

HEALTH AND SAFETY

RISK ASSESSMENT

We believe that the health and safety of children is of paramount importance. We aim to make our setting a safe and healthy place for children, parents, staff and volunteers by assessing and minimising the hazards and risks to enable the children to thrive in a healthy and safe environment.

We aim to identify risks, assess who is at risk and the level of the risk as high, medium or low.

We will control measures to reduce/eliminate the risk, either by taking appropriate action or ensuring others do so.

We will monitor and review to ensure action has been taken and discuss whether there is any need for amendments or a better solution.

Our risk assessment process covers adults and children.

We will check for and note hazards and risks indoors and outside and for activities.

We will assess the level of risk and who might be affected.

We will decide which areas need attention.

We will develop an action plan that specifies the action required the time scale for action, the person responsible and any funding required.

The risk assessment is reviewed regularly.

We maintain lists of health and safety issues which are checked daily before the session begins as well as those that are checked on a weekly and termly basis.

HEALTH AND SAFETY GENERAL STANDARDS

The setting believes that the health and safety of children is of paramount importance. We aim to 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.

Our members of staff responsible for health and safety Jane Perry and Julia Benstead.

INSURANCE COVER

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed on the noticeboard.

AWARENESS RAISING

Our induction training for staff 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.

Information on health and safety issues is given to 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 discussed 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 the safe storage, movement, lifting and erection of large pieces of equipment.

Adults do not remain in the building on their own or leave on their own after dark.

The involvement of staff in accidents is recorded. These records are reviewed termly to identify any issues that need to be addressed.

We keep all cleaning chemicals in their original containers and out of the reach of children.

WINDOWS

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 wet.

ELECTRICAL/ GAS EQUIPMENT

Electrical/gas equipment conforms to safety requirements and is checked regularly. The boiler controls are not accessible to the children. Electric sockets are properly guarded and the children are taught not to touch them. 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

Resources and materials from which children select are stored safely.

Equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

OUTDOOR AREA

The outdoor area is fenced and the main and side access gates shut whilst the children are outside. Barriers are erected to prevent children accessing the side of the building giving access to the kitchen door.

The 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.

All outdoor activities are supervised at all times.

HYGIENE

We keep up to date with recommendations from the Environmental Health Department and the Health Authority.

Our daily routines encourage the children to learn about personal hygiene.

The playroom, kitchen and toilets are checked and cleaned as necessary.

The toilet area is checked regularly to ensure a high standard of hygiene.

Equipment and resources are checked regularly as they are being used and cleaned as necessary.

We implement good hygiene practice by:

- cleaning tables between activities
- cleaning toilets regularly
- wearing protective clothing – such as disposable gloves – as appropriate
- providing sets of clean clothes
- providing tissues and wipes

ACTIVITIES AND RESOURCES

Before purchase, loan or acceptance of donations 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.

Any child who sleeps is checked regularly. Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.