



## Health and Safety General Standards

*\*See Covid-19 Phased Opening Policy for procedures specific to conditions during the Covid-19 pandemic*

### Policy statement

Harlington Village Pre-School and Wrap Around Care believes that the health and safety of children is of paramount importance. We make our pre-school 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.
- Our member of staff responsible for health and safety is:  
**Miss Suzanne Bumfrey**
- She is competent to carry out these responsibilities.
- She has undertaken health and safety training and regularly updates her knowledge and understanding.
- We display the necessary health and safety poster in:  
**The pre-school foyer**

### *Insurance cover*

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

**The pre-school foyer**

### Procedures

#### *Awareness raising*

- Our induction training for staff and volunteers includes a clear explanation of health and safety issues, so that all adults can 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 or e-cigarettes policy, in line with the Lower school.

- 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 to store equipment they are provided with safe equipment to do so. If any light bulbs need changing Harlington Lower School are responsible for the work.
- All warning signs are clear.
- If any staff remain in the building on their own or leave on their own after dark, they do not do so if the Lower School is not still open.
- 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. (COSHH)
- We keep all cleaning chemicals in their original containers.
- All adults (and children) MUST wear shoes that cover their toes, even in the summer months. This is to protect their toes from harm whilst in the setting.

### *Windows*

- Low level windows are made from materials that prevent accidental breakage or are made safe.
- 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 floor surfaces are checked daily to ensure they are clean and not uneven, wet or damaged.
- Wet surfaces may occur during a session – they are cleaned up and children are warned about the risk of slipping.

### *Electrical/gas equipment*

- All electrical/gas equipment conforms to safety requirements and is checked regularly. The Lower School employs an independent company to complete PAT testing on appliances.
- 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.
- 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.

### *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 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.
- All outdoor activities are supervised by trained staff at all times. The correct Adult to Staff ratios are observed and continually assessed.

### *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 pre-school and wrap around care, which includes the play room(s), kitchen, rest area, toilets, outdoor checks and nappy changing areas.
- We have regularly assess the need to clean resources and equipment, dressing-up clothes and furnishings.
- The toilet area has a high standard of hygiene, including hand washing and drying facilities. Nappies are placed in suitable bags and given to parents to dispose of at home.
- We implement good hygiene practices by:
  - cleaning tables between activities;
  - cleaning and checking toilets regularly;
  - wearing protective clothing - such as aprons and disposable gloves when preparing and serving food and elsewhere, as appropriate;
  - providing sets of clean clothes;
  - providing tissues and wipes; and clean towels.

### *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 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.
- Physical play is constantly supervised.
- 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.
- Large pieces of equipment are discarded only with the consent of the manager and the management team.

#### *On site safety*

- Harlington Lower School Health and Safety Policy (appendix 18) states “vehicular access is restricted to school staff and visitors only and not for general use by parents/guardians when bringing children to school or collecting them.” In line with this, we do not permit pre-school parents to use the car park when dropping and collecting their children from pre-school. This is for safety of all children (and adults) using the school site during opening hours. However, Wrap Around Care parents ONLY are permitted to drive onto the premises outside of school opening hours to drop and collect their children from the conifers.

#### **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)

#### **Further guidance**

- Health and Safety Law: What You Need to Know (HSE Revised 2009)
- Health and Safety Regulation...A Short Guide (HSE 2003)
- Electrical Safety and You: A Brief Guide (HSE 2012)
- Working with Substances Hazardous to Health: What You Need to Know About COSHH (HSE Revised 2009)
- Getting to Grips with Manual Handling - Frequently Asked Questions: A Short Guide (HSE 2011)

This policy was adopted at a meeting of

Harlington Village Pre-School & Wrap Around Care Committee

Held on

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3<sup>rd</sup> July 2018 (UPDATED 9<sup>th</sup> October 2018)

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Date to be reviewed

July 2019

Signed on behalf of the provider

Name of signatory

Nina Biscoe

Role of signatory

Committee Chairperson

**Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment**

Providers must take reasonable steps to ensure the safety of children, staff and others on the premises.

**Health**

The provider must promote the good health of children attending the setting.