

**Safety of premises, environment and equipment**

**We ensure that our premises, including overall floor space and outdoor spaces, are fit for purpose and suitable for the age of children cared for and the activities provided on the premises. We comply with requirements of health and safety legislation (including fire safety and hygiene requirements) (EYFS 2024 3.64, 3.65)**

**Policy statement**

This setting 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.

* 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.
* We have designated members of staff responsible for health and safety who are competent to carry out these responsibilities.
* We remember that children do the unexpected-children increase the risk.
* The designated members of staff have undertaken health and safety training and regularly update their knowledge and understanding.
* We display the necessary health and safety poster inthe main hall supplied by Portreath Improvements Committee
* It is the responsibility of all staff to ensure that all activities and the environment are safe. If a member of staff has any concerns about the children’s safety, they should bring them to the attention of the manager before the activity takes place.
* The manager or deputy will judge whether a risk assessment related to an activity or use of the premises needs to be recorded in writing.

*Insurance cover*

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed on the Pre-School notice board.

**Procedures**

* Our member of staff responsible for health and safety is: Hannah Langley-Walker

*Awareness raising*

* *We display the* **revised version of the health and safety law poster 2009**
* 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.
* 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.
* Aspects of the health and safety policies and procedures are explained 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 staff meetings and supervision meetings.
* We operate a no smoking policy.
* Children are made aware of health and safety issues through discussions, planned activities and routines.

# *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 they are provided with safe equipment to do so.
* All warning signs are clear.
* Ideally adults are not in the building on their own or leave on their own after dark; however our senior members of staff are often alone for a short period of time for opening and closing the building. All lone workers have had relevant training and are aware of the lone worker 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. We keep a record of all substances that may be hazardous to health - such as cleaning chemicals. This states what the risks are and what to do if they have contact with eyes or skin or are ingested. It also states where they are stored (Safety Data Sheets)
* We keep all our own cleaning chemicals in their original containers.
* As our setting is in a communal hall and is multi used all cleaning chemicals are stored safely in a locked storage cupboard.

*Windows*

* As our sessions are held in a church hall, all windows are maintained by the Portreath Improvements Committee.
* All windows where the sessions are held are of high level and secured so that children cannot climb through them.

*Doors*

* We take precautions to prevent children's fingers from being trapped in doors, the most hazardous doors have been fitted with guards.

# *Floors*

* All floor surfaces are checked daily to ensure they are clean and not uneven, wet or damaged.

*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.
* Storage heaters are checked daily to make sure they are not covered.
* There are sufficient sockets to prevent overloading.
* 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 and walled.
* Our outdoor area is checked for safety and cleared of rubbish before it is used.
* 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.
* All outdoor activities are supervised at all times.

*Hygiene*

* We regularly seek information from the Environmental Health Department and the Health Authority to ensure that we keep up-to-date with the latest recommendations.
* Our daily routines encourage the children to learn about personal hygiene.
* Adults model high standards of personal hygiene.
* We have a daily cleaning routine for the setting which includes play room(s), kitchen, rest area, toilets and nappy changing areas.
* 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. Nappies and ‘pull ups’ are ‘double bagged’ and disposed of in our nappy bin which is emptied, they are placed in our wheelie bin which is emptied weekly.
* We implement good hygiene practices by:
* cleaning tables between activities;
* cleaning toilets regularly; recording hygiene checks.
* wearing protective clothing - such as aprons and disposable gloves - as appropriate;
* providing sets of clean clothes;
* providing tissues, wipes, paper towels and liquid soap. Adults are provided with antibacterial soap.

*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.
* 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.
* 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 and times noted in the sleeping log.
* 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.

**Legal Framework**

* Health and Safety at Work Act (1974)
* Management of Health and Safety at Work Regulations 1992
* Electricity at Work Regulations 1989
* Control of Substances Hazardous to Health Regulations(COSHH)  
  (2002)
* Manual Handling Operations Regulations 1992 (as amended)
* Health and Safety (Display Screen Equipment) Regulations 1992
* EYFS 2024 Welfare Requirements

**Further guidance**

**The revised version of the health and safety law poster 2009**

* *Health and Safety Law: What you Should Know (HSE 1999)*[www.hse.gov.uk/pubns/law.pdf](http://www.hse.gov.uk/pubns/law.pdf)
* *Health and Safety Regulation…a Short Guide (HSE 2003)*[www.hse.gov.uk/pubns/hsc13.gtm](http://www.hse.gov.uk/pubns/hsc13.gtm)
* Electrical Safety and You (HSE 1998)  
  [www.hse.gov.uk/pubns/indg231.pdf](http://www.hse.gov.uk/pubns/indg231.pdf)
* COSHH: A Brief Guide to the Regulations (HSE 2005)  
  [www.hse.gov.uk/pubns/indg136.pdf](http://www.hse.gov.uk/pubns/indg136.pdf)
* Manual Handling at work – a brief guide (HSE)  
  <https://www.hse.gov.uk/pubns/indg143.htm>

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| This policy was adopted at a meeting of | Portreath Pre-School |  |
| Held on | 30.11.17 |  |
| Last reviewed and amended | 24/06/2024 |  |
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