not accessible to the children.
- 60 ■ Fires, heaters, electric sockets, wires and leads are properly guarded and we teach the  
61 children not to touch them.
- 62 ■ There are sufficient sockets in our setting to prevent overloading.
- 63 ■ We switch electrical devices off from the plug after use.
- 64 ■ We ensure that the temperature of hot water is controlled to prevent scalds.
- 65 ■ Lighting and ventilation is adequate in all areas of our setting, including storage areas.

66

#### 67 *Storage*

- 68 ■ All our resources and materials, which are used by the children, are stored safely.

69     ■ All our equipment and resources are stored or stacked safely to prevent them accidentally  
70 falling or collapsing.

71     ■

#### 72     *Outdoor area*

73     ■ Our outdoor area is securely fenced. All gates and fences are childproof and safe.

74     ■ Our outdoor area is checked for safety and cleared of rubbish, animal droppings and any  
75 other unsafe items before it is used.

76     ■ Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides.

77     ■ We leave receptacles upturned to prevent collection of rainwater. Where water can form a  
78 pool on equipment, it is emptied and cleaned before children start playing outside.

79     ■ Any outdoor digging area and upturned tyres are covered when not in use and are cleaned  
80 regularly.

81     ■ We check that children are suitably attired for the weather conditions and type of outdoor  
82 activities; ensuring that suncream is applied and hats are worn during the summer months.

83     ■ We supervise outdoor activities at all times; and particular children on climbing equipment.

84

#### 85     *Hygiene*

86     ■ For procedures relating to COVID-19, please refer to our specific risk assessment  
87 documents.

88     ■ We seek information from the Public Health England to ensure that we keep up-to-date with  
89 the latest recommendations.

90     ■ Our daily routines encourage the children to learn about personal hygiene.

91     ■ We have a daily cleaning routine for the setting, which includes the play room(s), kitchen,  
92 rest area, toilets and nappy changing areas. Children do not have unsupervised access to  
93 the kitchen.

94     ■ We have a schedule for cleaning resources and equipment, dressing-up clothes and  
95 furnishings.

96     ■ The toilet area has a high standard of hygiene, including hand washing and drying facilities  
97 and disposal facilities for nappies.

98     ■ We implement good hygiene practices by:

99     - cleaning tables between activities;

100    - cleaning and checking toilets regularly;

101    - wearing protective clothing - such as aprons and disposable gloves - as appropriate;

102    - providing sets of clean clothes;

103    - providing tissues and wipes.

104

#### 105    *Activities, resources and repairs*

106    ■ Before purchase or loan, we check equipment and resources to ensure that they are safe for  
107 the ages and stages of the children currently attending the setting.

- 108    ■ We keep a full inventory of all items in the setting for audit and insurance purposes.
- 109    ■ The layout of our play equipment allows adults and children to move safely and freely
- 110    between activities.
- 111    ■ All our equipment is regularly checked for cleanliness and safety, and any dangerous items
- 112    are repaired or discarded.
- 113    ■ We make safe and separate from general use any areas that are unsafe because of repair is
- 114    needed.
- 115    ■ All our materials, including paint and glue, are non-toxic.
- 116    ■     Physical play is constantly supervised.
- 117    ■     We teach children to handle and store tools safely.
- 118    ■     We check children who are sleeping regularly.
- 119    ■ Children learn about health, safety and personal hygiene through the activities we provide
- 120    and the routines we follow.
- 121    ■ Any faulty equipment is removed from use and is repaired. If it cannot be repaired it is
- 122    discarded. Large pieces of equipment are discarded only with the consent of the manager
- 123    and Chair.

124

#### 125 *Jewellery and accessories*

- 126    ■ Our staff do not wear jewellery or fashion accessories, such as belts or high heels, that may
- 127    pose a danger to themselves or children.
- 128    ■ Parents must ensure that any jewellery worn by children poses no danger; particularly
- 129    earrings which may get pulled, bracelets which can get caught when climbing or necklaces
- 130    that may pose a risk of strangulation.

131

#### 132 *Safety of adults*

- 133    ■ We ensure that adults are provided with guidance about the safe storage, movement, lifting
- 134    and erection of large pieces of equipment.
- 135    ■ We provide safe equipment for adults to use when they need to reach up to store equipment
- 136    or to change light bulbs.
- 137    ■ We ensure that all warning signs are clear.
- 138    ■ We ensure that adults do not remain in the building on their own.
- 139    ■ We record the sickness of staff and their involvement in accidents. The records are reviewed
- 140    termly to identify any issues that need to be addressed.

141

#### 142 *Control of substances hazardous to health*

- 143    ■ Our staff implement the current guidelines of the *Control of Substances Hazardous to Health*
- 144    *Regulations (COSHH)*.
- 145    ■ We keep a record of all substances that may be hazardous to health - such as cleaning
- 146    chemicals, or gardening chemicals if used and where they are stored.

- 147   ▪ Hazardous substances are stored safely away from the children.
- 148   ▪ We carry out a risk assessment for all chemicals used in the setting. This states what the
- 149   risks are and what to do if they have contact with eyes or skin or are ingested.
- 150   ▪ We keep all cleaning chemicals in their original containers.
- 151   ▪ We keep the chemicals used in the setting to the minimum in order to ensure health and
- 152   hygiene is maintained. We do not use:
- 153   - anti-bacterial soap/hand wash, unless specifically advised during an infection outbreak such
- 154   as Pandemic flu; or
- 155   - anti-bacterial cleaning agents, except in the toilets, nappy changing area and food
- 156   preparation areas. Anti-bacterial sprays are not used when children are nearby.
- 157   ▪ Environmental factors are taken into account when purchasing, using and disposing of
- 158   chemicals.
- 159   ▪ All members of staff are vigilant and use chemicals safely.
- 160   ▪ Members of staff wear protective gloves when using cleaning chemicals.

161

162   **Legal framework**

163

- 164   ▪ Health and Safety at Work Act (1974)
- 165   ▪ Management of Health and Safety at Work Regulations (1999)
- 166   ▪ Electricity at Work Regulations (1989)
- 167   ▪ Control of Substances Hazardous to Health Regulations (COSHH) (2002)
- 168   ▪ Manual Handling Operations Regulations (1992 (As Amended 2004))
- 169   ▪ Health and Safety (Display Screen Equipment) Regulations (1992)

170

171   **Further guidance**

- 172   ▪ Health and Safety Law: What You Need to Know (HSE Revised 2009)
- 173   ▪ Health and Safety Regulation...A Short Guide (HSE 2003)
- 174   ▪ Electrical Safety and You: A Brief Guide (HSE 2012)
- 175   ▪ Working with Substances Hazardous to Health: What You Need to Know About COSHH
- 176   (HSE Revised 2009)
- 177   ▪ Getting to Grips with Manual Handling - Frequently Asked Questions: A Short Guide (HSE
- 178   2011)

This policy was adopted by

Mortimer Hall Pre-school

On

10th June 2015

Date to be reviewed

June 2016

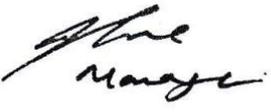
Signed on behalf of the provider

Name of signatory

Myfanwy Brown

Role of signatory

Chair

<p>Reviewed with two amendments, 07-may-21</p>  <p>Janet Crane, Group Leader</p>
--

### **Summary of Amendments May 2021**

Inclusion of upturned tyres to be covered over in nature garden

Inclusion of reference to COVID risk assessment documents.

Inventory to be updated