 Health and safety general standards

**Ofsted No: 127323**

**Registered charity No: 1088575**

**Policy statement**

At little Acorns we believe that the health and safety of the children is paramount. We make our setting a safe and healthy place for children staff and volunteers.

We aim to make children, parents and staff aware of health and safety issues and to minimise the hazards and the risks to enable the children to thrive in a healthy and safe environment.

Our member of staff responsible for health and safety is: Kim Suggett (the manager also oversee all assessments and works closely nominated prison)

The nominated person and the manager are competent to carry out these responsibilities and have undertaken health and safety training. Both the nominated person and the manager attend regular updates so as to be fully knowledgeable and understanding of current good practice and law.

We display the necessary health and safety poster in the kitchen.

**Insurance cover**

We have public liability insurance and employer ‘liability insurance. The certificates public liability is displayed on the pre-school notice board.

**Safeguarding**

Our safeguarding policy’s and procedures are in line with the local safeguarding children’s board. *Please see the settings safeguarding policy for full details*

**Procedures**

**Awareness rising**

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.

* Health and safety issues are explained to the parents of new children so 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.
* 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 safe storage, movement, lifting and erection of large pieces of equipment.
* When adults need to reach up to storage they are provided with safe equipment to do so.
* All warning signs are clear and in appropriate languages.
* Adults do not remain in the building alone or leave on their own after dark.
* 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.

***Windows***

* Low level windows are made from materials that prevent accidental breakage.
* Windows are protected from accidental breakage or vandalism from people outside the building.

***Doors***

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

***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 children
* Heaters, electric sockets, wires and leads are properly guarded and the children are taught not to touch them.
* There are sufficient sockets to prevent overloading.
* The temperature of the hot water is controlled to prevent scolds
* 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.

***Outdoor area***

* Our outdoor area is securely fenced.
* Our outdoor area is checked for safety.
* Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides
* Our outside sand pit is covered when not in use and cleaned regularly
* All outside activities are supervised

***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.
* We have a daily cleaning routine for the setting which includes play rooms kitchen hall ways toilets and nappy changing rooms.
* The toilet area has a high standard of hygiene including hand washing and drying facilities and the disposal of nappies
* We implement good hygiene practises by :

-cleaning tables between activities

-cleaning toilets regularly

-wearing protective clothing such as disposable aprons and gloves when necessary

-providing sets of clean clothes

-providing tissues and wipes

***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 the setting allows the 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 clue 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.

**Legal framework**

* **Health and safety at work act (1974)**
* **Management of health and safety at work regulations 1992**
* **Electricity at work regulations 1998**
* **Control of substances hazardous to health regulations (COSHH) (2002)**
* **Manual handling operations regulations 1992 (as amended)**

**Health and safety (display screen equipment) regulations 1992**

**This policy was adopted at the Annual General Meeting**

**Of Little Acorns Pre-School Folkestone**

**Held on .................................................................**

**Date to be reviewed ...................................................**

**Signed on behalf of the management committee................................**

**Name of signatory ...................................................................**

**Role of signatory..........................................................................**

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