

Policy - Health and Safety

Title: Health and Safety

Category: In the Setting

Review Date: 30th Aug 2024

Description:

At Burpham Preschool we endeavour to create a safe and healthy environment for all our children, families and staff.

Health & Safety Officer Responsibilities

- Carrying out the annual risk assessment.
- Ensuring a valid Health & Safety Poster is displayed (currently located in preschool managers office) Attending the appropriate manual handling training and ensuring staff adhere to it at all times.
- Ensuring portable appliances are tested e.g. laptop, cd player etc.

Insurance

Burpham Preschool's insurance certificate is displayed on the notice board. This is renewed annually by the Treasure of the Trustees.

Risk Assessment

Although an annual risk assessment is carried out by the Health & Safety Officer, all staff are responsible for ensuring that daily risk assessments are made both at the start and end of the session, as well as continually risk assessing throughout the sessions. The Health and Safety Officer is responsible for ensuring that the daily checklist is completed and all safety checks are made.

We also have a current COVID19 Risk assessment in place and this will be continually reviewed by all staff.

Gas and Electricity

Under the terms of our lease with the church it is their sole responsibility to ensure that the correct installation and servicing certificates are obtained in connection with any large gas or electrical appliance e.g. cooker, boiler. It is also their responsibility to ensure that these appliances meet health and safety requirements.

It is the responsibility of Burpham Preschool to ensure that all small portable appliances are tested and checked annually.

Outside Area

Prior to the children entering any of the outside areas (e.g. front area and side garden) they are checked by a member of staff to ensure:

- Any gates are locked and secured with additional fencing.
- Drains are covered.
- Nettles, thorns and hazardous plants are removed.
- All outside toys and equipment are cleaned and in good condition (any broken toys will be fixed or thrown away)
- Sun Shades are in place when necessary .

During hot weather parents/carers are requested to send in their children with sun cream already applied, a sun hat and protective clothing e.g. tops that cover shoulders. If a parent/carer forgets to apply sun cream then they must advise the Manager who will ensure that their child remains in a shaded area. Please note that we are not able to apply sun cream. We do have a small supply of spare hats.

Water Activities

All water play activities are fully supervised by staff both indoors and outside. At no time are the children left unattended.

Hygiene

At Burpham Preschool the following practices are in place to ensure we offer a safe and clean environment for the children, families and staff:

- Outdoor equipment will be cleaned (using hot soapy water, and then wiped with an antibacterial spray) on a regular basis. If a child coughs or sneezes over any equipment it will be immediately cleaned.
- All toilet areas are checked at the start of every session, and staff continually monitor them throughout the day. Toilets are cleaned at the end of each day.
- All resources are regularly cleaned and any soft furnishings, towels, cloths etc will be removed and cleaned on a regular basis.
- Daily routines are in place to encourage all the children to learn about personal hygiene.
- All staff are told about, and are able to carry out good hygiene practice.
- Staff are also encouraged to raise all the children's awareness of good hygiene practices and healthy living which include:
 - o Hand washing and hand sanitiser
 - o Nose wiping and disposal of the tissue (using the designated tissue stations)
 - o The spread of infection through coughing and sneezing
 - o Using the toilet correctly
 - o Cultural influences on children's hygiene

The Manager is responsible for ensuring that the staff always have access to an adequate supply of cleaning materials.

- The cleaning up of bodily fluids, blood spillages and general food waste will always be dealt with immediately, ensuring that the correct ratio of staff to children is always maintained. To clean any bodily fluids staff must wear gloves and apron.
- Each Keyperson will be responsible for their own group of children at both snack and lunchtime and will ensure that the table (or any area the children are sitting) has been cleaned both before and after the children eat, and that the children have washed and sanitised their hands both before and after eating. They will also be responsible for cleaning up any food spillages after the snack/lunch has finished.
- We respect cultural and religious practices, such as food preparation and will always liaise closely with families to ensure these requirements are met.
- Visual signs, notices and staff meetings are used for promoting good hygiene practices.

Kitchen

Although the children do not have access to the kitchen area we do use the facilities (accessed by staff) to fill our water jugs to provide any extra drinking water that may be required through the day. The kitchen is registered with the local authority, and we have a staff member with a level 2 Health and Hygiene certificate.

Equipment

All of our equipment and resources are reviewed regularly to ensure:

- They conform to safety standards.
- They promote all areas of children's learning and development.
- They promote positive images of people of all races, cultures and abilities, are non-discriminatory and avoid racial and gender stereotypes

- All electrical equipment is PAT tested

A full inventory is kept of all our resources and equipment which is reviewed annually, and is also a requirement of our insurance policy.
Storage/COSHH (Control of Substances Hazardous to Health) Regulations 2002

Daily cleaning products are kept in a locked cupboard or on a high shelf well out of the reach of all children.

RIDDOR (Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 1995)

Please see Accident & Incident Procedure.