



Date: March 2013

## Health and Safety General Standards

Co-ordinator: Phern Beale

Review Date: March 2014

Approved by Mulberry Pre-School Committee:

**General Welfare Requirements – Suitable premises, environment and equipment. Outdoor and indoor spaces, furniture and toys must be safe and suitable for their purpose. The provider must take necessary steps to safeguard and promote the welfare of the children.**

### Policy Statement

#### Statement of intent

Mulberry Pre-School 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.

#### Aim

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.

#### Methods

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 Health and Safety Officer is **Phern Beale**. We also have a named person on the Pre-school Committee who will monitor Health and Safety.

The health and safety poster is currently located on the Pre-school parents display board in the main room. Our Public Liability Insurance Certificate can also be found there.

#### Risk assessment

Our risk assessment process includes:

1. Checking for hazards and risks indoors and outside, and in our activities and procedures.
2. Our assessment covers adults and children, deciding which areas need attention and developing an action plan which specifies the action required.
3. Staff are informed of the Safe Lifting Health and safety is discussed regularly at staff meetings.
4. We have a no smoking policy.
5. Children are made aware of health and safety issues through discussions, planned activities and routines.

#### Safety

The safety of both children and adults is of paramount importance. To ensure of this safety we as a group will:

1. Make sure only persons who have been checked for criminal records by an enhanced Disclosure from the Criminal Records Bureau and are registered with Ofsted as child carers have unsupervised access to the children, including helping them with toileting.
2. All children are supervised and kept in sight by adults at all times.
3. Always have 1 adult at the door on children's arrival and departure.
4. Children are always supervised when using scissors and the climbing frame.
5. Large equipment is checked regularly and erected safely and with care.
6. Children do not have unsupervised access to the kitchen or storage cupboard.
7. All dangerous cleaning materials are kept in a locked cupboard away from the children.
8. Electric points are guarded.
9. Fire doors/equipment is never obstructed.
10. Fire drills are held at least once a term. Staff are informed by the Supervisor who explains roles and responsibilities.
11. A well-stocked first aid box is available at all times.
12. There is always at least one qualified first-aider present at all times.
13. Spillages (water, sand, paint) will be cleared up immediately to ensure nobody slips up on it.
14. Children are not allowed to climb on stacked chairs or tables.
15. Adults only drink hot drinks in kitchen.
16. Children are supervised when cooking and kept away from the cooker and hot water.

### **Security**

1. Systems are in place for the safe arrival and departure of children.
2. The arrival and departure times of visitors are recorded.
3. Our systems prevent unauthorised access to our premises.
4. Our systems prevent children from leaving our premises unnoticed.

### **Doors**

We take precautions to prevent children's fingers from being trapped in doors.  
Glass in doors is safety glass.

### **Floors**

All surfaces are checked daily to ensure they are clean and not uneven or damaged.

### **Kitchen**

1. Children do not have unsupervised access to the kitchen.
2. All surfaces are kept clean.
3. Cleaning materials are stored out of children's reach.
4. When children take part in cooking activities, they: Are supervised at all times;
5. Are kept away from hot surfaces and hot water.

### **Electrical/gas equipment**

All electrical equipment conforms to safety requirements and is checked by registered professionals.

### **Hygiene**

1. Our daily routines encourage the children to learn about personal hygiene.
2. The toilet area has a high standard of hygiene including hand washing and drying facilities.
3. 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.

## **Activities**

1. Before purchase, equipment and resources are checked to ensure that they are safe for the ages and stages of the children currently attending the Pre-School.
2. The layout of play equipment allows adults and children to move safely and freely between activities.
3. All equipment is regularly checked for cleanliness and safety and any dangerous items are repaired or discarded.
4. All materials - including paint and glue - are non-toxic.
5. Sand is clean and suitable for children's play.
6. Physical play is constantly supervised.
7. Children are taught to handle and store tools safely.
8. Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.

## **Food and drink**

1. All food and drink is stored appropriately.
2. Adults do not carry hot drinks through the play area and do not place hot drinks within reach of children.
3. Snack times are appropriately supervised.
4. Fresh drinking water is available to the children at all times.

## **Animals**

Animals visiting the Pre-School are free from disease, safe to be with children and do not pose a health risk

## **Fire safety**

1. Fire doors are clearly marked, never obstructed and easily opened from inside.
2. Firefighting appliances are checked regularly by the Council.
3. Our emergency evacuation procedures are approved by the Council Fire Safety Officer and are:
  - Clearly displayed in the premises;
  - Explained to new members of staff, volunteers and parents; and
  - Practised regularly at least once a term
  - Records are kept of fire drills.

## **First aid and medication**

1. At least one member of staff with a current first aid training certificate is on the premises at any one time. The first aid qualification includes first aid training for infants and young children.
2. Our first aid kits are located:
3. On the kitchen wall and on the wall in the children's cloakroom. Are regularly checked by the manager and staff have a responsibility to record what has been used.
4. Is easily accessible to adults;
5. Is kept out of the reach of children.

6. At the time of admission to the Pre-School, parents' written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval.
7. Our accident book is kept safely and accessibly; All staff and volunteers know where it is kept and how to complete it; and is reviewed at least half termly to identify any potential or actual hazards.
8. Ofsted, HSE and LADO will be notified of any injury requiring treatment by a General Practitioner or hospital, or the death of a child or adult.
9. Children's prescribed drugs are stored in their original containers, are clearly labelled and are inaccessible to the children.
10. Parents give prior written permission for the administration of medication. The administration is recorded accurately and parents sign the record book to acknowledge the administration of a medicine.

### **Illness**

1. We expect the children to be kept at home if they have any type of infection.
2. Staff will set a good example wearing a hat outside on hot days parents/carers to inform the Pre-School so other parents may be informed.
3. We allow 48 hours to elapse after an attack of sickness/ diarrhoea before sending the child back to Pre-school.
4. We expect children/adults who have cuts and sores to be covered with a dressing.

### **Safety of adults – Employees and Adult Helpers have to:**

1. Co-operate with supervisors and managers on health and safety matters.
2. Not interfere with anything provided to safeguard their health and safety.
3. So far as is reasonably practicable safeguard the safety and welfare of these persons who they are supervising.
4. Take reasonable care of their own health and safety.
5. Report all health and safety concerns to an appropriate person (as detailed in this policy statement).
6. Adults are provided with guidance about the safe storage, movement, lifting and assembly of large pieces of equipment.
7. When adults need to reach up to store equipment they are provided with safe equipment to do so.

### **Records**

We keep records of:

1. adults authorised to collect children from Pre-School;
2. the names, addresses and telephone numbers of emergency contacts in case of children's illness or accident;
3. the allergies, dietary requirements and illnesses of individual children;
4. the times of attendance of children, staff, volunteers and visitors;
5. Accidents;
6. incidents.

### **Additional Health and Safety Policies**

#### **Sun Safety**

We are aware of the dangers of exposing a young child to direct sunlight, therefore during the summer months

We are aware of the dangers of exposing a young child to direct sunlight, therefore during the summer months; sun cream needs to be applied to children BEFORE they arrive at Pre-School.

Staff will also, with permission, help children to re-apply sun cream, if necessary.

All children will be required to wear a sun hat outside during summer months and hot sunny days . Please put child's name in hat.

We will also encourage children to wear tops that cover their shoulders (vests and strappy tops are Drinking water is supplied during the session and if it is considered too hot to be outside the children will be taken inside to play.

**Smoking and Drinking**

1. The Pre-School has a no smoking policy. This applies to staff, parents, visitors and contractors entering the Pre-School. This applies with current smoking legislation.
2. The staff at the Pre-School are not allowed to work under the influence of alcohol.

**Legal Framework**

1. Health and Safety at Work Act (1974)
2. Management of Health and Safety at Work Regulations 1999
3. Electricity at Work Regulations 1989
4. Control of Substances Hazardous to Health Regulations(COSHH) (2002)
5. Manual Handling Operations Regulations 1992 (as amended 2004)
6. Health and Safety (Display Screen Equipment) Regulations 1992

**Further guidance**

Health and safety Law: What you need to know (HSE revised 2009)

RIDDOR Guidance and Reporting Form [www.hse.gov.uk/riddor/index.htm](http://www.hse.gov.uk/riddor/index.htm)

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 Mulberry Pre-School

Held on: -----

Date to be reviewed: -----

Signed on behalf of the management committee:-----

Name of signatory: -----

Role of signatory (e.g. chair/owner): -----