



Health and Safety Policy

Safety And Suitability Of Premises, Environment And Equipment

Policy statement

Little Den Preschool believes that the health and safety of children is of paramount importance. We make our Pre-School 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.

Procedure

- We have a designated member of staff responsible for health and safety.
- We have public liability insurance and employer's liability insurance. The insurance certificate is displayed on the notice board in the hall.
- A register of both adults / visitors and children is completed as people arrive so that a complete record of all those present is available in any emergency.
- Visitors, volunteers and students at the setting will be vetted for suitability and supervised by a member of staff at all times.
- Fire drills are held at least once a term.
- Safety checks on premises, both outdoors and indoors, are made before every session. Any hazards will be removed.
- Fire exits are kept clear at all times and are clearly marked.

Awareness Training

- 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.
- 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.



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 they are provided with safe equipment to do so.
- All warning signs are clear and in appropriate languages.
- Adults will not be required to remain in the building on their own or leave on their own after dark.
- We keep all cleaning chemicals in their original containers and they are stored appropriately.

Safety of Children

- All adults are aware of the system(s) in operation for children on arrival and departure and a member of staff will be at the door during these periods.
- Children will leave the Pre-School only with authorised adults.
- Staff will use a password system for any unfamiliar, authorised adults collecting a child.
- All children are supervised by adults at all times and will normally be within sight of an adult.
- Windows high and children are unable to reach them or the window sills.
- We take precautions to prevent children's fingers from being trapped in doors.
- Children do not have access to the kitchen area.
- All dangerous materials, including medicines and cleaning materials, are kept out of reach of children.
- All floor surfaces are checked daily to ensure they are clean and not uneven, wet or damaged.
- A book is available at each session for the reporting of any accident/incident. Please refer to the Accident and Existing Injury Policy. This book is reviewed regularly to identify any potential or actual hazards.
- A correctly stocked first aid box is available at all times.
- Hot drinks are kept in the kitchen.

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 Pre-School.
- 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 learn about health, safety and personal hygiene through the activities we provide and the routines we follow.
- Activities such as cooking, woodwork and energetic play receive close and constant supervision and are risk assessed before the activity commences.

Electrical/Gas Equipment

- All electrical/gas equipment conforms to safety requirements and is checked regularly.
- Our boiler/electrical switch 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.
- The temperature of hot water is controlled to prevent scalds.
- Lighting and ventilation is adequate in all areas including storage areas.
- Fire extinguishers are checked annually and staff know how to use them.

Storage

- All resources and materials from which children select are displayed safely.
- All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

Outdoor area

- Children will have the opportunity to play in the fresh air every day throughout the year, they should be appropriately dressed for the weather.
- The children have access to wellington boots and waterproof clothing. Children will be given a change of clothes if they become wet or muddy.
- 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

Sun Protection

- It is the responsibility of each parent/carer to apply sun cream to their child before bringing them to Pre-School.
- Staff may reapply sun cream as is appropriate if the parent/carer has supplied sun cream in the child's bag and if they have previously given written consent.
- We will actively encourage all children to wear a sun hat when playing outside.
- We have a pop up sun shade to provide shelter and shade across a small part of the play area.



- We will talk about the sun and its effects on us on a regular basis.

Car Park

- Parking- Anyone who brings their vehicle onto Little Den Preschool premises is reminded of the following:
 - Not to exceed a maximum speed of 5mph at any time
 - To be constantly aware of the movements of children and other pedestrians
 - To take particular care when reversing.
- Dogs:
 - Little Den PreSchool does not allow dogs on their premises (unless by prior arrangement), which includes the car park area, except for Assistance dogs for disabled people.
 - If you bring dogs to Preschool, please find a safe place to tie your dog away from Little Den premises. Some children are scared or allergic to dogs, and dogs can be unpredictable when left unattended.
- Supervision:
 - As soon as children have left the Little Den building, responsibility for those children passes immediately to the parent/carer. Little Den Staff are no longer responsible for the safety and well being of the children.
 - We would like to remind parents/carers to encourage children to arrive / leave the Pre-School building safely and slowly.

Hygiene

- Our daily routines encourage the children to learn about personal hygiene.
- We have a daily cleaning routine for the Pre-School that includes playroom, kitchen, 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 and wipes
 - Encouraging nose blowing/wiping and appropriate hygienic disposal of tissues
 - Encouraging and/or assisting with hand washing after using the toilet
 - Encouraging children to shield their mouths when coughing
 - Clearing away all bodily fluids immediately and disinfecting all areas
 - Enclosing fabrics contaminated with bodily fluids in a polythene bag



Food

Little Den Pre-School will observe current legislation regarding food hygiene, registration and training. Staff are required to have a Certificate in Food Hygiene to participate in cooking and food preparation.

The following basic precautions will be taken to ensure good food hygiene in the Pre-school:

- Wash hands before preparing and cooking food and ensuring children do the same.
- Always follow storage, preparation and cooking instructions as specified on food labels and check use by dates.
- Food preparation surfaces to be cleaned prior to use and the correct chopping board will be used.
- Fridge temperatures to be checked regularly.
- Little Den Pre-school has a strict no smoking policy.

Legal Framework

- Health and Safety at Work Act (1974)
- Management of Health and Safety at Work Regulations 1999
- Electricity at Work Regulations 1989
- Control of Substances Hazardous to Health Regulations(COSHH) (2015)
- Manual Handling Operations Regulations 1992 (as amended 2004 revised 2014)
- Health and Safety (Display Screen Equipment) Regulations 1992

Further Guidance

- Health and Safety Law: What you Should Know (HSE 1999, 2009) (New Poster 2014) www.hse.gov.uk/pubns/law.pdf
- Health and Safety Regulation...a Short Guide (HSE 2003) www.hse.gov.uk/pubns/hsc13.pdf
- Electrical Safety and You (HSE 2012) www.hse.gov.uk/pubns/indg231.pdf
- COSHH: A Brief Guide to the Regulations (HSE 2005, 2009) www.hse.gov.uk/pubns/indg136.pdf
- Getting to grips with Manual Handling – Frequently Asked Questions (HSE 2014) www.hse.gov.uk/hse/faqs/manualhandling.htm

This policy was adopted at the meeting of the Management Committee held on:

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Signed on behalf of the Little Den Pre School Playgroup:

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Print Name:

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Position: CHAIRPERSON