06 Children’s Onsite Safety

**06.04 Health and Safety General Standards**

Parley Community Preschool 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, 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.
* The member of staff responsible for health and safety is Rachel McDonald.
* We display the necessary health and safety poster on the noticeboard in the room.

**Insurance Cover**

We have public liability insurance and employers' liability insurance we also have insurance that covers the management committee. The certificate for public liability insurance is displayed on the outside noticeboard visible for parents and visitors before entering.

**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. 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 meetings.
* We operate a no-smoking/no vaping policy.
* 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 for resources, safe equipment is provided for them to do so.
* Adults do not usually remain in the building on their own or leave on their own after dark with the exception of time at the setting up or packing away time of the session when no children are present.
* The sickness of staff and their involvement in accidents is recorded. The records are reviewed to identify any issues that need to be addressed.
* 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.
* We keep all cleaning chemicals in their original containers.

***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.

***Doors***

* We take precautions to prevent children's fingers from being trapped in doors.
* Fire Doors are regularly tested for ease of opening.
* Fire Doors will not be blocked.
* Doors to the office where confidential information is kept will be locked after each session.

***Floors***

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

***Electrical/Gas Equipment***

* All electrical/gas equipment conforms to safety requirements and is checked regularly.
* 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.
* 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.

***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 fenced off with barriers which are checked and put out each day.
* Our outdoor area is checked for safety and cleared of rubbish or harmful debris before it is used.
* Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides.
* All outdoor activities are supervised at all times.
* At least one member of staff will be outside with the children at all times.
* Children are made aware and taught not to talk to strangers who may approach the barriers.

***Hygiene***

* We seek information from the Health Protection Agency 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 the main room, kitchen 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. The staff clean toilets each morning before use. Toilets are then checked regularly and disinfected and cleaned again if necessary during the session. Toilet cleaning cloths are not used in any other part of the setting.
* We implement good hygiene practices by:
* cleaning tables between activities and when using them for snack time
* 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
* ensuring individual use of paper towels
* If mops are used to clean up bodily fluids, they will be cleaned in a bucket (not in a sink) and rinsed with disinfectant/bleach. There is one mop and bucket marked for use with bodily fluids.

**Sand Pit**

• Regular checks are carried out and the sand changed when appropriate.

• Spilt sand will be swept up and thrown away.

**Playdough**

• Playdough is made on a regular basis to avoid a build up of germs.

• Playdough will be thrown away after use where appropriate.

**Personal Hygiene**

We aim to provide a clean and hygienic environment for the children and staff that minimises the spread of infection.

* Hands are washed using liquid soap and then dried on paper towels. Staff and children are asked to wash hands when needed, i.e. when visibly dirty, after using the toilet, sneezing or blowing nose, after contact with blood or bodily fluids, before and after handling food, before and after changing nappies or soiled clothes, before and after dressing a wound or giving any medication, and after touching any potentially contaminated surface (eg drains, cleaning cloths etc.)
* An antibacterial cleanser is also available for staff to use.
* Children are supervised when hand washing, receiving demonstrations where appropriate, taking into account children’s developing independence.
* Tissues are available and children are encouraged to blow and wipe their own noses.
* Soiled tissues and towels are disposed of hygienically.
* Children are asked to cover their mouths if coughing.
* All staff and volunteers are made aware of how infections (including HIV) are transmitted and follow hygiene rules related to body fluids.
* A cleaning routine is followed throughout the session to ensure that equipment and premises are kept hygienic.

***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.
* Any faulty equipment is removed from use and is repaired. If it cannot be repaired it is discarded.

**Arrival and Registration**

* A member of staff will
* Stand at the door to monitor arrivals, welcoming children and ensuring that no child follows parents out.
* Arrange comfort for any child who is distressed.
* Ensure that the children ‘self-register’ by placing their nameplate to the board
* Lock the main door prior to the start of formal registration.
* At the time of formal registration, a tabourine will be banged and all children stand still in their current place of play. Children’s names are called by one staff member while another adds them to the formal register. Late arrivals and early departures will be annotated to show the time.
* The number of children present is placed on the children’s self-registration board for all staff to clearly see at any time. This will be changed accordingly if a child arrives late or leaves early.
* Any late arrivals will be added to the register and the time annotated.
* Visitors to the setting are annotated in the visitors’ book, with their arrival and departure times.

**Departure**

* The main door will be opened and children will be called to meet their parents individually.
* Children will be released from the room to the parent or the nominated person one at a time, ensuring the child is safely handed over.
* Children may only leave the group with an authorised adult. (See admission form)
* For procedure in the event of a parent failing to collect a child, please see Uncollected Children Policy.

**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)