

## HEALTH AND SAFETY GENERAL STANDARDS POLICY

### Policy Statement

Longwick Pre-school believes that the health and safety of children is of paramount importance. We strive to make our setting a safe and healthy place for children, parents and or carers, 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 children to thrive in a healthy and safe environment
- Our member of staff responsible for health and safety is: **Lisa Lowles**
- She is competent to carry out these responsibilities
- We display the necessary health and safety poster and safe lifting information in our store cupboard.

### Insurance cover

We have public liability insurance and employers' liability insurance. Our insurance certificate is displayed on the main notice board.

### Procedures –

#### Indoor area

- Fire exits are clearly identifiable and fire doors free of obstruction. Fire drills / emergency evacuations are carried out every half-term. Please refer to our Fire Safety and Emergency Evacuation Policy for more detailed information.
- Our induction training for staff and volunteers includes a clear explanation of health and safety issues
- Health and safety issues are discussed at staff meetings
- We operate a no smoking policy
- Children are made aware of health and safety issues through discussions, planned activities and routines
- All floor surfaces are checked daily to ensure that they are clean and not uneven, wet or damaged
- All electrical/gas equipment conforms to safety requirements and is checked regularly by the Village Hall Management Committee
- Our boiler/electrical switch gear/meter cupboard is not accessible to the children
- Heaters, wires and leads are properly guarded and the children are taught not to touch them
- The temperature of the hot water in the children's toilet area is controlled to prevent scalds
- Lighting and ventilation is adequate in all areas including storage areas
- All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

### **Outdoor area**

- Our outdoor garden area is securely fenced
- The outdoor area is checked daily for safety and cleared of rubbish, stinging nettles or thistles before it is used
- Adults and children are alerted to the dangers of poisonous plants
- Where water can form a pool on equipment is emptied before children can play outside.
- Our outdoor sandpit is covered when not in use and cleaned regularly
- All outdoor activities are supervised at all times.

### **Hygiene**

- We take notice from the Environmental Health Agency to ensure that we keep up to date on the latest recommendations
- Our daily routine encourages children to learn about personal hygiene
- We have a daily cleaning routine for the setting which includes play areas, kitchen, toilet area and nappy changing areas
- The toilet area is cleaned with antibacterial cleaner each morning and the floor is mopped.
- All practitioners are made aware of the procedures to be followed when cleaning and clearing up bodily fluids, this includes:
  - a. Nappy changes/toileting
  - b. Nasal discharge
  - c. Vomit
  - d. Blood

### *We implement good hygiene practices by –*


- Cleaning tables between activities
- Cleaning toilets every morning
- Wearing protective clothing such as aprons and disposable gloves as appropriate
- Providing sets of clean clothes
- Providing tissues and wipes
- Ensuring individual use of kitchen towels.

### **Activities and resources**

- 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 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 activities we provide and the routines that we follow.

### Suitable clothing and footwear

- Children do not have to wear the logoed sweatshirts and polo tops. It is, however, recommended that children wear clothes that are not considered 'for best'.
- Clothes and fastenings must be appropriate to the age and stage of the child so as to promote independence in dressing/undressing. E.g. dungarees, belts or lace up shoes/trainers cause frustration for children.
- Due to the vanished floor, wearing only socks or bare feet are not permitted in the hall due to possibility of slipping over.
- In warm weather crocs, flip flips or open toed sandals are not appropriate footwear for staff or children due to the hazards of walking 'out' of them, or having heavy items dropped on unprotected toes.

<b><i>Date Policy Implemented</i></b>	<i>February 2017</i>
<b><i>Signed</i></b>	
<b><i>Name and Role</i></b>	<i>Alex Barter, Committee Management Chair</i>
<b><i>Date of Last Review</i></b>	<i>November 2022</i>
<b><i>Date of Next Review</i></b>	<i>November 2023</i>