

Statement of intent

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

Aims

- 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.
- Our member of staff responsible for health and safety is:

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- They competent to carry out these responsibilities.
- They have undertaken health and safety training and regularly update his/her knowledge and understanding.
- We display the necessary health and safety poster in

Reception Area

Insurance cover

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed in:

Reception Area

EYFS key themes and commitments

A Unique Child:	1.3 Keeping safe
	1.4 Health and well-being
Positive Relationships:	2.3 Supporting learning
Enabling Environments:	3.3 The learning environment
	3.4 The wider context

Methods

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 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 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 process covers adults and children and includes:

- checking for and noting hazards and risks indoors and outside, and in our premises and activities
- assessing the level of risk and who might be affected
- deciding which areas need attention
- developing an action plan that specifies the action required, the time-scales for action, the person responsible for the action and any funding required

As we employ more than 5 staff and volunteers this risk assessment is written and is reviewed annually or when the need arises.

- We maintain lists of health and safety issues for the playroom, toilets and snack area, which are checked:
 - daily before the session begins and at the end of the day
 - weekly (overview of daily assessments)

Fire safety:

- The basis of fire safety is risk assessment. These are carried out by a 'competent person'.
- As the setting is a rented premises we will ensure that we have a copy of the fire safety risk assessment that applies to the building and that we contribute to regular reviews.
- Fire doors are clearly marked, never obstructed and easily opened from the inside.
- Smoke detectors/alarms and fire-fighting appliances conform to BSEN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.
- Our emergency evacuation procedures are approved by the Fire Safety Officer and are:
 - clearly displayed in the premises;
 - explained to new members of staff, volunteers and parents;
 - practised regularly at least once a term.
 - Records are kept of fire drills and the servicing of fire safety equipment.

The fire drill record book contains:

- Date and time of the drill.
- How long it took.
- Whether there were any problems that delayed evacuation.
- Any further action taken to improve the drill procedure.

Safety of children:

- We ensure all staff employed has been checked for criminal records by an enhanced disclosure from the Criminal Records Bureau. A record of issue numbers and dates are kept in the office.
- Staff cannot undertake toileting, changing duties or be a sole adult with children for any reason until a satisfactory DBS check has been received.
- Adults do not normally supervise children on their own.
- All children are supervised by adults at all times.
- Whenever children are on the premises at least two adults must be present.
- Mobile phones are left in the office.
- Personal cameras are not in use within the setting, staff use the preschool camera.
- Hot drinks are to be consumed in the staff office or kitchen.
- Hot drinks kept in the kitchen should be stored out of the reach of children.

Security:

- Systems are in place for the safe arrival and departure of children.
- The arrival and departure times of adults - staff, volunteers and visitors - are recorded.
- Our security systems prevent unauthorised access to our premises.
- Our security systems prevent children from leaving our premises unnoticed.

- The staff member taking the register ensures doors are locked and headcount taken and recorded.
- The personal possessions of staff and volunteers are securely stored during sessions in lockers

Safety of adults:

- Adults are provided with guidance 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.
- All warning signs are clear.
- 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.
- We keep a record of all substances that may be hazardous to health - such as cleaning chemicals, or gardening chemicals if used. This states what the risks are and what to do if they have contact with eyes or skin or are ingested. It also states where they are stored.
- We keep all cleaning chemicals in their original containers.

Windows:

- Windows above the ground floor are secured so that children cannot climb through them.

Doors:

- We take precautions to prevent children's fingers from being trapped in doors.
- The main door into the playroom requires a security code only provided to staff, to ensure no unauthorised adults enter the building.

Floors:

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

Kitchen area:

- Children do not have unsupervised access to the kitchen.
- Staff preparing snack wash knives and put away straight after use.
- All staff follow the guidelines of *Safer Food Better Business*.

(refer to the 'Food hygiene' policy)

Electrical/gas equipment:

- All electrical/gas equipment conforms to safety requirements and is checked regularly.
- Our boiler/electrical switch gear/meter cupboard is not accessible to the 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.
- Sockets are covered with a safety sockets.
- 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 them 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.
- Our outdoor sand pit is covered when not in use and is cleaned regularly.
- All outdoor activities are supervised at all times.

Hygiene:

- We regularly seek information from the Environmental Health Department and the Health Authority 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 play room, kitchen, rest area, toilets and nappy changing areas.
- 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 the disposal of nappies.
- We implement good hygiene practices by:
 - cleaning tables between activities;
 - cleaning toilets regularly;
 - wearing protective clothing - such as aprons and disposable gloves - as appropriate;
 - providing sets of clean clothes;
 - Providing tissues, wipes and once only use hand towels.

Animals:

- Animals visiting the setting are free from disease and safe to be with children, and do not pose a health risk.
- Our setting's pets are free from disease and do not pose a health risk. Children are supervised feeding at all times.
- Children wash their hands after contact with animals and animal food.
- Outdoor footwear worn to visit farms is cleaned of mud and debris and should not be worn indoors.

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.
- Children who are sleeping are checked at regular intervals of at least every ten minutes. This is recorded with the times checked and the initials of the person undertaking the check and filed in child's file.
- If children fall asleep in-situ, it may be necessary to move or wake them to make sure they are comfortable.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.

Outings and visits:

- We have agreed procedures for the safe conduct of outings.
- Parents sign a general consent on registration for their children to be taken out as a part of the daily activities of the setting.
- Parents always sign consent forms before major outings.
- A risk assessment on the proposed venue is carried out before an outing takes place.
- Our adult to child ratio for outings is high, normally one adult to two children.
- Named children are assigned to individual staff to ensure each child is individually supervised and to ensure no child gets lost and that there is no unauthorised access to children.
- Outings are recorded in an outings record book stating:
 - the date and item of outing
 - the venue and mode of transport
 - names of staff assigned to named children
 - time of return
- Staff take a mobile phone on outings, and supplies of tissues, wipes, clothing etc. as well as a mini first aid pack, a snack and water. The amount of equipment will vary and be consistent with the venue and the number of children as well as how long they will be out for.
- Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.
- A minimum of two staff should accompany children on outings even where parent volunteers are assisting and a minimum of two staff should remain behind with the rest of the children.

Records:

We keep records of:

Adults

- The names and addresses, medical conditions of all staff on the premises, including temporary staff who work with the children or who have substantial access to them
- The names and addresses of all members of the management committee
- All records relating to the staff's employment with the setting, including application forms, references, results of checks undertaken with the exception of the manager, the chair will keep such records.

Children

- The names, addresses and telephone numbers of parents and adults authorised to collect children from setting,
- The names, addresses and telephone numbers of emergency contacts in case of children's illness or accident,
- The allergies, dietary requirements and medical conditions of individual children,
- Accidents/ incident and medicine administration records,
- Consent for outings, administration of medication and emergency treatment.

Legal framework

- Health and Safety at Work Act (1974)
- Management of Health and Safety at Work Regulations (1992) (1999)
- Electricity at Work Regulations (1989)
- Control of Substances Hazardous to Health Regulations (COSHH) (2002)
- Manual Handling Operations Regulations 1992 (as amended)
- Health and Safety (Display Screen Equipment) Regulations 1992
- Regulatory Reform (Fire Safety) Order 2005

Further guidance

- Health and Safety Law: What You Should Know (HSE Revised 2009)
- Health and Safety Regulation...A Short Guide (HSE 2003)
- Electrical Safety and You (HSE 1998)
- Working with substances hazardous to health: What You Need to Know About COSHH (HSE Revised 2009)
- Manual Handling – Frequently Asked Questions (HSE)
- Five Steps to Risk Assessment (HSE 2006)
- Fire Safety Risk Assessment - Educational Premises (HMG 2006)