



*Safeguarding and Welfare Requirements: 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.

P1 Health and General Standards Policy

Policy Statement

The Cabin Pre-school 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 **Sharon Rumsey**.
 - ~ she is competent to carry out these responsibilities.
 - ~ she has undertaken health and safety training and regularly updates his/her knowledge and understanding.
- We display the necessary health and safety poster on the kitchen behind the door.

Insurance cover

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed in Main room on the insurance documents notice board.

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 and committee meetings.
- We operate a no smoking policy as is the whole Langtree School campus and Woodcote Primary School grounds.
- 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 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.

Manual handling

- At The Cabin Pre-school we ensure that great care is taken when moving equipment
- Two members of staff should be used to lift or move heavy pieces of furniture and equipment.
- Never lift out of your comfort zone.
- Adopt correct posture when moving and lifting – bend knees keep straight back.
- Use step ladder when appropriate.
- When comforting distressed children go down to their level rather than picking up.

COSHH

- 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.
- All chemicals are stored in original containers.
- Care is taken never to mix chemicals together and to follow manufacture recommendations.
- All chemicals purchased are listed with warning and displayed in the kitchen on COSHH data sheets.

Windows

- Low level windows are made from materials that prevent accidental breakage or are made safe. These do not open at child level.
- Windows are protected from accidental breakage or vandalism from people outside the building.

Doors

- We take precautions to prevent children's fingers from being trapped in doors.
- A safety chain is attached on the inside to prevent children leaving the building or intruders getting into the building without permission.

Floors

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

Electrical equipment

- All electrical equipment conforms to safety requirements and is checked regularly. An annual electrical test is carried out by local electricians. A certificate is displayed on the notice board
- 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.



- Storage heaters are checked daily to make sure they are covered.
- 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.
- All sockets that are not in use are covered.

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.
- Chairs are not stacked more than 3 high.

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.
- Our pool/pond is securely covered or otherwise guarded.
- 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(s), 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; A colour coded system is in place.
 - ~ providing tissues and wipes. We encourage the children to follow a set routine; use, discard and then wash hands.
 - ~ Ensuring individual use of flannels, towels and hand driers.

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. Scissors are put slightly out of reach of the younger children.
- 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.
- 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.
- 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 and the chairperson or owner.

| | |
|--|-------------|
| This policy was adopted at a meeting of the Pre School Committee | |
| Date of Meeting | 13/12/2016 |
| Signed on behalf of the Management Committee | J Rolfe |
| Role of Signatory (e.g Chairperson/owner) | Chairperson |
| Review Date | 13/12/2017 |