**2.1 Health and safety Policy**

**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.
* We meet all statutory requirements for health and safety and fulfil the criteria for meeting the Early

 Years Foundation Stage Safeguarding and Welfare Requirements.

**Our Designated Health and Safety Officer is:**

**Michelle Fordham**

* She is competent to carry out these responsibilities.
* She has undertaken health and safety training and regularly updates her knowledge and understanding.
* We display the necessary health and safety poster in:

**The Entrance Hall of the Village Hall**

***Insurance cover***

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

**The Entrance Hall of the Village Hall**

**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 operate a no-smoking policy. Smoking is not allowed on the premises, both indoors and outdoors. If children use any public space that has been used for smoking, members of staff ensure that there is adequate ventilation to clear the atmosphere. Staff do not smoke in their work clothes and are requested not to smoke within at least one hour of working with children. The use of electronic cigarettes is not allowed on the premises.
* Staff must not be under the influence of alcohol or any other substance which may affect their ability to

care for children. If staff are taking medication that they believe may impair them, they seek further

medical advice and only work directly with children if that advice is that the medication is unlikely to

impair their ability to look after children. The Manager must be informed.

* We make children aware of health and safety issues through discussions, planned activities and routines.

***Windows***

* There are no low level windows.
* We ensure that windows are protected from accidental breakage or vandalism from people outside the building.
* Our 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.
* We keep front doors and gates locked shut at all times. Back doors are kept locked shut at all times where they may lead to a public or unsupervised area.

***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.
* Walkways and stairs are left clear and uncluttered.
* Stair gates are in place at the foot of the stairs.

***Kitchen***

**General safety**

* Doors to the kitchen are always kept closed.
* Children do not have unsupervised access to the kitchen.
* Children are not taken to the kitchen when meal preparation is taking place.
* Wet spills are mopped immediately.
* Ventilation is used when cooking.
* A clearly marked and appropriately stocked First Aid box is kept in the kitchen.

**Cleanliness and hygiene of kitchen area**

Staff follow the recommended cleaning schedules in Safer Food Better Business (SFBB).

* All work surfaces are washed regularly with anti-bacterial agent. Fridge and freezer doors are wiped down regularly.
* Plates and cups are only put away when fully dry.
* Tea towels, if used, are used once. They are laundered weekly.
* Any cleaning cloths used for surfaces are washed and replaced daily.
* There is a mop, bucket, broom, dustpan, and brush set aside for kitchen use only.
* Any repairs needed are recorded and reported to the manager.

***Electrical/gas equipment***

* We ensure that all electrical/gas equipment conforms to safety requirements and is checked regularly.
* Our boiler/electrical switchgear/meter cupboard is not accessible to the children.
* Fires, heaters, wires and leads are properly guarded and we teach the children not to touch them.
* We check storage heaters daily to make sure they are not covered.
* 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.

***Outdoor area***

* Our outdoor area is securely fenced. All gates and fences are childproof and safe.
* Safety sweep check is carried out and recorded before children go into the garden areas.
* 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. Water play is not left out but is cleared, cleaned and stored after each use.
* Our sand pit is stored covered and stored in a shed 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 suncream is applied (if permission has been given) and hats are worn during the summer months.
* We supervise outdoor activities at all times; and particularly children on climbing equipment.
* Sightings of vermin are recorded and reported to the manager who reports to the Environmental Health’s Pest Control Department.
* If paddling pools are used, a risk assessment is conducted, and consideration given to the needs of disabled children or those less ambulant.

**Drones**

If there are concerns about a ‘drone’ being flown over the outdoor area, that may compromise children’s safety or privacy, the manager will contact the police on 101.

* Children will be bought inside immediately.
* Parents will be informed that a Drone has been spotted flying over the outdoor area and will be advised fully of the actions taken by the setting.
* The police will have their own procedures to follow and will act accordingly.
* If at any point following the incident, photographs taken by a drone emerge on social media that could identify the pre-school or individual children, these are reported to the police.
* A record is completed in the Notifiable Incident Record unless there is reason to believe that the incident might have safeguarding implications, for example:
* the drone has hovered specifically over the outdoor area for any length of time
* there is a likelihood that images of the children have been recorded
* is spotted on more than one occasion
* if the Police believe there is cause for concern

Where this is the case, Safeguarding children, young people and vulnerable adults procedures are followed.

***Hygiene/Nappy changing/toilet areas***

* 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, 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 disposal facilities for nappies.
* We implement good hygiene practices by:
* cleaning tables between activities;
* cleaning and checking toilets regularly;
* wearing protective clothing - such as disposable gloves/aprons - as appropriate;
* providing sets of clean clothes;
* providing tissues and wipes;
* Changing mats are cleaned and disinfected;
* Disposable nappies/trainers are cleared of solid waste and placed in a nappy sack and disposed in outside bin;
* Paper towels are provided and bins are provided for disposal of paper towels and are emptied daily.
* Wet or soiled clothing is sluiced, rinsed, and put in a plastic bag for parents to collect.

***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.
* 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 management team.

***Jewellery and accessories***

* Our staff do not wear jewellery or fashion accessories, such as high heels, that may pose a danger to themselves or children.
* Health and safety take precedence over respect for culture, religion or fashion.
* 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.
* Children may wear small, smooth stud earrings.
* Parents are requested not to send children wearing hair beads. If staff see beads that are coming loose,
* they will remove them.
* Amber beads for teething pain relief are not to be worn due to the risk of choking posed to the infant
* and other children who may remove them.
* We ensure that hair accessories are removed before children sleep or rest.

***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:
* anti-bacterial soap/hand wash, unless specifically advised during an infection outbreak such as Pandemic flu/COVID;
* 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.

***COVID 19 Coronavirus***

* We have a Coronavirus policy to to minimise the risk of children attending and staff from contracting Coronavirus. The manager reviews and updates this regularly.
* A separate COVID 19 risk assessment is reviewed and updated regularly inline with Government guidance.

**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)
* Safer Food Better Business: Food safety management procedures and food hygiene regulations for small business: [www.food.gov.uk/business-guidance/safer-food-better-business](http://www.food.gov.uk/business-guidance/safer-food-better-business)
* The Department for Education publication ‘Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak’ and [Contingency framework: education and childcare settings](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1011704/20210817_Contingency_Framework_FINAL.pdf).

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| 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) |  |