



# HEALTH AND SAFETY GENERAL STANDARDS POLICY

*Policy Number 7.1*

Health and Safety General Standards Policy Ver1.1

## **Policy Statement**

We believe 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.

The members of staff responsible for health and safety are Caroline Bennetts and Emma Draper. They are competent to carry out these duties, having undertaken health and safety training and regularly updating their knowledge and understanding. We display the necessary health and safety poster in the on-site shed.

## **Insurance Cover**

We have public liability insurance and employer's liability insurance. The certificate for public liability insurance is displayed in the on-site shed.

## **Health and Safety Procedures**

### **Raising Awareness of Health and Safety Issues**

- 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.
- We keep records of these induction training sessions. New staff and volunteers are asked to sign the records to confirm that they have had their induction.
- We explain health and safety issues 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 of staff, and health and safety is discussed regularly at our staff meetings.
- We operate a no-smoking policy at all times on our site.
- We make children aware of health and safety issues through discussion, planned activities and routines.

### **Windows and Doors**

- The low level windows in the doors of The Lodge have been covered in safety material that prevents accidental breakage from either the inside or the outside.
- The medium height windows in The Lodge have latches on them which allow them to be manually opened and closed. Care is taken to prevent children's fingers being accidentally caught in the windows during opening and closing. These windows are also secured so that children cannot climb through them.

- We take precautions to prevent children's fingers from being trapped in the doors of the on-site shed, lodge and toilets.
- The door to the The Lodge is checked to ensure it remains uncluttered for ease of access.

### **Electrical and Gas Equipment**

- We ensure that all electrical and gas equipment conforms to safety requirements and is checked regularly.
- We do not have any electrical/gas fires, heaters, boilers, wires or leads at our setting.
- Lighting and ventilation is adequate in all areas of our setting, including storage areas.

### **Fire Equipment**

- We have a comprehensive fire safety policy and risk assessment in place.
- The log burner in The Lodge is properly guarded and we touch the children not to touch it, or any of the equipment needed to use it.
- We comply with fire safety regulations by having the correct fire safety equipment in place, carrying out regular emergency evacuation drills, and providing staff with adequate safety training.

### **Storage**

- All our resources and materials, including those used by children, are stored safely.
- All our equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

### **Outdoor Area**

- Our outdoor area is naturally fenced by laurel trees, deadwood and other vegetation. The boundaries are clearly marked with red ribbons.
- Our outdoor area is checked for safety and cleared of rubbish, debris, animal droppings and any other unsafe items before it is used.
- Adults and children are alerted to the dangers of poisonous plants.
- All children are taught to drink water only from their water bottles, or from the drinking water container brought on to the site. They are taught not to drink standing water or rainwater.
- We check that the children are dressed appropriately for the weather conditions and the type of outdoor activities being undertaken, ensuring that sun cream is applied and hats are worn during summer months.
- We supervise outdoor activities at all times, focusing particularly on those children using the climbing equipment.

### **Hygiene**

- We seek information from 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 lunch area, toilets and snack/cooking equipment.
- We have a schedule for cleaning resources, equipment, blankets and cushions.
- The toilet area has a high standard of hygiene, including hand washing facilities and disposal facilities for nappies and pull-ups.
- We implement good hygiene practices by:
  - Cleaning tables between activities and before snack or lunch time.
  - Cleaning and checking the toilet regularly.
  - Wearing protective clothing, such as aprons and disposable gloves, as appropriate.
  - Providing tissues and wet wipes where necessary.
- Staff follow the hygiene procedures set out in the relevant policies, including the Intimate Care and Toileting Policy, the Food and Drink Policy and the Food Hygiene Policy.

### **Activities, Resources and Repairs**

- Before purchasing or loaning any equipment or resources, we check them to ensure that they are safe for the ages and developmental stages of the children at the setting.
- The layout of our play equipment allows adults and children to move freely and safely between activities.
- All our equipment is regularly checked for cleanliness and safety, and any dangerous/unsafe items are repaired or discarded.
- We make safe, and separate from general use, any areas that are unsafe because repair is needed.
- All our materials, including glue and paint, are non-toxic.
- Material safety data sheets are kept for any substances that may pose a hazard.
- We ensure that sand is clean and suitable for children's play.
- Physical play is constantly supervised.
- We teach children to handle and store tools safely.
- We check children who are sleeping at regular intervals of at least every ten minutes. This is recorded with the times checked and the initials of the person undertaking the checks.
- If children fall asleep in-situ, it may be necessary to move or wake them to make sure they are safe and comfortable.
- Children learn about health, safety and personal hygiene through the activities we provide, and the routines we follow.

### **Staff Recruitment, Qualifications and Training**

- Churchwood Kindergarten is committed to safer recruitment practices, aims to create a safe recruitment culture, and is dedicated to only employing suitable adults so that the safeguarding of children is upheld.
- We follow the requirements of the Early Years Foundation Stage and Ofsted guidance by ensuring that our staff and volunteers are appropriately qualified.
- We also carry out checks for criminal and other records through the Disclosure and Barring Service (DBS) in accordance with statutory requirements.

- The procedures outlined in the Recruitment and Employment Policy are followed when a job vacancy arises.

### **Personal Protective Equipment (PPE)**

- The provision of PPE is a statutory requirement of the Personal Protective Equipment at Work Regulations 1992 which states:  
*“personal protective equipment is to be supplied and used at work wherever there are risks to health and safety that cannot be adequately controlled in other ways.”*
- Staff wear the appropriate size and style of PPE when required. This may include, but is not limited to:
  - Work gloves, hard hats, reflective vests and steel toe-capped boots when using tools or doing site maintenance.
  - Fire mitts when working around the fire and cooking.
  - Protective aprons and gloves when assisting children with intimate care tasks or when preparing food.
  - Full, regulation PPE when using a chainsaw.
- Staff also wear appropriate clothing for working outdoors in all weathers, including:
  - Waterproof outers and waterproof shoes or boots.
  - Enclosed shoes/boots.
  - Long sleeved trousers and tops (to prevent insect bites/sunburn).
  - Woolly hats and warm / waterproof gloves during winter.
  - Sun hats, sunglasses and sun cream in summer.
- Parents of children attending Churchwood Kindergarten are asked to read and abide by the Clothing, Sun Protection and Personal Property Policy.

### **Jewellery and Accessories**

- Staff do not wear jewellery or fashion accessories such as long necklaces or high set rings 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 may get caught or necklaces which may pose a risk of strangulation.
- We ensure that hair accessories are removed before children sleep or rest.

### **Safety of Adults**

- We ensure that adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.
- We provide safe equipment for adults to use when they need to reach up to store or access equipment or resources.
- We ensure that all warning signs are clear and in appropriate languages.
- We record the sickness of staff and their involvement in accidents. The records are reviewed termly to identify any issues that need to be addressed.

## **Control of Substances Hazardous to Health (COSHH)**

- All staff implement the current guidelines of the *Control of Substances Hazardous to Health Regulations (COSHH)*.
- We keep a record of all substances that may be hazardous to health – such as cleaning chemicals – and where they are stored.
- Hazardous substances are stored safely away from the children.
- 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 are ingested or come into contact with skin or eyes.
- We keep all cleaning chemicals in their original containers.
- We keep the chemicals used in the setting to the minimum to ensure health and hygiene is maintained.
- Any cleaning 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**

- 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)

**Policy Monitoring and Review**

This policy is monitored by the staff and management of Churchwood Kindergarten and will be reviewed annually, or before if necessary.

*Date created:* 12<sup>th</sup> July 2019

*Created by:* Caroline Bennetts

*Reviewed by:*

*Signed:* .....

*Date:* .....

*Name:* .....

*Role:* .....

*Date amended:* 5<sup>th</sup> May 2020

*Amended by:* Caroline Bennetts

*Brief explanation of changes:*

- *Added details about The Lodge – windows, doors and log burner.*
- *Details of additional H&S person added.*

*Review date:* 12<sup>th</sup> July 2020

*Reviewed by:*

*Amended / Updated?*            *Yes / No*

*Brief explanation of changes:*

*Signature of reviewee:*

*New review date set:*