Health and safety

3.4 Health and safety general standards

Policy statement

Tywardreath Preschool Playgroup 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.

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 Tracey Lewarne.

She is competent to carry out these responsibilities.
She has undertaken health and safety training and regularly updates her knowledge and understanding.
We display the necessary health and safety poster on the wall in the office.

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

Procedures

Awareness raising
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.

Safety of children

All staff have completed an enhanced DBS disclosure. Adults who do not hold an enhanced DBS disclosure will not be allowed unsupervised access to children.
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 are present, one of which must hold an enhanced DBS check and a full valid paediatric first aid certificate.

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 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.
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

All our windows are at a high level and are therefore not easily accessed from the inside or outside of the building. We check the windows daily to ensure they are safe and secure.

Doors

We take precautions to prevent children's fingers from being trapped in doors.

Floors

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

Kitchen

Children are not allowed in the kitchen. The kitchen is kept shut and children are made aware that they are not allowed in the kitchen.

All surfaces are non-porous and kept clean.
There are separate facilities for hand washing and washing up.
We keep all cleaning chemicals in their original containers.

Electrical equipment
All electrical equipment conforms to safety requirements and is checked regularly.
Our boiler/electrical switch gear/meter cupboard is not accessible to the children and is situated in the cupboard in the porch at a high level.
Fires, heaters, electric sockets, wires and leads are properly guarded, and the children are taught not to touch them.
Storage heaters are checked daily to make sure they are not covered.
There are sufficient sockets to prevent overloading.
The temperature of hot water is controlled to prevent scalds.
Lighting and ventilation are 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.

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 the playroom, kitchen, porch area, bathrooms and the upstairs role-play area.
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;
- providing disposable paper towels

Food and Drink

All staff hold a valid Food Safety Level 2 qualification.

All food and drink are stored appropriately according to food safety standards and the advice on the packaging.

Adults do not carry hot drinks through the play areas and do not place hot drinks in reach of children. Hot drinks are left in the kitchen until at a safe temperature.

Snack and meal times are supervised, and food is consumed only while seated. Children are not allowed to walk around with food or drinks.

Fresh drinking water is always available.

Care is taken to ensure children do not have access to food or drinks to which they may be allergic.

Allergies are recorded and displayed in the kitchen, so all staff and volunteers are aware.

Outdoor area

The outdoor area is securely fenced and enclosed.

The outdoor area is checked before every use for hazards.

Care is taken to remove poisonous or dangerous plants such as ivy or brambles.

Equipment is dried before use to prevent slipping. The wooden climbing frame is painted with anti-slip paint.

The sand pit is kept covered when not in use.

Digging areas are checked for animal faeces or other dangerous objects before use.

All outdoor play is supervised at all times.

Sitting water from rainfall is emptied daily.

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 the 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.

Any faulty equipment is removed from use and is repaired. If it cannot be repaired, it is discarded. Large pieces of equipment are discarded only with the consent of the manager.

Outings and Visits

Risk assessments are carried out in advance on transportation to and from visits to places outside of the setting. This is covered in a separate policy.