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**Beaumont Community Preschool & Childcare Groups**

**Health and safety general standards**

**Policy statement**

Beaumont Community Preschool & Childcare Groups 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 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.
* Our member/s of staff/s responsible for health and safety is:

**Katherine Vass**

* He/she is competent to carry out these responsibilities.
* He/she has undertaken health and safety training and regularly updates his/her knowledge and understanding.
* We display the necessary health and safety poster in
* **The Preschool room and Bumbles room**

***Insurance cover***

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

**The Office**

**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, 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.
* Children are made aware of health and safety issues through discussions, planned activities and routines.
* Information is shared with staff and parents such as Safe Sleeping, Dangers of Batteries, Choking Hazards etc.

***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.
* We ensure that any blind cords are secured safely and do not pose a strangulation risk for young children.

***Doors***

* We take precautions to prevent children's fingers from being trapped in doors.
* Doors are kept locked and/or door chains used.

# *Floors and walkways*

* All floor surfaces are checked daily to ensure they are clean and not uneven, wet or damaged, any wet spills are mopped up immediately. Wet floor signs must used in all wet/slippery areas.
* Walkways are left clear and uncluttered.

***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, 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.
* We switch electrical devices off from the plug after use.
* The temperature of hot water is controlled to prevent scalds.
* Lighting and ventilation are adequate in all areas including storage areas.

***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 (Main courtyard & Back garden)***

* Our outdoor area is securely fenced/gated. All gates and fences are childproof, safe and secure.
* Our outdoor area is checked for safety and cleared of rubbish, animal droppings, glass and any other unsafe items before it is used.
* Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides.
* Bushes or overhanging trees are checked to ensure they do not bear poisonous berries.
* Stinging nettles and brambles are removed.
* Safety mats are provided under climbing equipment, even when on grass
* Wooden equipment is maintained safely and not used if broken.
* Wooden equipment is sanded and varnished as required.
* Broken climbing equipment or outdoor toys are removed and labelled with out of use and why and reported to the setting manager.
* Our outdoor sand pit is covered when not in use and is cleaned regularly.
* We check that children are suitably attired for the weather conditions and type of outdoor activities; ensuring that sun cream is applied, and hats are worn during the summer months.
* Children who have no adequate means of sun protection will not be able to play outdoors in un-shaded areas.
* All outdoor/physical activities are supervised at all times, including climbing equipment.
* Water play is not left out but is cleared, cleaned and stored after each use.
* Sand is clean and suitable for children's play.
* Receptacles are left upturned to prevent collection of rainwater, this is important in areas where there are vermin to prevent urine/faeces contaminating the water.
* Sightings of vermin are recorded and reported to the manager who reports to the Environmental Health’s Pest Control Department.
* Outdoor areas that have flooded are not used until cleaned down and restored. Grassed areas are not played on for at least one week after the floodwater has gone.
* If there is use of a pool this is guarded at all times by a member of staff and kept covered when not in use.
* If paddling pools are used, a risk assessment is conducted, and consideration given to the needs of disabled children or those less ambulant.

**Drones**

If there are concerns about a ‘drone’ being flown over the outdoor area, that may compromise children’s safety or privacy, the setting manager will contact the police on 101.

* Children will be bought inside immediately.
* Parents will be informed that a Drone has been spotted flying over the outdoor area and will be advised fully of the actions taken by the setting.
* The police will be contacted by the setting and will have their own procedures to follow and will act accordingly.
* If at any point following the incident, photographs taken by a drone emerge on social media that could identify the nursery or individual children, these are reported to the police.
* A record is completed in the Incident Record unless there is reason to believe that the incident might have safeguarding implications, for example:
* the drone has hovered specifically over the outdoor area for any length of time
* there is a likelihood that images of the children have been recorded
* is spotted on more than one occasion
* if the Police believe there is cause for concern

Where this is the case, Safeguarding children, young people and vulnerable adults procedures are followed.

***Hygiene***

* We seek information from the UK Health Protection Agency to ensure that we keep up to date with the latest recommendations.
* Please also refer to Infection control policy and Epidemic and Pandemic Policy.
* Our daily routines encourage the children to learn about personal hygiene.
* We have a daily cleaning routine for the setting, which includes the play room(s), outdoor area, kitchen areas, toilets and nappy changing areas. Children do not have unsupervised access to the kitchen.
* We have a schedule for cleaning all resources and equipment, dressing-up clothes, bedding and furnishings.
* The toilet area has a high standard of hygiene, including hand washing and drying facilities and disposal facilities for nappies.
* We implement good hygiene practices by:
* cleaning tables and chairs between activities and after snack/lunch times.
* regular hand-washing for adults and children.
* 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; and promoting the catch it, bin it, kill it approach in an age appropriate manner.
* ensuring individual use of flannels, towels and toothbrushes where applicable.

**Laundry area**

* Children do not have access to laundry areas.
* Laundry areas are kept well ventilated.
* Detergents/detergent pods and cleaning materials are stored out of reach of children.
* Biological detergents are not used due to the risk of allergies.
* Buckets are provided to soak soiled bedding in suitable disinfectant solution.
* If children’s clothes are soiled, they are rinsed only if there is a suitable sluice in which to do so. They are then bagged and sent home.
* Separate baskets are provided for dirty and clean laundry.
* Members of staff wash their hands after handling dirty laundry and laundry chemicals.

***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 materials, including paint and glue, are non-toxic.
* 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.

***Maintenance and repairs***

Any faulty equipment or building fault is recorded, including:

* date fault noted
* item or area faulty
* nature of the fault and priority
* who the fault reported to for action
* action taken and when
* if no action taken by the agreed date, when and by whom the omission is followed up
* date action completed

Any area that is unsafe because repair is needed, such as a broken window, should be made safe and separated off from general use.

* Any broken or unsafe item is taken out of use and labelled ‘out of use’.
* Any specialist equipment (e.g. corner seat for a disabled child) which is broken or unsafe should be returned to the manufacturer or relevant professional.
* Any item that is beyond repair is condemned. This action is recorded as the action taken and the item is removed from the setting’s inventory.
* Condemning items is done in agreement with the setting manager. Condemned items are then disposed of appropriately and not stored indefinitely on site.
* Where maintenance and repairs involve a change of access to the building whilst repairs are taking place, then a risk assessment is conducted to ensure the safety and security of the building is maintained.

***Sleeping Babies/Children***

* Children who are sleeping are checked regularly intervals of at least every ten minutes. This is recorded with the times checked and the initials of the person undertaking the check.
* When children are sleeping items such as bibs, shoes, hooded clothing, headbands and jackets/coats or any other items that could cause harm must be removed.
* If children fall asleep in-situ, it may be necessary to move or wake them to make sure they are comfortable.
* Information such as Safe Sleeping is shared with parents and staff.

***Jewellery and accessories***

Children, staff members, volunteers and students do not attend the setting wearing jewellery or fashion accessories that may pose a potential hazard to other children or themselves.

* Health and safety take precedence over respect for culture, religion or fashion.
* Members of staff do not wear jewellery or fashion accessories, such as belts or high heels, that may pose a danger to them or to young children. These include large rings with sharp edges, earrings - other than studs, chain necklaces, or bracelets with attachments that can be pulled off, or belts with large buckles.
* Parents must ensure that any jewellery worn by children poses no risk, for example, earrings which may get pulled, bracelets which can get caught when climbing, or necklaces that may pose a risk of strangulation.
* Children may wear small, smooth stud earrings.
* Children, staff, and volunteers do not wear anything with sharp edges that could scratch children, or jewellery with small elements that could become detached and swallowed.
* Hair accessories that may come loose pose a choking hazard are removed before children sleep or rest.
* Parents are requested not to send children wearing hair beads. If staff see beads that are coming loose, they will remove them.
* Hair accessories that may pose a choking hazard to other children should they become detached, should be removed if members of staff consider this to be a possibility.
* Amber beads for teething pain relief are not to be worn due to the risk of choking posed to the infant and other children who may remove them.

# *Safety of adults*

* Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment. Staff will access Manual Handling training where available.
* When adults need to reach up to store equipment, they are provided with safe equipment to do so.
* All warning signs are clear and are in appropriate languages.
* We have a lone working policy for any times where an adult may be within the building by themselves.
* 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.

***Control of substances hazardous to health***

* Our staff implement the current guidelines of the *Control of Substances Hazardous to Health Regulations (COSHH)*.
* We keep a record of all substances that may be hazardous to health - such as cleaning chemicals, or gardening chemicals if used and where they are stored.
* Hazardous substances are stored safely away from the children.
* We carry out a risk assessment for all chemicals used in the setting. 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.
* We keep the chemicals used in the setting to the minimum and ensure all chemicals meet health & safety requirements for their use for areas including food prep areas, toilets/nappy changing and playrooms including toys and equipment.
* Chemicals are not used when children are nearby.
* Environmental factors are taken into account when purchasing, using and disposing of chemicals.
* All members of staff are vigilant and use chemicals safely.
* Members of staff wear protective gloves when using cleaning chemicals where necessary.
* Staff access COSHH training where available.

**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)

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| This policy was adopted at a meeting of | **Beaumont Community Preschool & Childcare Groups** |  |
| 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) |  | |