



Health and Safety Policy – General Standards

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Version Control Log

Date	Date agreed with Managers	Overview of changes
March 2019	March 2019	Review of policy in line with the Pre-School Learning Alliance Policy

Health and Safety - General Standards

Policy statement

At Little Owls, we believe that the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, parents/carers, [staff] and volunteers.

- We aim to make children, parents, staff and volunteers 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:

Kate Hard

- 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 behind the office door

Insurance cover

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

In the lobby area on the noticeboard

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.**
- We keep records of these induction training sessions and new [staff and] volunteers are asked to sign the records to confirm that they have taken part.
- Where appropriate, we explain health and safety issues to the parents/carers 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 our staff meetings.
- We operate a no-smoking policy.
- We make children 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.
- We provide safe equipment for adults to use when they need to reach up to store equipment or to change light bulbs.
- We ensure that all warning signs are clear and in appropriate languages.
- **If adults are in the building on their own they should comply with the Little Owls 'Lone Working Policy'.**
- We record the sickness of staff and their involvement in accidents. The records are reviewed termly to identify any issues that need to be addressed.

Windows

- Low level windows are made from materials that prevent accidental breakage or are made safe.
- Windows are protected from accidental breakage or vandalism from people outside the building.
- Our windows above the ground floor are secured so that children cannot climb through them.
- Blind cords are secured safely and do not pose a strangulation risk for young children.

Doors

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

Floors and walkways

- All our floor surfaces are checked daily to ensure they are clean and not uneven, wet or damaged. Any wet spills are mopped up immediately.
- Walkways are left clear and uncluttered.
- Stair gates are in place in areas where a risk has been identified (e.g. to prevent children accessing the kitchen).

Electrical/gas equipment

- All electrical/gas equipment conforms to safety requirements and is checked regularly.
- The boiler/electrical switch gear/meter cupboard is not accessible to the children.
- Fires, heaters, electric sockets, wires and leads are properly guarded and we teach the children not to touch them.
- We check storage heaters daily to make sure they are not covered.
- There are sufficient sockets in our setting to prevent overloading.
- We switch electrical devices off at the plug after use.
- We ensure that the temperature of hot water is controlled to prevent scalds.
- Lighting and ventilation is adequate in all areas of our setting, including storage areas.

Storage

- All resources and materials, which are used by the children, 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. All gates and fences are childproof and safe.
- Our outdoor area is checked for safety and cleared of rubbish, animal droppings and any other unsafe items before it is used.
- Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides.
- We leave receptacles upturned to prevent collection of rainwater. Where water can form a pool on equipment, it is emptied and cleaned before children start playing outside.
- Our outdoor sand pit is covered when not in use and is cleaned regularly.
- We check that children are suitably attired for the weather conditions and type of outdoor activities; ensuring that sun cream is applied and hats are worn during the summer months.
- We supervise outdoor activities at all times; and particular children on climbing equipment.

Hygiene

- We keep up-to-date with the latest 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 play room(s), kitchen, rest area, toilets and nappy changing areas. Children do not have unsupervised access to the kitchen.
- 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 disposal facilities for nappies.
- We implement good hygiene practices by:
 - Cleaning tables between activities;
 - Cleaning and checking toilets regularly;
 - Wearing protective clothing - such as aprons and disposable gloves - as appropriate;
 - Providing sets of clean clothes;
 - Providing tissues and wipes; and
 - Ensuring individual use of flannels, towels and toothbrushes.

Activities, resources and repairs

- Before purchase or loan, we check equipment and resources to ensure that they are safe for the ages and stages of the children currently attending the setting.
- We keep a full inventory of all items in the setting for audit and insurance purposes.

- The layout of our play equipment allows adults and children to move safely and freely between activities.
- All our equipment is regularly checked for cleanliness and safety, and any dangerous items are repaired or discarded.
- We make safe and separate from general use any areas that are unsafe because of repair is needed.
- All materials, including paint and glue, are non-toxic.
- Sand is clean and suitable for children's play.
- Physical play is constantly supervised.
- We teach children to handle and store tools safely.
- We regularly check children who are sleeping.
- 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.

Jewellery and accessories

- Our staff do not wear jewellery or fashion accessories, such as belts or high heels, that may pose a danger to themselves or children.
- Parents/carers must ensure that any jewellery worn by children poses no danger; particularly earrings which may get pulled, bracelets which can get caught when climbing or necklaces that may pose a risk of strangulation.
- We ensure that hair accessories are removed before children sleep or rest.

Control of substances hazardous to health

- Our staff implement the current guidelines of the '*control of substances hazardous to health regulations (COSHH)*'.
- We keep a record of all substances that may be hazardous to health - such as cleaning chemicals, or gardening chemicals if used and where they are stored.
- Hazardous substances are stored safely away from the children.
- We carry out a risk assessment for all chemicals used in the setting. This states what the risks are and what to do if they have contact with eyes or skin or are ingested.
- We keep all cleaning chemicals in their original containers.
- We keep the chemicals used in the setting to the minimum in order to ensure health and hygiene is maintained. We do not use:
 - Bleach;
 - Anti-bacterial soap/hand wash, unless specifically advised during an infection outbreak such as pandemic flu; or
 - Anti-bacterial cleaning agents, except in the toilets, nappy changing area and food preparation areas. Anti-bacterial sprays are not used when children are nearby.
- Environmental factors are taken into account when purchasing, using and disposing of chemicals.
- All members of staff are vigilant and use chemicals safely.
- Members of staff wear protective gloves when using cleaning chemicals.

Sun Safety

At Little Owls we acknowledge the importance of sun protection and want staff and children to enjoy the sun safely. We will work with staff and parents/carers to achieve this through:

- Education – Parents/carers will be sent a letter explaining what we are doing about sun protection and how they can help at the beginning of the summer term and during summer holidays.
- Shade - When the sun is strong we will encourage children to sit/play in the shade where it is available.
- Clothing - Children are required to wear hats that cover the ears, face and neck between 11am and 3pm and will use preschool hats where they forget their own.
- Sunscreen - We will send letters home asking for permission for staff to apply sunscreen on days when the sun is strong. Parents/carers will sign the sun cream register with the information of last dosage.
- Children will need to bring in their own clearly labelled bottle of sunscreen, at least factor SPF 15+