



## Health and Safety Policy

St Marks Pre-school believes that the health and safety of children is of paramount importance. The committee and practitioner team work to ensure that the pre-school is a safe and healthy place for children, parents, practitioners and volunteers.

- The pre-school aims to make children, parents, practitioners and volunteers aware of health and safety issues and to minimise hazards and risks to enable the children to thrive in a healthy and safe environment.
- The Pre-school Manager and the committee member who is responsible for health and safety work together to ensure a healthy and safe environment.
- The committee member responsible for health and safety is competent to carry out these responsibilities, has undertaken health and safety training and regularly updates their knowledge and understanding.
- The pre-school displays the necessary health and safety poster in the pre-school office.

### *Insurance cover*

The pre-school has public liability insurance and employers' liability insurance. The certificate for employers' liability insurance is displayed in the pre-school hallway. Details of the public liability insurance are held in the pre-school office.

## Procedures

### *Awareness raising*

- The pre-school induction training for practitioners 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.
- We keep records of these induction training sessions, and new practitioners and volunteers are asked to sign the records to confirm that they have taken part.
- The pre-school explains health and safety issues 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 issues are discussed as necessary at team meetings.
- The pre-school operates a no-smoking policy.
- The practitioner team make children aware of health and safety issues through discussions, planned activities and routines.

### *Windows*

- Low level windows are made from materials that prevent accidental breakage.
- Any blind cords are secured safely and do not pose a strangulation risk for young children.

### *Doors*

- The pre-school takes precautions to prevent children's fingers from being trapped in doors, using finger guards on doors to rooms that the children access.

### *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.
- Walkways and steps are left clear and uncluttered.
- Children from Blue Dragons are fully supervised accessing the steps. There are handrails at an appropriate height for the children on each set of steps.

### *Electrical/gas equipment*

- We ensure that all electrical equipment conforms to safety requirements and is checked regularly.
- The water heater, electrical switch gear and meter cupboard are not accessible to the children.
- Fires, heaters, wires and leads are properly guarded, and the practitioner team teach the children not to touch them.
- Room Leaders check heaters daily to make sure they are not covered.
- Electrical devices are switched off at the plug after use or at the end of each day.
- The temperature of hot water is controlled to prevent scalds.
- Lighting and ventilation is adequate in all areas of the pre-school, including storage areas.

### *Storage*

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

### *Outdoor area*

- The outdoor area is securely fenced. All gates are padlocked except for the front gate, which has an over latch lock that is childproof.
- The outdoor areas are checked for safety and cleared of rubbish, animal droppings and any other unsafe items before the children access them.
- Adults and children are alerted to the dangers of poisonous plants.
- The practitioner team leave receptacles upturned to prevent collection of rainwater. Where water can form a pool on equipment, it is emptied before children start playing outside.

- The outdoor sand pit is covered when not in use.
- The practitioner team check that children are suitably attired for the weather conditions and type of outdoor activities; ensuring that a high factor sun-cream is applied and hats are worn during the summer months.
- The practitioner team supervise outdoor activities at all times; and particularly children on climbing equipment and the trampoline.

*Hygiene*

- The Pre-school Manager seeks information from Public Health England to ensure that the pre-school keeps up to date with the latest recommendations.
- The pre-school daily routines encourage the children to learn about personal hygiene.
- Anti-bacterial soap is provided for both children and practitioners to use to wash their hands.
- The pre-school has a daily cleaning routine for the setting, which includes both classrooms, kitchen, office, toilets and nappy changing areas. Children do not have unsupervised access to the kitchen or the office.
- The practitioner team 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.
- The pre-school implements good hygiene practices by:
  - cleaning tables between activities;
  - cleaning and checking toilets regularly;
  - wearing protective clothing - such as aprons and disposable gloves - as appropriate;
  - providing sets of spare, clean clothes should a child's clothes become wet or soiled;
  - providing tissues and wipes.

*Activities, resources and repairs*

- Before purchase or loan, the pre-school checks equipment and resources to ensure that they are safe for the ages and stages of the children currently attending the setting.
- The pre-school keeps a full inventory of all items in the setting for audit and insurance purposes.
- 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.
- The practitioner team make safe and separate from general use any areas that are unsafe because repair is needed.
- All materials, including paint and glue, are non-toxic.
- The practitioner team ensure that sand is clean and suitable for children's play.
- Physical play is constantly supervised.
- The practitioner team teach children to handle and store tools safely.
- If children fall asleep they are placed in the book corner/quiet area (on cushions or a sleep mat) where they are within sight of a practitioner. If a child falls asleep they are checked by the practitioner every 10 minutes.

- Children learn about health, safety and personal hygiene through the activities the practitioner team provide and the pre-school routines.
- 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 Pre-school Manager.

*Jewellery and accessories*

- The pre-school practitioners do not wear jewellery or fashion accessories, such as belts or high heels, which 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.

*Safety of adults*

- The Pre-school Manager ensures that adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.
- The pre-school provides safe equipment for adults to use when they need to reach up to store equipment or to change light bulbs.
- The pre-school ensures that all warning signs are clear.
- Procedures are in place to ensure that adults do not remain in the building on their own.
- The Pre-school Manager records the sickness of staff and their involvement in accidents. The records are reviewed termly to identify any issues that need to be addressed.

*Control of substances hazardous to health*

- The practitioner team implement the current guidelines of the Control of Substances Hazardous to Health Regulations (COSHH).
- The pre-school keeps 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.
- The pre-school carries out a risk assessment for all chemicals used in the setting. This states what the risks are and what to do if they come into contact with eyes or skin or are ingested.
- All cleaning chemicals are kept in their original containers.
- The pre-school keeps the chemicals used in the setting to a minimum in order to ensure health and hygiene is maintained. The pre-school does not use:
  - Bleach, except to remove stubborn stains on surfaces occasionally. This chemical is used in spray form.
  - Anti-bacterial cleaning agents, except in the toilets, nappy changing area and food preparation areas. Anti-bacterial sprays are sprayed onto a cloth before surfaces are cleaned.
- 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.

This policy was adopted at a meeting of the pre-school held on ..... (date)

Signed on behalf of the pre-school .....

Also see:	Administering Medicines	Emergency Closure	Fire Safety and Emergency Evacuation
	First Aid	Managing Children who are Sick, Infectious or with Allergies	
	No Smoking	Outdoor Play	
	Recording and Reporting of Accidents and Incidents		Staff Personal Safety