

**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.

**Health**

The provider must promote the good health of children attending the setting.

**3 Health and safety general standards**

**Policy statement**

We believe that the health and safety of children is of paramount importance. We make our settings 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:

Carrie Richardson and Kate Lumb at Howden Pre-School Church Hall and Bishops Manor, Summer Andrews at Newport Pre-School

* They are competent to carry out these responsibilities.
* They have undertaken health and safety training and regularly update their knowledge and understanding.
* We display the necessary health and safety poster in each setting

*Insurance cover*

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

**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.
* 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 or we ensure that they are made safe.
* 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.

***Doors***

* We take precautions to prevent children's fingers from being trapped in doors.

***Group rooms, stair ways and corridors***

* Significant changes such as structural alterations or extensions are reported to Ofsted. A risk assessment is done to ensure the security of the building during building work.
* Door handles are placed high or alternative safety measures are in place.
* Chairs are stacked safely and not too high.
* There are no trailing wires; all radiators are guarded or set at a low heat to prevent burns.
* Windows are opened regularly to ensure flow of air.
* Floors are properly dried after mopping up spills.
* Children do not have unsupervised access to stairways and corridors.
* Stair gates are in place to prevent unsupervised access where children are not permitted eg, kitchen, stairways.
* Floor covering is checked for signs of wear and tear.
* Materials and equipment are not generally stored in corridors, but where this is the case, it does not block clear access or way out.
* Walkways and stairs are uncluttered and adequately lit.
* Stairways and corridors are checked to ensure that safety and security is maintained, especially in areas that are not often used, or where there is access to outdoors
* Staff support children using steps and stairs as needed. e.g holding hands and helping with bags
* Socket safety inserts are not used as there is no safety reason to do so, modern plug sockets are designed to remove risk of electrocution if something is poked into them. Socket covers (that cover the whole socket and switch) may be used, please note these are different to socket inserts.
* The use of blinds with cords is avoided. Any blinds fitted with cords are always secured by cleats. There are no dangling cords.

***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 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.

**Children’s bathrooms/changing areas**

* Older babies/toddlers have low changing surfaces they can climb on to, or floor surface is used. Staff should not have to lift heavy toddlers on to waist high units.
* Changing mats are cleaned and disinfected in baby change areas.
* Disposable nappies/trainer pants are cleared of solid waste and placed in nappy disposal units.
* Staff use single use gloves and aprons to change children and wash hands when leaving changing areas. Please note that gloves are not always required for a wet nappy if there is no risk of infection, however, gloves are always available for those staff who choose to wear them for a wet nappy. Gloves are always worn for a ‘soiled’ nappy.
* Staff never turn their backs on or leave a child unattended whilst on a changing mat.
* Changing areas or stands are provided for older (disabled) children, if required.
* Changing mats are disinfected after each change.
* Anti-bacterial spray is not used where residue may have direct contact with skin.
* Anti-bacterial sprays used in nappy changing areas are not left within the reach of children.
* Natural or mechanical ventilation is used; chemical air fresheners are not used.
* All other surfaces are disinfected daily.

***Children’s toilets and wash basins***

* Children’s toilets are cleaned twice daily using disinfectant cleaning agent for the bowls (inside and out), seat and lid, and whenever visibly soiled.
* Toilet flush handles are disinfected daily.
* There is a toilet brush available for children’s toilets.
* Cubicle doors and handles are washed weekly.
* Children’s hand basins are cleaned twice daily and whenever visibly soiled, inside, and out using disinfectant cleaning agent. Separate cloths are used to clean basins etc. and are not interchanged with those used for cleaning toilets. Colour coded cloths are used.
* Mirrors and tiled splash backs are washed daily.
* Paper towels and/or cloths are provided for hand drying.
* Bins are provided for disposal of paper towels and are emptied daily.
* All bins are lined with plastic bags.
* Staff who clean toilets wear gloves.
* Staff changing children wear gloves and aprons as appropriate.
* Wet or soiled clothing is put in a plastic bag and sent home to parents at the end of a session.
* Floors in children’s toilets are washed daily.
* Spills of body fluids are cleared and mopped using disinfectant.
* Mops are rinsed and wrung after use and stored upright, not stored head down in buckets.
* Mops used to clean toilets or body fluids from other areas are designated for that purpose only and kept separate from mops used for other areas. Colour coding helps keep them separate.
* Used water is discarded down the outside drain and this is rinsed/disinfected as necessary.

***Staff cloakrooms***

* All areas are kept tidy and always uncluttered.
* Doors to staff/visitor toilets and cloakrooms are kept always shut.
* Toilet areas are not used for storage due to the risk of cross-contamination.
* Staff/visitor toilets are cleaned daily using disinfectant.
* Toilet flush handles are disinfected daily.
* There is a toilet brush provided per toilet and separate cleaning cloth.
* Toilets that are not in use are checked to ensure that the U-bend is not drying out and are flushed every week. Taps that are not in use are run for several minutes every two to three days to minimise the risk of infections such as legionella.
* Cubicle doors and handles are washed weekly.
* Staff hand basins are cleaned daily using disinfectant. Separate cloths are used to clean basins etc. and are not interchanged with those used for cleaning toilets.
* Floors in staff toilets are washed daily.
* Mirrors and tiled splash backs are washed daily.
* Paper towels or cloths are provided for hand drying.
* Bins are provided for sanitary wear and cleared daily (or as per contract agreement).
* Bins are provided for disposal of paper towels and are cleared daily.
* All bins are lined with plastic bags.
* Members of staff who are cleaning toilets wear rubber gloves that are kept specifically for this purpose to prevent cross contamination.

***Laundry area***

* Children do not have access to laundry areas.
* Laundry areas are kept well ventilated.
* Detergents/detergent pods and cleaning materials are stored out of reach of children.
* Biological detergents are not used due to the risk of allergies.
* Separate baskets are provided for dirty and clean laundry.
* Members of staff wash their hands after handling dirty laundry and laundry chemicals.
* Machines are switched off from the plug after use.
* Members of staff do not leave the tumble dryers on at night or any other time when the building is vacant.

***Outdoors***

* All gates and fences are childproof, safe, and secure.
* Areas are checked daily to make sure animal droppings, litter, glass etc. is removed. Staff wear rubber gloves to do this.
* Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides..
* Bushes or overhanging trees are checked to ensure they do not bear poisonous berries.
* Stinging nettles and brambles are removed.
* Safety mats are provided under climbing equipment placed on hard floors such as decking or concrete.
* Wooden equipment is maintained safely, put away daily and not used if broken.
* Wooden equipment is sanded and varnished as required.
* Broken climbing equipment or outdoor toys are removed and reported to the setting managers.
* Our outdoor sand pit is covered when not in use and is cleaned regularly
* Children are always supervised within ratios outside.
* Children are suitably attired for the weather conditions and type of outdoor activities.
* Sun cream (if parents have given permission) is applied and hats are worn during the summer months. Outdoor play is avoided in extreme heat between noon and 3pm.
* Children who have no adequate means of sun protection, such as a hat, long sleeves and trousers or sun cream, will not be able to play outdoors in un-shaded areas.
* Children are supervised on climbing equipment, especially younger children.
* Water play is not left out but is cleared, cleaned and stored after each use.
* Receptacles are left upturned to prevent collection of rainwater, this is important in areas where there are vermin to prevent urine/faeces contaminating the water.
* Sightings of vermin are recorded and reported to the manager who reports to the Environmental Health’s Pest Control Department.
* Staff follow our “coming in from outside procedure” when bringing children in from the gardens.

***Entrances and approach to the building***

* Entrances and approaches are kept tidy and always uncluttered.
* All gates and external fences are childproof and safe. Gates have a door bell intercom system. A member of staff will answer the door bell then go to the gate to let the person in.
* Doors to our freeflow gardens are kept shut and locked when freeflow is not in use.
* We put baby gates across entrances for extra security where appropriate.
* The identity of a person not known to members of staff is checked before they enter the building.
* All staff and visitors to the setting sign in and out of the building.
* A member of staff is available to open and close the door and to greet arrivals, say goodbye to parents and to make sure that doors and gates are shut.
* Doors are always kept locked and shut if they may lead to a public or unsupervised area, unless this breaches fire safety regulations or other expectations.
* Where building works or repairs mean that normal entrances/exits or approaches to the building are not in use, a risk assessment is conducted to maintain safety and security whilst the changes are in place.

***Drones***

If there are concerns about a ‘drone’ being flown over the outdoor area, that may compromise children’s safety or privacy, the setting 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 nursery 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, EE Safeguarding children, young people and vulnerable adults procedures are followed.

***Hygiene***

* We seek information from the Public Health England to ensure that [we/I] 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 settings, which includes the 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 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

***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.
* 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 manager.

***Jewellery and accessories***

Children, staff members, volunteers and students do not attend the setting wearing jewellery or fashion accessories that may pose a potential hazard to other children or themselves.

* Health and safety take precedence over respect for culture, religion or fashion.
* Members of staff do not wear jewellery or fashion accessories, such as belts or high heels, that may pose a danger to them or to young children.
* Parents must ensure that any jewellery worn by children poses no risk, for example, 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.
* Children, staff, and volunteers do not wear anything with sharp edges that could scratch children, or jewellery with small elements that could become detached and swallowed.
* Hair accessories that may come loose pose a choking hazard are removed before children sleep or rest.
* Parents are requested not to send children wearing hair beads. If staff see beads that are coming loose, they will remove them.
* Hair accessories that may pose a choking hazard to other children should they become detached, should be removed if members of staff consider this to be a possibility.
* 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.

***Manual handling***

* All staff comply with risk assessment and have a personal responsibility to ensure they do not lift objects likely to cause injury. Failure to do so may invalidate an insurance claim.
* Members of staff bring the setting manager’s attention to any new risk, or situations where the control measures are not working.
* Risk assessments may need to be changed for some individuals, such as a pregnant woman, or staff with an existing or previous injury or impairment that may affect their capacity to lift.
* Risk assessment is carried out of the environment in which the lifting is done. Features such as uneven floor surfaces, stairs, etc. add to the general risk and need to be taken into consideration.
* The setting manager ensures that they and their staff are trained to lift and move heavy objects and unstable loads correctly. Babies and young children are also heavy and need to be lifted and carried carefully and correctly.

**Guidelines:**

* Do not lift heavy objects alone. Seek help from a colleague.
* Bend from the knees rather than the back.
* Do not lift very heavy objects. even with others. that are beyond your strength.
* Use trolleys for heavy items that must be carried or moved on a regular basis.
* Items should not be lifted onto, or from, storage areas above head height.
* Do not stand on objects, other than proper height steps, to reach high objects and never try to over-reach.
* Push rather than pull heavy objects.
* Do not carry heavy objects up or down stairs; or carry large objects that may block your view of the stairs.
* Do not hold babies by standing and resting them on your hips.

Please note this is not an exhaustive list.

* Managers are responsible for carrying out risk assessment for manual handling operations, which includes lifting/carrying children and lifting/carrying furniture or equipment.

***Control of substances hazardous to health***

* Staff implement the current guidelines of the Control of Substances Hazardous to Health (COSHH) Regulations.
* 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.
* Personal protective equipment (PPE), such as rubber gloves, latex free/vinyl gloves, aprons etc., is available to all staff as needed and stocks are regularly replenished.
* Hazardous substances are stored safely away from the children.
* Chemicals used in the setting should be kept to the minimum to ensure health and hygiene is maintained.
* Risk assessment is done for all chemicals used in the setting**.**
* Environmental factors are considered when purchasing, using and disposing of chemicals.
* All members of staff are vigilant and use chemicals safely.
* Bleach is not used in the setting.
* Anti-bacterial soap/hand wash is not normally used, unless specifically advised during an infection outbreak, such as Pandemic flu or Coronavirus.
* Anti-bacterial cleaning agents are restricted to toilets, nappy changing areas and food preparation areas and are not used when children are nearby.
* Members of staff wear rubber 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)

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