

8.1 Health and safety - general policy

Policy statement

Ultimately the employer is accountable for health and safety and therefore cannot delegate health and safety duties. It can require staff to cooperate with them and to follow what they are told, but it cannot delegate a duty. There is no problem asking staff to do something e.g. a risk assessment, which is part of the policy, but it remains the employer's duty to ensure it's done and that it's suitable and sufficient. It would not be a defence to a Nursery if a member of staff did not undertake, for example, a risk assessment. The employer must therefore have a system in place to ensure such things are done.

At Fairford Pre-School we provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees and a safe early learning environment in which children learn and are cared for. We aim to develop and promote a strong health and safety culture within the setting for the benefit of all staff, children and parents we provide information, training and supervision. We also accept our responsibility for the health and safety of other people who may be affected by our activities. This we do under the guidance and leadership of Fairford Primary School.

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.
- Our member of staff responsible for health and safety is: Vicky Starling
- She is competent to carry out these responsibilities.
- She will undertake health and safety training and regularly update her knowledge and understanding.

To achieve a safe and healthy environment we will actively work towards the following objectives:

- Establish and maintain a safe and healthy environment throughout the setting including outdoor spaces
- Establish and maintain safe working practices amongst staff and children
- Make arrangements for ensuring safety and the minimising of risks to health in connection with the use, handling, storage and transport of hazardous articles and substances
- Ensure the provision of sufficient information, instruction and supervision to enable all people working in or using the setting to avoid hazards and contribute positively to their own health and safety and to ensure that staff have access to regular health and safety training
- Maintain a healthy and safe setting with safe entry and exit routes

- Formulate effective procedures for use in case of fire and other emergencies and for evacuating the classroom using evacuation procedures put in place by Fairford Primary School and practicing this procedure on a regular basis to enable the safe and speedy evacuation of the setting.
- Maintain a safe working environment for pregnant workers or for workers who have recently given birth, including undertaking appropriate risk assessments
- Maintain a safe environment for those with special educational needs and disabilities and ensure all areas are accessible (wherever practicable)
- Provide a safe environment for students or trainees to learn in
- Encourage all staff, visitors and parents to report any unsafe working practices or areas to ensure immediate response by the management.

Insurance cover

We are covered under Fairford Primary School's public liability insurance and employers' liability insurance policy. The certificate for public liability insurance is available to view on request.

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.
- Neglect of health and safety regulations/duties will be regarded as a disciplinary matter (see separate policy on disciplinary procedures).
- Whenever a member of staff notices a health or safety problem which they are not able to rectify, they must immediately report it to the appropriate person named above (Vicky Starling or a senior member of staff). Parents and visitors are requested to report any concerns they may have to the manager/deputy.
- 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, such as first aid and safeguarding/child protection is included in the 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.

Use of computer equipment

We are aware that there are various health and safety issues when using ICT equipment with children.

- Children should be encouraged to take a break away from ICT so that they are not staring at the monitor for too long.

- Correct use of equipment is modelled and encouraged through focused adult led activities.
- Staff will ensure that children have clean hands when using ICT equipment
- Computers will be located away from sand and water.
- We take care that liquids are nowhere near ICT equipment.
- We teach awareness of electrical safety and keeping cables and sockets out of reach or covered.
- All switches are turned off at the end of the day.
- Access to screens is always in a visible area.
- Children do not have access to the internet on our ICT equipment.
- We use the school's internet provider, currently TalkTalk and is only used by adults on the PC and laptops.

Doors

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

Floors and general environment

- All floor surfaces are checked daily to ensure they are clean and not uneven, wet or damaged.
- It is standard practice that staff ensure the environment is kept free of any slip, trip and fall hazards and that staff do not allow the environment to become over crowded with toys/resources without things being tidied away first, thus ensuring the general safety of both children and visitors.
- We ensure all entrances and exits from the building, including fire exits are clearly identifiable and remain clear at all times.
- The premises are regularly checked for structural defects, worn fixtures and fittings or electrical equipment and take the necessary remedial action and/if necessary report any action that is required to Fairford Primary School.

Electrical/gas equipment

- All electrical/gas equipment conforms to safety requirements and is PAT tested as required by Fairford Primary School.
- 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 securely fenced.

- Each morning a security sweep is carried out which includes our outdoor area. A tick list is used as a prompt for all areas.
- 'Staff are alerted to the dangers of poisonous plants and lists are kept in the H&S folder for referral. Where water can form a pool on equipment, it is emptied before children start playing outside.
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- All outdoor activities are supervised at all times.

Sun safety

In sunny weather we ask that all parents bring their child to Pre-School with a sun hat and with sun cream already applied. When parents sign their child in to the setting they are asked to note whether they have a) applied sun cream b) if their child has brought a sun hat and c) if they give permission for staff to reapply sun cream to their child after lunch, for those children who will be attending all day. Staff will wash their hands before applying to each child. Boxes are available to place sun hats in the foyer. Each child's sun cream is to be labelled with their name by the parents and put in their drawer.

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 play room, toilets and nappy changing areas, and is undertaken by Fairford Primary School cleaning staff.
- We clean resources and equipment such as dressing-up clothes, messy play, cookery aprons and furnishings as required.
- 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
 - 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 individuals use soap and hand dryer.

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, faults 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.
- Visual or written risk assessments are recorded and undertaken if necessary on large equipment, activities that involve leaving the setting, visitors and any activities that could cause harm or compromise the safety or wellbeing of children or adults.

Jewellery and accessories

- Our staff do not wear jewellery or fashion accessories, such as belts or high heels, that may pose a danger to themselves or children.
- Parents must ensure that any jewellery worn by children poses no danger; particularly earrings which may get pulled, bracelets which can get caught when climbing or necklaces that may pose a risk of strangulation. If staff notice children with such items these are removed, involving discussion with the child and put in the child's drawer.
- We ensure that hair accessories are removed before children sleep or rest.
- Staff are required to wear suitable footwear.
- Children are requested to attend in suitable footwear.

Safety of pregnant visitors

- Pregnant women are welcome at any time to attend any session, such as volunteer help, but they are responsible for their own wellbeing within our setting ensuring that theirs and their unborn baby's safety is ensured during any physical play both inside and outside our Pre-School setting.
- We will provide written notification to parents if there has been a case of an infectious disease eg. chicken pox or Rubella in the setting.
- Fairford Primary School's have comfortable seating in the waiting area.

Safety of adults

- Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment in their induction pack and in the staff operational policies file in the office.
- 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.
- 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 hazardous substances and they are kept in one controlled area within the setting.
- Anti-bacterial spays are used to clean the tables in between activities but not when children are nearby.
- All handwashing and cleaning liquids are provided by Fairford Primary School.
- All members of staff are vigilant and use chemicals safely.
- Personal Protection Equipment (PPE) is provided for the staff to use when using cleaning chemicals, such as toileting accidents on the carpet.

Legal framework

- The requirements of the Statutory Framework for the Early Years Foundation Stage (EYFS) 2017
- The regulations of the Health & Safety at Work Act 1974 and any other relevant legislation such as Control Of Substances Hazardous to Health Regulation (COSHH)
- Any guidance provided by Public Health England, the local health protection unit, the local authority environmental health department, fire authority or the Health and Safety Executive.

This policy was adopted at a meeting of	Fairford Pre-School	name of setting
Held on (date)	21.5.08	
This policy was reviewed on	29/10/19	(date)
	<i>For review by</i> 29/10/20	(date)

Signed on behalf of the provider

Reviewed by: Vicky Starling

Role of signatory (e.g. chairperson etc.) _____