

Recreation Ground
Huntersfield
Stanford in the Vale
Faringdon
Oxfordshire SN7 8LR



3.1.5 - HEALTH AND SAFETY POLICY

Reviewed February 2017

Statement of intent

Stanford Preschool believes that the health and safety of children and employees is of paramount importance. We make our Preschool a safe and healthy place for children, parents, staff, volunteers and parents by assessing and minimising the hazards and risks to enable the children to thrive and staff to work in a healthy and safe environment.

Aim

It is our intention to make children, parents and staff aware of health and safety issues and to minimise the hazards and risks to enable the children and staff to thrive in a healthy and safe environment.

Methods

To ensure Stanford Preschool complies with current regulations, the Manager is nominated as the member of staff responsible for health and safety. They update their knowledge and understanding as required. We display the necessary health and safety poster in the pre-school.

Insurance Cover

We have public liability insurance and employers' liability insurance with the Royal and Sun Alliance via the Pre-school Learning Alliance. The cover is renewed annually in April. The certificate is displayed on the Parents' Information Notice Board.

Procedures

Awareness Raising

- 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 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 they play in the daily life of Stanford Preschool.
- As necessary, health and safety training is included in the training of staff, and health and safety is discussed daily at the setting and at regular staff meetings.
- We have a no smoking policy.
- Children are made aware of health and safety issues through discussions, planned activities and routines.

Accident Records

- Accident records are kept for 25 years.

Safety of adults

- Adults are provided with guidance about safe storage, movement, lifting and erection of larger 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.

Windows

- Children have no access to windows above the ground floor unsupervised so they cannot climb through them.
- Low-level windows are made from materials that prevent accidental breakage or are made safe.

Doors

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

Floors

- All floor surfaces are checked daily to ensure they are clean and not uneven, wet or damaged. Stanford Pre-school's cleaner is responsible for cleaning the floor surfaces on a daily basis.

Kitchen

- Children do not have unsupervised access to the kitchen.
- The door is kept locked at all times.
- All surfaces are clean and non-porous.
- There are separate facilities for hand washing and for washing up.
- Cleaning materials and other dangerous materials are stored out of children's reach.
- When children take part in cooking activities, they:
 - are supervised at all times;
 - are kept away from hot surfaces and hot water; anddo not have unsupervised access to electrical equipment.

Electrical/gas Equipment

- All electrical/gas equipment conforms to safety requirements and is checked regularly, annually or bi-annually as per legal requirements.
- Our boiler/electrical switchgear/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.
- There are sufficient sockets to prevent overloading.
- The temperature of hot water is controlled to prevent scalds on sinks that the children have independent access to.
- Lighting and ventilation is adequate in all areas including storage areas.

Storage

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

Heating

- The building temperature must be at a minimum of 16°C or above in order to be in line with the required legal working temperature for staff. If the indoor temperature drops below 16°C, pre-school will close until the problem can be rectified.

Outdoor Areas

- Our outdoor area is securely fenced.
- Our outdoor area is checked for safety and cleared of rubbish before it is used.
- During use of public park area, it is checked for safety and cleared of rubbish by Stanford Pre-school staff as appropriate. If, at any time, the staff believe the public park area to be unsafe, its use would be discontinued.
- No herbicides and pesticides are used, and children are not allowed in the growing garden without an adult.
- Where water can form a pool on equipment, it is emptied before children start playing outside.
- Outside play is supervised as required.

Hygiene

- We ensure 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.
- There is a daily cleaning routine for the pre-school that includes the play area, kitchen, toilets and nappy changing areas.
- Resources and equipment, dressing up clothes and furnishings are cleaned annually or as required.
- The toilet area has a high standard of hygiene including hand washing and drying facilities. The lack of a nappy disposal facility requires parents to remove soiled nappies from the premises at the end of each session for disposal at home.
- We implement good hygiene practices by:
 - cleaning tables between activities;
 - checking toilets regularly;
 - reminding children to wash their hands before cooking activities, snack and lunch;
 - wearing protective clothing as appropriate;
 - providing sets of clean clothes; and
 - providing tissues and wipes.

Activities & 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 – sand is raked daily and disinfected termly.
- Physical play is supervised as appropriate.
- Children are taught to handle and store tools safely.
- Children who are sleeping in the quiet area are checked regularly.

- 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.

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)(2002)

Manual Handling Operations Regulations (1992 (As amended 2004)

Health and Safety (Display Screen Equipment) Regulations (1992)

This policy was adopted at a meeting of Stanford in the Vale Preschool Committee

Held on _____ (date)

Date to be reviewed _____ (date)

Signed on behalf of the management committee _____

Name of signatory _____

Role of signatory (e.g. chair/owner) _____