



Epsom Playhouse Pre-School

EPSOM PLAYHOUSE PRE SCHOOL

Health and Safety Policy

21st November 2023

Policy Aim

We believe that the health and safety of children is of paramount importance and that everybody is aware of the health and safety issues. We make our setting a safe and healthy place for children, parents, staff and volunteers.

Procedure

Our member of staff responsible for health and safety is Ghada Elmaghraby and The Manager. They undertake health and safety training and regularly update their knowledge and understanding.

We display the necessary health and safety posters in the office and on the staff board.

Insurance cover

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed on the parent's information board.

Awareness raising

Our induction training for staff and volunteers includes a clear explanation of health and safety issues, so that all adults can 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. Documents of this are signed and stored away in a locked cupboard.

We explain health and safety issues to the parents/ carers of new children, so that they understand the part played by these issues in the day to day running of the setting.

We operate a no-smoking, drugs or alcohol policy for all staff and parents.

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

Doors

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

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 are also left clear and uncluttered.

Electrical/gas equipment

We ensure that all electrical/gas equipment conforms to safety requirements and is checked regularly by the landlords (Scout association)

Our boiler/electrical switch gear/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.

There are sufficient sockets in our setting to prevent overloading and we switch electrical devices off from the plug after use.

The scout association ensure that the temperature of hot water is controlled to prevent scalds.

Lighting and ventilation are 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 and 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. 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.

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. Sun cream must be of a high factor, supplied by parents, in date and have their name clearly written on it. On extremely hot days, children will not be allowed outside between the hours of 11.30 – 1.30.

We always supervise outdoor activities; and particularly children on climbing equipment and engaging in physical play.

Hygiene

We seek information from 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 playroom, kitchen, toilets, resources, equipment, and nappy changing areas. Children do not have access to the kitchen.

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 and before and after snack and lunch times.
- cleaning and checking the toilets regularly.
- wearing protective clothing - such as aprons and disposable gloves – when needed (Such as when changing a nappy).
- providing tissues and wipes

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.

We carry out risk assessments to ensure that measures are put in place to ensure that children use equipment and resources safely.

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.

All our materials, including paint and glue, are non-toxic.

We teach children to handle and store tools safely.

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 committee.

Food and Drink

Sell-by dates on all food is checked daily and any food which is spoiled or out of date will be disposed of.

All staff undertake Food Hygiene training and apply their knowledge.

All the ingredients on food items are checked to ensure that they are suitable for all children with allergies and dietary requirements, which we are informed of when a child starts our setting, we also keep up to date with any changes. A list of these allergies and dietary requirements are kept in the snack box and staff's information folder for all staff to check daily and risk assessments are carried out.

A member of staff is always sitting with the children during eating times and are to be alert for a child to potentially choke. First aid treatment will be given immediately if this situation was to happen.

Fresh water is always available for the children.

We operate a nut-free environment which parents are aware of. We encourage healthy lunch boxes which the parents/carers provide. There are ideas for healthy lunchboxes on tapestry for everybody to see.

Oral Hygiene

We encourage good oral hygiene through age-appropriate activities for the children and by giving advice/handouts to parents. Children should only have water to drink in their water bottles. Milk will be provided at snack time.

Jewellery and accessories

Our staff do not wear jewellery or fashion accessories, such as belts or high heels, which 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.

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.

More information regarding manual handling in the work place can be found on the following link - [Manual Handling: Health and Safety \(hse.gov.uk\)](https://www.hse.gov.uk)

We ensure that adults do not remain in the building on their own and they are to make everyone aware when attending the shed independently.

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

We 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 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.

Environmental factors are considered 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.