

**Orleton Pre-school Group**

**Health & Safety Policy**

**Policy Statement**

At Orleton Pre-school, we believe that the health and safety of everyone using our setting is of utmost importance. We ensure that our setting is a safe and healthy place for children, parents/carers, staff, volunteers and visitors.

* We aim to raise awareness of health and safety issues amongst all those attending the setting.
* We minimise risks to enable children and adults to thrive in a healthy and safe environment.
* Our designated member of staff responsible for health and safety is:

**Tara Morris**

**………………………………………………………………………………………………………………………………………**

* She is competent to carry out these responsibilities.
* She has undertaken health and safety training and regularly updates her knowledge and understanding.
* The health and safety information poster is displayed:

**In the main room of the Pre-school**

**………………………………………………………………………………………………………………………………………..**

**Insurance Cover**

We have public liability insurance, the certificate for which is displayed

**In the main office**

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**Procedures**

**Raising awareness**

* Our induction training for new 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 these induction training sessions and new staff and volunteers are asked to sign the records to confirm that they have taken part.
* 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 at staff meetings
* We operate a no-smoking policy.
* Children are made aware of health and safety issues through discussions, adults modelling and explaining safe behaviour, planned activities and routines.

**Safety of adults**

* 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 and in appropriate languages.
* Adults do not remain in the building on their own, or leave on their own after dark.
* 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.
* Records are kept of all substances that are hazardous to health – such as cleaning or gardening chemicals. This states what the risks are, and what to do in the event of contact with the eyes, skin, or if ingested. It also states where these are stored. COSHH forms are retained in the office for substances requiring these.
* All cleaning chemicals are kept in their original containers in a locked storage cupboard.

**Windows**

* Windows are all top-opening only beyond the reach of children.
* Windows are protected from accidental breakage or vandalism from people outside the building by a large security fence.

**Doors**

We take precautions to prevent children’s fingers from being trapped in doors – adults support children in being aware and learning to keep safe.

**Floors**

* All floor surfaces are checked daily to ensure that they are clean and not uneven, wet or damaged. Spillages are mopped up promptly.

**Electrical/gas equipment**

* All electrical/gas equipment conforms to safety requirements and is checked regularly.
* The boiler/electrical switch/meter cupboard is not accessible to 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.

**Storage**

* All resources and materials used by the children are safely stored.
* All equipment and resources are stacked or stored safely to prevent them falling or Collapsing.

**Outdoor area**

* The outdoor area is securely fenced with a high fence and keypad entry gate. Within this are another set of gates to ensure that children are unable to gain access to the main exit.
* The outdoor areas is checked for hazards and rubbish before use.
* 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.
* Our outdoor sandpit is covered when not in use and is clean 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 children to learn about personal hygiene.
* Our employed cleaner carries out a daily cleaning routine which includes the play room, kitchen, toilets, and nappy-changing area. Extra cleaning duties are added as and when necessary.
* Staff do not change children’s nappies or pull-ups in closed areas out of sight.
* Dressing-up clothes, furnishings and equipment are cleaned regularly.
* The toilet area has a high standard of hygiene, with facilities for hand-washing, drying and the disposal of hand towels. Nappies are disposed of in the adult toilet area only. A toilet-check sheet is filled in hourly by staff.
* We implement good hygiene practices by:
* Cleaning tables between activities – before and after snack with anti-bacterial wipes/spray and disposable hand towels.
* Wearing protective clothing – such as aprons and disposable gloves for changing nappies etc.
* Providing sets of clean clothes.
* Providing tissues and wipes.
* By ensuring the individual use of paper towels.

**Activities and resources**

* Before purchase or loan, equipment and resources are checked to ensure that they are safe and appropriate for the ages and stages of the children currently attending the setting.
* The layout of the play equipment allows adults and children to move freely and safely 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, carry and store tools safely.
* Sleeping children are regularly checked –every 5 minutes and a log is taken.
* Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow. Staff are expected to model appropriate behaviour with regards to health, safety and hygiene to children at all times.
* Large faulty/damaged pieces of equipment are discarded only with the consent of the Manager and Management team.

**Legal Framework**

* Health & Safety at Work Act (1974)
* Managements of Health & Safety at Work Regulations (1999)
* Electricity at Work Regulations (1989)
* Control of Substances Hazardous to Health (COSHH) (2002)
* Manual Handling Operations Regulations (1992(as amended 2004))
* Health and Safety (Display Screen Equipment) Regulations (1992)

This policy was adopted at a meeting of Orleton Pre-school dated ……………………………………….

Date to be reviewed………………………………………………..

Signed by …………………………………………………………………

Name of Signatory …………………………………………………. Role of Signatory ………………………………

Signed by ……………………………………………………………….

Name of Signatory ………………………………………………….. Role of Signatory ……………………………..

**Staff-member please sign below to confirm that you have read and understand the policy and are up-to-date with any changes.**

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| --- | --- | --- |
| **Staff name** | **Job Title** | **Signature & Date** |
| **Polly Smith** | **Deputy Manager** |  |
| **Vicky Thomas** | **Assistant** |  |
| **Sandra Thomas** | **Assistant** |  |
| **Debbie Moran** | **Trainee Assistant** |  |
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