



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.

8.1 Health and safety general standards

Policy statement

Our 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, 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 members of staff responsible for health and safety are:

The Manager(s)

- She is competent to carry out these responsibilities.
- She has undertaken health and safety training and regularly updates her knowledge and understanding.
- In her absence, the duty manager for the day will be responsible for health and safety, notifying the manager of any issues that may have been dealt with / investigated etc.
- We display the necessary health and safety poster in:

Our store room where it is visible to all staff

Insurance cover

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

Reception, on the Pre-school Notice Board

Procedures

Raising Awareness

- 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.

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.
- All warning signs are clear and in appropriate languages.
- We keep all cleaning chemicals in their original containers and out of reach of children. The cleaning chemicals state what the risks are and what to do if they have contact with eyes or skin or are ingested.
- We ensure that, if adults are in the building alone, the doors are kept locked.
- Staff sickness and any accidents are recorded. The records are reviewed termly to identify any issues that need to be addressed.

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.

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.
- Any wet spills are mopped up immediately.
- 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, 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. The gates are kept padlocked.
- Our outdoor area is checked for safety and cleared of rubbish, animal droppings and any other unsafe items 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.
- 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.
- We supervise outdoor activities at all times; and particularly children on climbing equipment.

Hygiene

- We 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, which includes the play room(s), kitchen, toilets and nappy changing areas. Children do not have 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.
- 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 individual use of hand 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 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 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.

Jewellery and accessories

- Our staff do not wear jewellery or fashion accessories, such as large hooped earrings, 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.
- We ensure that hair accessories are removed if children should need to sleep.

Control of substances hazardous to health

- Our staff implement the current guidelines of the *Control of Substances Hazardous to Health Regulations (COSHH)*.
- Hazardous substances are stored safely away from the children.
- We keep all cleaning chemicals in their original containers.
- We keep the chemicals used in the setting to the minimum in order to ensure health and hygiene is maintained. We do not use:
 - anti-bacterial soap/hand wash, unless specifically advised during an infection outbreak such as Pandemic flu.
 - 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.

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

- *Benfleet Methodist Church Health and Safety Policy - attached*
- 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

Wesley Preschool, Benfleet

Held on

10th October 2019

Date to be reviewed

Signed on behalf of the provider

Name of signatory

Jacqueline Piatto

Role of signatory

Chair-person

BENFLEET METHODIST CHURCH - Health and safety policy - APRIL 2014

POLICY

The Church Council recognises that it has a responsibility to ensure that all reasonable precautions are taken to provide safe conditions for all employees and volunteers and that all statutory requirements and codes are met.

Particular attention will be given, as far as is reasonably practical to:

- ❖ Providing and maintaining systems of operation that are safe
- ❖ Ensuring the absence of risks to health in connection with activities undertaken on the premises
- ❖ Providing sufficient information, instruction, training and supervision where necessary, to protect the health, safety and welfare of employees, members of the public and others
- ❖ Maintaining a safe place of operation
- ❖ Providing a safe means of access and exit from the premises

It is the responsibility of all users of the premises to report to one of the Property Stewards any defects that might affect the health and safety of themselves or other users of the premises.

The Church Council expects all people using the premises, whether by their acts or omissions, to look after their own personal health and safety and that of others using the premises, including members of the general public.

PROCEDURE

The Church Council has delegated the day to day aspects of Health and Safety to the Management Committee and/or to the Property Committee.

The Management and Property Committees shall ensure that:

- ❖ The premises shall be maintained to ensure high standards of safety
- ❖ All users of the premises will receive induction or training in health and safety matters relating to the premises and their specific activities
- ❖ At the quarterly meetings of the Management Committee health and safety will be reviewed
- ❖ There are appropriate first aid facilities on the premises
- ❖ There will be an accident book maintained in the Church Office
- ❖ All exits and entrances are kept clear of any obstruction and all evacuation points are clearly signed
- ❖ Adequate fire fighting equipment is maintained on the premises (see also procedure for dealing with any fire outbreaks)

- ❖ Annually there is a Risk Assessment undertaken by the Property Stewards for the premises and reported to the Management Committee