



## **Health and Safety General Standards**

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

We have Public Liability insurance and Employers' Liability insurance, which is displayed on the notice board in the foyer, and display the necessary Health and Safety poster in the Whitsers half of the Millenium Room. A comprehensive Risk Assessment folder is in place to cover all areas of our pre-school.

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

A member of the committee (Kate Thorburn) is responsible for health and safety. This person is competent to carry out these responsibilities.

### **Raising Awareness**

- Our induction training for staff and volunteers includes an explanation of health and safety issues, so that 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 they have taken part.
- 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.
- Daily risk assessments are done before the start of the session and more comprehensive risk assessments are reviewed every six months, unless an incident occurs before this time.
- All accidents logged in the accident book are reviewed every half term to check for any reoccurring risks and logged.

### **Safety of Adults**

- Adults are provided with guidelines 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.

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- All warning signs are clear, and in English.
- Adults do not remain in the building alone. In exceptional circumstances, if the staff are still at work after dark, they do not leave alone.
- 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, and gardening chemicals. This states what the risks are and what to do if they have contact with eyes or skin are ingested, and where they are stored.

### **Windows, Doors and Floors**

- 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.
- We take precautions to prevent children's fingers from being trapped in doors.
- All floor surfaces are checked for damage, and cleaned daily to ensure good hygiene.
- Any wet floors or spillages are cleaned up immediately to prevent slips trips and falls. In the case of the foyer in winter a 'wet floor' sign is put in place to highlight the risk.

### **Electrical / Gas Equipment**

- All boiler / electrical equipment conforms to safety requirements and is checked regularly. Responsibility for this is held by the landlord.
- Our boiler / electrical switch gear / meter cupboard is not accessible to the children.
- 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.

### **Storage**

- All resources and materials, which are used by the children are stored safely.
- All equipment and resources are stored or stacked safely to prevent them from accidentally falling or collapsing.

### **Outdoor Area**

- Our outdoor area is securely fenced.
- Our outdoor area is checked for safety and cleared of rubbish before it is used.
- Adults and children are alerted 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.

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- Our outdoor sand pit is covered when not in use and is cleaned regularly.
- All outdoor activities are supervised at all times.

### Hygiene

- We seek information from the Health Protection Agency 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 playroom, kitchen, toilets and nappy changing area.
- 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 disposal facilities for nappies.
- We implement good hygiene practices by:
  1. Cleaning tables between activities;
  2. Cleaning and checking toilets regularly;
  3. Wearing protective clothing – such as aprons and disposable gloves – as appropriate;
  4. Providing sets of clean clothes;
  5. Providing tissues and wipes.

### 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 the 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 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 repaired. If it cannot be repaired it is discarded.
- Large pieces of equipment are discarded only with the consent of the manager and the Committee.

### Legal Framework

- Health and Safety at Work Act (1974)
- Management of Health and Safety at Work Regulations (1999)

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- Electricity at Work Regulations (1989)
- Control of Substances Hazardous to Health (CoSHH 2002)
- Manual Handling Operations (1992 (As amended 2004))
- Health and Safety (Display Screen Equipment) Regulations (1992)

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