

General Welfare Requirement: Suitable premises, environment and equipment

Health and safety General Standards Policy and Procedures

Policy Statement

This setting 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 and staff 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 members of staff responsible for health and safety are **Nicola Rice/Carole Sale/Chris Farris**. They are competent to carry out these responsibilities. They have undertaken health and safety training and regularly update their knowledge and understanding. We display the necessary health and safety poster in the equipment cupboard.

Insurance cover

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

National Standards and Setting Procedures

We adhere to the national standards and Health and Safety Executive with regard to policies and procedures, however we reserve the right to implement our own Health and Safety procedures, to safeguard the children, staff, adults and visitors to our setting. For health protection and infection control, this will include the management and/or Trustee's making final decisions on individual cases of illness, including childhood diseases and the exemption periods before returning to preschool and sending children home or admitting a child to preschool, if they are unwell or have signs of childhood illnesses.

Zero Tolerance

We adopt a zero tolerance with regard to all our policies and procedures, including the National Standards, Health and Safety for Health protection and infection control of our setting and persons within, and expect our Parents, staff, adults and visitors to adhere to these. The manager, Deputy manager or Trustee decision is final.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
• Keeping safe • Health and well-being		• The learning environment	• Inclusive of AUC/PR/EE

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 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 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 policy with regard to cigarettes, E-Cigarettes, Vaping or similar.
- Children are made aware of health and safety issues through discussions, planned activities and routines.
- Children are taught how to lift heavier items such as a chair properly and how to hold small items carefully such as scissors and safety knives when cooking. This is to teach children how to keep themselves safe and to learn.

Mental Health Awareness and procedures

- *Mental health is a state of mental well being that enables people to cope with the stresses of life, realise their abilities, learn well and work well, and contribute to their community. It is an integral component of health and well being that underpins our individual and collective abilities, to make decisions, build relationships and shape the world we live in. (World Health Organisation)*
- We promote positive mental health and emotional well being in all children staff and the wider community. We will ensure that only appropriately trained professionals attempt to make a diagnosis of a mental health problem. Staff, however, are well placed to observe children day to day and identify those whose behaviour suggests

that they may be experiencing a mental health problem or at risk of developing one. We discuss the importance of feelings with children daily and as a extended learning opportunity using the 'Colour Monsters' to discuss feelings. All staff are made aware of the warning signs to look out for in children and others. We will respond appropriately to mental health issues for children and staff alike. We will record and document any mental health issues that have come to our attention, linking a parent, child, member of staff, visitor, volunteer etc. with any Early years information to suggest ways to access services and suggesting they contact their GP. All our staff visitors, volunteers, visiting our setting will be made aware of support that is available to them in regards to their mental health. The manager has an 'open door' policy should anyone one wish to.

Children's safety

- We ensure all staff employed have been checked for criminal records by an enhanced disclosure from the Disclosure and Barring Service.
- Adults do not normally supervise children on their own.
- All children are supervised by adults at all times.
- Whenever children are on the premises at least two adults must be present.

Mobile Phones

- All mobile phones are to be kept in a strong box at all times in view of all staff, managers and supervisors, DSL's. All staff, student helpers and parent helpers are required to place all mobile phones into the phone box apart from the Manager and Deputy.
- Phones may be switched on, for emergency calls only and the call may be taken with permission of the Pre-School leader/supervisor in charge.
- Mobile phones are at no time to be taken into any other area of the setting environment, including the outside area, toilets or lobby. The exception to the rule is the setting mobile and managers mobile which may be taken into the office or put into the emergency tray in case of an emergency situation, in which the building may have to be evacuated and the mobile used by the leaders to contact the children's parents/carers to advise them of the situation and where to collect their children from.
- The manager/Deputy/and DSL mobile phone are kept on the side for ease of access or will keep this on their person.

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 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

- Adults do not remain in the building on their own
- 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 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. It also states where they are stored.
- We keep all cleaning chemicals in their original containers.

Terrorism, National Emergency and immediate Local Threat Procedure

- *In the event of a terrorist situation we will follow our Policy and Procedures relating to a Terrorist Attack, National Emergency and immediate Local Threat, the pre-school will ensure:*
 1. *That all children, staff and Visitors are taken to a safe place (behind the screens with windows secured and blinds down and second place is in the church office, with access to keys for the church.) and call for help and advice.*
 2. *Follow the advice given.*
 3. *As soon as is safely possible, parents will be contacted to collect their children.*

Pandemic Emergency Procedure and protective Measures

- In the event of a pandemic such as COVID-19 or any other pandemic, we will follow all Government guidelines and procedures to ensure the safety and well being of children, staff, visitors and adults and risk is minimised and that Protective Measures policy will be adhered to.

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.
- Windows above the ground floor are secured so that children cannot climb through them.

Doors

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

Floors

- All surfaces are checked daily to ensure they are clean and not uneven or damaged.
- Floor space meets the needs of the children in the setting as defined in the Early years Foundation Stage.

Kitchen

- Children do not have unsupervised access to the kitchen

Staff Snacks and Drinks

- Staff are able to have their snack and drink with the children if the drinks are not hot and the foods are not near children who have allergies.
- All hot drinks are to be consumed by the kitchen hatch, away from the children.

Electrical/gas equipment

- All electrical/gas equipment conforms to safety requirements and is checked regularly.
- 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.
- Storage heaters are checked daily to make sure they are not covered.
- 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.

Kitchen

- Children do not have unsupervised access to the kitchen.
- 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; and
 - do not have unsupervised access to electrical equipment.

Storage

- All resources and materials from which children select 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.
- Our outdoor area is checked for safety and cleared of rubbish before it is used.
- Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides.
- Where water can form a pool on equipment, it is emptied before children start playing outside.
- Our outdoor sand pit is covered when not in use and is cleaned regularly.
- All outdoor activities are supervised at all times.
- Garden/Outdoor space meets the needs of the children in the setting as defined in the Early years Foundation Stage.

Hygiene

- We regularly seek information from the Environmental Health Department and the Health Authority to ensure that we keep up to date with the latest recommendations.
- Our daily routines encourage the children to use and learn about personal hygiene.
- We have a daily cleaning routine for the setting which includes play room(s), kitchen, quiet area, toilets and nappy changing and toilet 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 and the disposal of nappies.
- We implement good hygiene practices by:
 - cleaning tables between activities;
 - 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 sole use of disposable towels.

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During COVID-19, good hand hygiene practice the following should be observed:

- We will ensure that children clean their hands regularly, including when they arrive at the preschool, when returning from outside areas, and before and after eating.
- Supervision of hand sanitiser use will take place due to risk around ingestion.
- Small children and children with complex needs will continue to be helped to clean their hands properly.

Activities

- 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.
- All children are able to access the outside area through free flow play in all weather conditions. Parents should provide suitable clothing for the outside area to include Wellington boots, weatherproof coats or sun hats.
- Children are expected to take risks during play as part of their learning experience
- Children are taught to handle and store tools safely.
- Children who are sleeping 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.
- All children are supervised when eating or drinking and are always in sight and hearing of a staff member and children are always facing an adult. We have a staff member that takes the lead at Snack time, which is noted on the Snack list.
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Legal framework

- **Health and Safety at Work Act (1974)**
- **Management of Health and Safety at Work Act Regulations 1992**

- **Electricity at Work Regulations 1989**
 - **Control of Substances Hazardous to Health Regulations (COSHH) (2002)**
 - **Manual Handling Operations Regulations 1992 (as amended)**
 - **Health and Safety (Display Screen Equipment) Regulations 1992**
 - **Early Years Foundation Stage 2025**
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- Our designated person (a member of staff) who co-ordinates Health and Safety issues is **NICOLA RICE**
 - **DEPUTY/CAROLE SALE/CHRIS FARRIS**

Changes to Policy and Procedure

Any changes to this policy and any procedures may come into force following Government Guidance and Legislation changes to law or any new Legislation that the Government sees fit to implement. This includes any changes due to the Coronavirus Act 2020 and any subsequent Acts that will affect the Early Years Sector and our setting now or in future communication and changes.

Acts and legislation includes but is not exhaustive to:

Coronavirus Act 2020

Coronavirus (Covid-19) Guidance for educational settings

Early Years Foundation stage: Coronavirus Disapplications

Actions for Early Years and Childcare providers

Additional policies that run alongside this policy:

Protective measures in an emergency and/or pandemic situation

This policy was adopted at a meeting of **Little Saints Pre-School**

Held on (date)

Signed on behalf of the CIO Trustees