

Safeguarding and Welfare Requirement:

Safety and Suitability of Premises, Environment and Equipment. **Health and general standards**

Policy statement

At Amblecote 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, staff and volunteers.

- We aim to make children, parents and staff aware of health and safety issues 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 Mrs A. Mason.
- We display the necessary health and safety poster in the school office.
- We have public liability insurance and employer's liability insurance.

Procedures:

- 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 policies 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 they have taken part.
- Health and safety issues are explained to 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 at phase meetings.
- We operate a **no smoking** policy.
- Children are made aware of health and safety issues through discussions, planned activities and routines.

Safety of adults:

- All adults in the group, both staff and visitors, will be aware of and respect safety policies.
- There is a Lone Working Policy in place.
- 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 all cleaning chemicals in their original containers.

- If adults need to reach up for stored equipment, they will be provided with something safe to stand on. Heavy materials will not be stored above head height.

Windows

- Low level windows are made from materials that prevent accidental damage or are made safe.

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.

Electrical/gas equipment

- Lighting and ventilation is adequate in all areas including storage areas.
- Electric sockets, wires and leads are properly guarded and the children are taught not to touch them.
- All electrical/ gas equipment conforms to safety requirements and is checked regularly.
- The temperature of the hot water is controlled to prevent scalds.

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 danger of poisonous plants, herbicides and pesticides.
- Where water can form a pool on equipment, it is emptied before children start playing outside.
- Our outdoor sandpit is covered when not in use and is cleaned regularly.
- All outdoor activities are supervised at all times.

Hygiene

- Our daily routines encourage children to learn about personal hygiene.
- We have a daily cleaning routine for the setting which includes classrooms and toilets. **(Pre-school)**
- We have a schedule in place for cleaning resources and equipment, dressing up clothes and furnishing.

- 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; and
 - providing tissues and wipes.

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.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.

Management

- A folder will be available at all times for the reporting of any accident/incidents.
- Regular safety monitoring will include checking of the accident record as a basis for risk assessment.
- All adults, including parents and other carers, will be aware of the system(s) in operation for children's arrivals and departures and an adult will be at the door during these periods.
- Adults will not walk about with hot drinks or place hot drinks within reach of children.
- A correctly stocked first aid box will be available at all times.

Special considerations

Some areas and activities pose particular hazards. All staff will be aware of these:

- Children playing with or near water will be continuously supervised.
- There will be safe surfaces beneath and around all climbing equipment and such activities will be appropriately supervised.
- All cooking activities involving the use of heat will be continuously supervised. Children will not be allowed in the kitchen for any other purpose.

- Systems will be in place to ensure that no child can leave the premises unattended.

Risk Assessment

- A daily risk assessment is carried out and signed off by designated staff members for indoor and outdoor areas of the setting **and** a more detailed annual risk assessment is carried out. Findings of the risk assessment will be communicated to all persons affected.
- The need for a detailed risk assessment must be considered after any recorded accidents or incidents.
- Any incident that causes or could potentially have caused serious injury must be risk assessed as soon as possible.

Review Date: September 2018