

**Safeguarding and welfare requirement: safety and suitability of premises, environment and equipment. Providers must take reasonable steps to ensure the safety of children, staff and others on the premises.**

**Health, The provider must promote the good health of children attending the setting.**

## **Health and safety general standards:**

### **Policy statement,**

At Jack and Jill's Preschool we believe that the health and safety of children is of paramount importance, we ensure our setting is a safe and healthy place for children, parents, staff and volunteers.

- We aim to make children, parents, staff and volunteers aware of safety and issues and to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment.
- Rachel Butcher is our health and safety officer.
- She is competent to carry out these responsibilities.
- Rachel has undertaken health and safety training and regularly updates her knowledge and understanding.
- We display the necessary health and safety poster on our storage cupboard.

### **Insurance cover**

- We have public liability insurance and employer's liability insurance; we display this on our notice board.

### **Procedures**

- Our induction training for staff and volunteers includes a clear explanation of health and safety issues, so that everyone is aware of the policy and procedures.
- Records are kept of these induction training and new staff, volunteers are asked to sign the records to confirm they have taken part.
- Health and safety policies are available for parents to read and key elements in our parent packs.
- Health and safety training is included in the annual training plans of all staff.
- Children are made aware of health and safety issues through discussion and planned activities.

### **Safety of adults**

- Adults are provided with guidance of safe storage, lifting of equipment within the setting.
- All warning signs are clear and in appropriate languages.

- Adults do not remain in the building on their own.
- The sickness of staff and any accidents are recorded; records are reviewed termly to identify any issues.
- We keep a recorded of any hazardous substances that we may use and keep clear records of what to do if they come in contact with skin or eyes and where they are stored.
- We keep all cleaning chemicals in their original containers.

### **Windows**

- Windows are made safe and locked so children cannot climb through them.
- Windows are protected from accidental damage or vandalism from people outside the building.

### **Doors**

- Doors are locked once the children are in and we take precautions to prevent children from trapping their fingers in doors.

### **Floors**

- Floors are risked assessed daily to check they are not wet or damaged and they are clean.

### **Electricals**

- All electrical equipment conforms to safety requirements and is checked regularly.
- The main gas/ electric box is not in our room and is not accessible to the children.
- Electric sockets and leads are guarded properly and children are taught not to touch them.
- The hot water is controlled as to prevent scalding.
- 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 to prevent anything falling or collapsing.

### **Outdoor area**

- As we use the local areas to go outside we risk assess everywhere we go, this includes the field, youth club, Hythe school playground and the park.
- All outdoors activities are supervised by staff at all times.

### **Hygiene**

- We keep up to date with hygiene recommendations from the health protection agency.

- Our daily routines encourage the children to learn about personal hygiene.
- We have a daily cleaning routine for the setting which includes the floors, bathroom, kitchen and rest area.
- We have a schedule for cleaning resources and equipment, dressing up and furnisher.
- The toilets are always cleaned including steps, sinks and the floor.
- We implement good hygiene practices by;
- Cleaning tables regularly, cleaning and checking toilets regularly, wearing protective clothing i.e. Aprons, gloves, providing clean clothes and tissues and wipes are always accessible for staff and children.

### **Activities and resources**

- Resources are always checked to make sure they are safe for all ages and stages of the children.
- The layout of equipment allows adults and children to move safely and freely between activities.
- All equipment is checked and cleaned regularly, any dangerous or broken equipment are discarded or repaired properly if we are able to.
- All materials are non toxic this includes glue and paint.
- Sand is clean and suitable for children.
- Physical play is always supervised.
- Any children that are sleeping are checked regularly.
- Any faulty equipment is removed from use and is repaired; if it can't be repaired it's discarded.

### **Legal framework**

- Health and safety at work act 1974
- Management of health and safety at work regulations
- Electricity at work regulations 1989
- Control of substances hazardous to health regulations (COSHH) 2004
- Manual handling operations regulations (1992)
- Health and safety regulations (1992)

### **Further guidance**

- Health and safety law
- Health and safety regulation a short guide
- Electrical safety and you. A brief guide
- Getting to grips with manual handling.

This policy was adopted at a meeting of  
Held on:

Jack and Jill's Pre-School  
16<sup>th</sup> March 2015

Date to be reviewed:

March 2016

Signed on behalf of Committee:

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Name of signatory:

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Role of signatory:

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Date Reviewed	Any amendments Signature