

Health and Safety Policy

Our Pre-School believes that the health and safety of the children is of paramount importance. We aim to 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.

Insurance cover

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed on the notice board.

Procedures

Raising 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 policies and procedures, as they understand their shared responsibility for health and safety. Records are kept of these induction training sessions and new staff and volunteers are asked to sign the records to confirm their participation and comprehension. Health and safety training is included in the annual training plans of staff as necessary, 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.

Risk Assessment

Our risk assessment processes follow five steps as follows:

1. What is the risk
2. Who is at risk
3. What have we done to reduce/eliminate the risk
4. What further action is necessary
5. Level of risk

We maintain lists of health and safety issues, which are checked daily before the session begins as well as those that are checked on a termly basis when a full risk assessment is carried out.

Safety of Adults and Children

Adults are made aware about the safe storage, movement, lifting and erection of large pieces of equipment.

All accidents are recorded and records are looked at termly to identify any issues that need to be addressed.

We keep all cleaning chemicals in their original containers.

We take precautions to prevent children's fingers from being trapped in doors by the use of finger guards where necessary.

All floor surfaces are checked daily to ensure they are clean and not uneven, wet or damaged.

Electrical/gas equipment

All electrical/gas equipment conforms to safety requirements and is checked regularly. The 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 from which children select are stored safely. All equipment and resources are stored or stacked safely to prevent accidents due to falling or collapsing.

Outdoor area

Our outdoor area is securely fenced, checked for safety and cleared of rubbish before it is used. All outdoor activities are supervised at all times.

Hygiene

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

Nappies are disposed of at the end of each session.

We implement good hygiene practices by:

- cleaning tables between activities;
- cleaning toilets regularly;

- wearing protective clothing - such as disposable gloves
- providing sets of clean clothes;
- providing tissues and wipes and ensuring individual use of paper towels.

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. They learn about health, safety and personal hygiene through the activities we provide and the routines we follow.

Review

The policy will be reviewed yearly, in May, and amendments and changes will be carried out in conjunction with the Pre School staff, through liaison by the Proprietor.