



Stithians Pre-School, Stithians Centre, Stithians, Cornwall TR3 7DH
General_Enquiries@stithianspreschool.org.uk
Tel: 01209 862727
Charity Registration No. 1032443
Ofsted reference: 102875

Health and Safety Policy

Policy Statement

We believe that the health and safety of children, their families, practitioners, volunteers and visitors is of paramount importance. We aim to make everyone aware of health and safety issues and to minimise hazards and risks to enable the children to thrive in a healthy and safe environment.

The person responsible for health and safety within the Preschool is Linsey Matthews.

Insurance Cover

We have public liability insurance and employer's liability insurance.

These certificates are displayed in the Preschool entrance and are renewed annually.

Procedures

General Health and Safety Awareness

- We explain health and safety issues to parents of new children; so that they understand the part they play in the daily life of the Preschool.
- We make children aware of health and safety issues through discussions, planned activities and daily routines.
- We take precautions to prevent children's fingers being trapped in doors.
- All floor surfaces are checked daily to ensure they are clean and not wet or damaged. Any wet spills are mopped up immediately and a wet floor sign displayed to warn others.
- We ensure that safe equipment is provided when practitioners need to reach up to store equipment.
- We ensure that adults are not left in the building alone.
- We record practitioner's sickness and their involvement in accidents. These records are reviewed when the forms are submitted to the Preschool Manager.

Electrical/gas equipment

- We ensure that all electrical equipment conforms to safety requirements and is checked regularly. All electrical equipment is PAT tested annually.
- 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.
- 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.

Outdoor Area

- The outdoor area is securely fenced and checked daily to identify hazards and remove risk.
- The outdoor sandpit is covered when not being used.
- We check that children are suitably attired for the weather conditions, and we reserve the right to refuse to allow children to access the outside area if weather wear is not provided.
- We supervise outdoor activities at all times, particularly on climbing equipment.
- 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.

Hygiene

- We seek information from Public Health England to ensure that we keep up-to-date with the latest recommendations.
- Daily routines encourage children to learn about personal hygiene.
- We have cleaning schedules within all areas of the Preschool.
- The toilet area has high standards 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 toilet areas regularly

- Wearing protective clothing – such as disposable aprons and gloves.

- Practitioners do not normally supervise children on their own
- Children are supervised at all times.
- We operate a no-smoking policy

Jewellery and accessories

- Our staff do not wear jewellery or fashion accessories, such as belts or high heels, that 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.
- We ensure that hair accessories are removed before children sleep or rest.

Activities, Resources and Repairs

- The layout of the play equipment allows adults and children to move safely and freely.
- All of our equipment is regularly checked for cleanliness and safety, and any dangerous items are either repaired or discarded. If a piece of equipment is faulty please remove it or inform the manager or deputy manager immediately.
- Physical play is continuously supervised
- We teach children to handle and store tools safely
- We check all children that are sleeping at regular intervals of at least 10 minutes as per the Early Years Foundation Stage Statutory Guidance. This is recorded on our sleep charts.
 - 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.

Control of Substances Hazardous to Health (COSHH)

- We keep a record of any products that may be hazardous to health – such as cleaning chemicals.
- Hazardous substances are stored safely away from the children.

- Cleaning chemicals are kept in their original containers.
- All practitioners are vigilant and use chemicals safely.
- Members of staff wear protective gloves when using cleaning chemicals.

First Aid

- We aim for all room based practitioners to have First Aid training. There may be periods when qualifications expire or new practitioners join the team who have not yet received the training however there is always at least one practitioner who can perform first aid when required.
- Practitioners with First Aid training is listed on the parents notice board.
- First aid kits are available at all times and are out of reach from children.
- There is a named person responsible for checking and replenishing the first aid kits. This person is: Tyler Bowden

Security

- The times of children's arrival and departure is recorded.
- The arrival and departure times of all practitioners, volunteers and visitors are recorded.
- Our systems aim to prevent unauthorised access to the main room
- Our systems aim to prevent children from leaving the premises unnoticed.
- We only allow visitors to access to the main room with prior appointments.
- All practitioners check the identity of any person who is not known to them before they are allowed access to the setting
- Minimal petty cash is kept on the premises.

Practitioner Personal Safety

- All staff are able to undertake training in manual handling procedures if they would like to. The aim is to protect staff against the risk of injury to any part of the body during moving and handling operations.
- Practitioners ensure that windows and doors are locked before leaving the premises at the end of the day.

- Practitioners make notes of meetings in the Preschool diary
- Managers liaise with Stithians Centre and school for advice or concerns regarding safety.
- Home visits will always be conducted in pairs.
- Home visits are recorded on the one of the Preschool calendar. Full names and addresses are recorded prior to the visit taking place.
- Practitioners alert a member of the management team when they are leaving for a home visit and when they return.
- If practitioners are concerned about entering a premises, they do not do so.
- Practitioners take the Preschool mobile phone with them on home visits.
- If practitioners do not return from home visits at the expected time and they have not made contact with the Preschool, a member of the management team will attempt to phone them and continues to do so until they make contact.
- If no contact is made after a reasonable amount of time then the police should be contacted.

Dealing with Agitated Parents

- If a parent appears to be angry, agitated or possibly hostile, two practitioners (one being from the management team) will lead the parent away from the children to a less open area. The door will not be closed behind them.
- If the parent is standing then practitioners will remain standing.
- Practitioners will try to empathise and ensure that the language used is understood.
- Practitioners will speak in low, even tones.
- Practitioners will listen and try to seek a solution.
- If the parent makes threats and continues to be angry, practitioners will make it clear that they will be unable to discuss the issue until the parent stops shouting or being abusive.
- If threats and or abuse continue practitioners will end the discussion and ask the parent to leave. If the parent refuses then the police should be called.
- After the event, details are recorded and stored in the child's file together with any decisions made with the parent to rectify the issue.

Legal framework

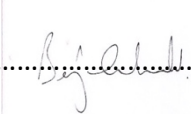
- Health and Safety at Work Act (1974)
- Management of Health and Safety at Work Regulations (1999)
- Electricity at Work Regulations (1989)
- Control of Substances Hazardous to Health Regulations (COSHH) (2002)
- Manual Handling Operations Regulations (1992 (As Amended 2004))
- Health and Safety (Display 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)

Adopted by the Manager and Committee

Date to be reviewed

Signed on behalf of Committee 

Manager signature

