

## Health and safety general standards and Risk Assessments

### 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.
- Our member of staff responsible for health and safety is:  
**Dawn Webster**
- She is competent to carry out these responsibilities.
- She has undertaken health and safety training and regularly updates her knowledge and understanding.
- For employers: we display the necessary health and safety poster on the notice board in the main entrance.

### Insurance Cover:

We have public liability insurance and employer's liability insurance. The certificate for public liability insurance is displayed on the notice board in the main entrance.

### Risk Assessment:

In order to identify hazards and the risks from them Wigton Moor Playschool will undertake Risk Assessments. Our risk assessment process covers adults and children and includes:-

- The identification of the risk; where it is and what it is;
- Who is at risk; staff, children, parents, volunteers, visitors;
- Assessment of the risk as high, medium and low. This is both the risk of the likelihood of it happening, as well as the possible outcome if it did.

It is to be recorded in writing and repeated at regular intervals, or sooner if there has been a significant change.

Control measures to reduce/eliminate risk; What you need to do, or ensure others will do in order to reduce the risk:

- Stephanie Gorstige is responsible for carrying out written risk assessments on a regular basis and to ensure they are reviewed regularly.
- The maintenance of lists of health and safety issues.

Action will be taken to comply with all relevant statutory provisions. Wherever possible risks will be eliminated by careful selection of equipment and processes, or minimised by the use of procedures and control measures.

### Monitoring and Review

The results of the risk assessments, the application of health and safety procedures and risk control will be monitored by the Playschool Supervisor's.

Consultation between the employees and the Playschool Supervisor's on Health and Safety issues will take place at staff meetings and consultation between the Supervisor's and the Chair/Committee will take place at Committee Meetings with a health and safety item on the agenda. Urgent matters can be reported directly to the Playschool Supervisor's.

### **Responsibility for Implementing the Policy**

The Playschool Supervisor's have responsibility for ensuring Wigton Moor Playschool complies with the legislation relating to health and safety and insurance and that Wigton Moor Playschool has an effective health and safety policy that is reviewed on a regular basis.

### **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 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 and new staff and volunteers are asked to sign the records to confirm that they have taken part.
- 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 plans of staff, and health and safety is discussed regularly at our staff meetings. We have external training every three years.
- We operate a no-smoking policy.
- We make children aware of health and safety issues through discussions, planned activities and routines.

#### *Windows*

- Low level windows are made from materials that prevent accidental breakage and we ensure that they are made safe by adding bright stickers

#### *Doors*

- We take precautions to prevent children's fingers from being trapped in doors.
- Patio doors are made from materials that prevent accidental breakage and we ensure that they are made safe by adding bright stickers.

#### *Floors and walkways*

- All our floor surfaces are checked daily to ensure they are clean and not uneven, wet or damaged. Any wet spills are mopped up immediately.
- A wet floor sign is displayed on wet floors.

#### *Electrical/gas equipment*

- We ensure that 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 we teach the children not to touch them.

We check the radiators daily to check the thermostats are at a suitable temperature.

- There are sufficient sockets in our setting to prevent overloading.
- We switch electrical devices off from the plug after use.
- We ensure that the temperature of hot water is controlled to prevent scalds.
- Lighting and ventilation is adequate in all areas of our setting, including storage areas.

#### *Storage*

- All our resources and materials, which are used by the children, are stored safely.
- All our equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.
- Safety gate prevents children having access to the corridor beyond the cloakroom.

#### *Outdoor area*

- Our outdoor area is securely fenced. All gates are kept locked 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.
- 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.
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- We check that children are suitably attired for the weather conditions and type of outdoor activities; ensuring that sunscreen is applied and hats are worn during the summer months.
- We supervise outdoor activities at all times; and particular children on climbing equipment.
- At least one member of staff will be on duty in the outside area when children have access.

#### *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, the quiet area, kitchen, toilets, cloakrooms and nappy changing areas. Children do not have unsupervised access to the kitchen or cloakroom area.
- We regularly clean resources and equipment, dressing-up clothes and furnishings.
- The toilet area has a high standard of hygiene, including hand washing and drying facilities and disposal facilities for nappies.
- 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; and

- use of warm air hand dryers in toilets
- disposing of nappies/pull up in the nappy bin which is stored outside in an area not used by children.
- emptying indoor waste bins frequently, especially after snacks and lunchtime.

#### *Activities, resources and repairs*

- Before purchase or loan, we check equipment and resources 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 our play equipment allows adults and children to move safely and freely between activities.
- All our 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 our materials, including paint and glue, are non-toxic.
- 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 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 Supervisor's and the Chair of the Committee.

#### *Food and Drink*

- All food and drink is stored appropriately.
- Adults consume hot drinks in the kitchen area and do not place hot drinks on top of the coffee bar.
- Adults do not carry hot drinks through the play areas and do not place hot drinks within the reach of children.
- Snack times and lunch times are appropriately supervised.
- Fresh drinking water is available to the children at all times. Children are encouraged to bring their own named water bottle.
- Adults are required to use the flasks and bowls with lids that are provided when carrying hot drinks and hot food at lunch time.

#### *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*

- 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 equipment or to change light bulbs.
- We ensure that all warning signs are clear and in appropriate languages.
- We ensure that adults do not remain in the building on their own.]
- 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*

- Our 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, or gardening chemicals if used 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 have contact with eyes or skin or are ingested.
- 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 spays 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 (HSE 1999)  
[www.hse.gov/pubns/law.pdf](http://www.hse.gov/pubns/law.pdf)
- 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)  
[www.hse.gov/pubns/hsc13.pdf](http://www.hse.gov/pubns/hsc13.pdf)
- 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)

Health and Safety Law: what you should know (HSE 1999)

Health and Safety Regulation: a short guide (HSE 2003)

This policy was adopted by

*(name of  
provider)*

On

*(date)*

Date to be reviewed

*(date)*

Signed on behalf of the provider

Name of signatory

Role of signatory (e.g. chair, director or  
owner)