



General Welfare Requirement: Suitable premises, environment and equipment

Outdoor and indoor spaces, furniture and toys must be safe and suitable for their purpose.

Health and safety general standards

Policy statement

Lake Street Nursery and Pre-School CIO 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. Everyone who is part of the Nursery community: Committee, staff, volunteers, parents and visitors has a responsibility to be alert to health and safety issues and bring them to the attention of the management team as necessary.

- 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.
- Overall responsibility for the health and safety of all those involved in Nursery lies with the Management committee. The Chair Person oversees this responsibility.
- The Chair Person works with the setting Manager to ensure the implementation of good practices around health and safety
- The Chair and the Manager are competent to carry out these responsibilities.
- They have undertaken initial health and safety briefing and training and regularly update their knowledge and understanding via updates from the Health and Safety Executive, Early Years Alliance, professionals and experts who may visit the setting e.g. Environmental Health, newsletters and e-mail updates. They are pro-active in seeking information on health and safety issues as they may arise. e.g. carrying out specific risk assessments, updating fire and evacuation practises.
- We display the necessary health and safety at work in the kitchen for all to see.

Insurance cover

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed on the notice board by the front door.

Procedures

Awareness raising

- Our induction training for staff and volunteers includes an explanation of health and safety issues so that all adults are able to adhere to our policy and procedures, as they understand their part in the 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 signposted around the setting for parents, staff and volunteers and when appropriate children too. Policy is available in paper form and on the web-site: so that parents understand the part played by these issues in the daily life of the setting e.g. to reduce risk of infection by keeping ill children at home.
- 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. These include road safety, safety around water, hand washing and safety around cooking implements and hot food and drinks.

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.
- Windows above the ground floor are secured so that children cannot climb through them.
- 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, using hinge guards where possible.

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.
- Heaters are checked daily to make sure they are not covered.
- There are sufficient sockets to prevent overloading.

- We switch electrical devices off from the plug after use where necessary e.g. a mixer
- 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 it is used, or immediately if located during the session.
- 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.
- All outdoor activities are supervised, particularly children on climbing equipment.

Hygiene

- We regularly 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 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 the disposal of nappies.
- We implement good hygiene practices by:
 - cleaning tables between activities;
 - cleaning toilets regularly;
 - wearing protective clothing - such as aprons and disposable gloves - as appropriate;
 - providing sets of clean clothes;
 - providing tissues and wipes; and
 - providing paper 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.
- 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 of repair is needed.
- 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 and the chairperson or owner

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.
- We ensure that hair accessories are removed before children sleep or rest.

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 as much as possible.

- Adults who remain in the building on their own or leave on their own after dark will do so in accordance with the Lone Working Policy.
- 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 are aware of all substances that may be hazardous to health - such as cleaning chemicals, or gardening chemicals if used. Advice is given which states what the risks are and what to do if chemicals have contact with eyes or skin or are ingested. There is a plan for where chemicals are stored so that they are inaccessible to 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:**
 - 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.

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

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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)

This policy was adopted at a meeting of	Lake Street Nursery and Pre School CIO	name of setting
Held on	19 Jan 2016	(date)
Reviewed	June 2019	(date)
Signed on behalf of the management committee	Catherine Morey	
Name of signatory	Manager and Trustee	
Role of signatory (e.g. chair/owner)		