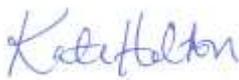




## 7.7 Health and General Standards

This policy was adopted at the meeting of Little Thetford Acorns Pre-school and Children's Club. Staff failure to comply with this policy may be considered serious enough to result in the induction of disciplinary procedures.

<b>Date of adoption</b>	July 2018
<b>Reviewed</b>	June 2020
<b>Signed (on behalf of the management committee)</b>	
<b>Name of signatory</b>	Kate Hilton
<b>Role of signatory</b>	Chair
<b>This policy will be reviewed</b>	Every 3 years
<b>Date of next review</b>	July 2023

### Designated person(s):

Staff member responsible for Health & Safety: **RACHEL JOHSON**

Committee member responsible for Health & Safety: **KATE HILTON**

## 7.7 Health and General Standards

**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

### Policy statement

Little Thetford Acorns 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.
- We have a staff member responsible for health and safety
- We ensure that:
  - 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 kitchen**.
- We have a member of Committee responsible for supporting our Health & Safety staff member
- We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed: **On our main notice board in the lobby**

### 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 and 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.
- During our opening hours the premises are used solely by Little Thetford Acorns.

### **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.
- We have a Lone Worker Policy that staff adhere to.
- The sickness of staff and their involvement in accidents is recorded. The records are reviewed each term to identify any issues that need to be addressed.

### **Control of substances hazardous to health (COSHH)**

- Our staff implement the current guidelines of the *Control of Substances Hazardous to Health Regulations (COSHH)*.
- We keep a record of all substances on the premises that may be hazardous to health, such as cleaning or gardening chemicals, and where they are stored. 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. This is kept in the risk assessment file in the office.
- We keep all cleaning chemicals in their original containers.
- Hazardous substances are stored securely and safely away from the children.
- We keep the chemicals used in the setting to the minimum in order to ensure health and hygiene is maintained. We do not use:
  - bleach;
  - anti-bacterial soap/hand wash, unless specifically advised during an infection outbreak such as Pandemic flu; or
  - anti-bacterial cleaning agents, except in the toilets, nappy changing area and food preparation areas. Anti-bacterial sprays 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.

### **Windows**

- Low-level windows are made from materials that prevent accidental breakage and we ensure that they are made safe.
- We ensure that windows are protected from accidental breakage or vandalism from people outside the building.
- 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 by using hinge guards

### **Floors**

- All floor surfaces are checked daily to ensure they are clean and not uneven, wet or damaged. Any wet spills are mopped up immediately.
- Walkways and doorways are left clear and uncluttered.

### **Electrical/gas equipment**

- All electrical equipment conforms to safety requirements and is checked regularly.
- Our boiler/electrical switch gear/meter cupboard is not accessible to the children.
- Fires, heaters, electric sockets, wires and leads are all properly guarded and the children are taught not to touch them.
- There are sufficient sockets to prevent overloading.
- When possible we switch electrical devices off from the plug after use
- 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 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. All gates and fences are childproof and safe.
- Our outdoor area is checked for safety and cleared of rubbish, animal droppings and any other unsafe items before children enter.
- Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides.
- We leave receptacles upturned to prevent collection of rainwater. Where water can form a pool on equipment, it is emptied and cleaned before children start playing outside.
- 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. We ensure that suncream is applied and hats are worn during the summer months.
- We supervise outdoor activities at all times – in particular children on climbing equipment.

### **Hygiene**

- We regularly seek information from the Public Health England 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 that includes play room(s), kitchen, rest area, toilets and nappy changing areas.
- Children do not have unsupervised access to the kitchen.
- 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 we have the facility to dispose of nappies/pull-ups.
- 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;

### **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.
- We keep a full inventory of all items in the setting for audit and insurance purposes.
- 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.
- We make safe and separate from general use any areas that are unsafe because repair is needed.
- All materials, including paint and glue, are non-toxic.
- Sand is clean and suitable for children's play.
- Water/liquids are monitored and changed regularly when a piece of equipment involves water/liquid play, such as the water table.
- Physical play is constantly supervised.
- Children are taught to handle and store tools safely.
- Children who are sleeping are checked at regular intervals of at least every ten minutes. This is recorded with the times checked and the initials of the person undertaking the check.
- If children fall asleep in-situ, it may be necessary to move or wake them to make sure they are comfortable.
- 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 Chairperson.

### **Jewellery and accessories**

- 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 that may get pulled, bracelets which can get caught when climbing or necklaces that may pose a risk of strangulation.
- We ensure that hair accessories are removed before children sleep or rest.

### **COVID 19 update**

- When helping children in the toilet, the same staff member will attend one child throughout the day. Where practical, this will be the staff member from their 'bubble'.
- Aprons and gloves will be worn by all staff members supervising children in the toilet area.
- Each 'bubble' is to use a separate toilet, which will be labelled clearly for the children.
- Additional cleaning will take place at the end of the day, including door handles and surfaces. Please refer to the Return to Setting Post COVID policy document
- In the case of a child or staff member developing COVID symptoms whilst at pre-school, staff members are required to put on PPE for the duration of that session, until the child or staff member has been taken home. Please refer to the Return to Setting Post COVID policy.

### **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 COSSH* (HSE Revised 2009)

- *Getting to Grips with Manual Handling – Frequently Asked Questions; A short Guide (HSE 2011)*