



8.0 SAFETY AND SUITABILITY OF PREMISES, ENVIRONMENT AND EQUIPMENT

8.1 HEALTH AND SAFETY GENERAL STANDARD

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Policy statement

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

- **We aim to make children, parents, staff and volunteers 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 member of staff responsible for health and safety is Tina Alder**
- **She has undertaken health and safety training and regularly updates her knowledge and understanding.**
- **Health and safety procedures are displayed on the Kitchen notice board and in the Emergency box.**

Insurance cover

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed in the hall.

Procedures

Awareness raising

- 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.
- We operate a no-smoking policy.
- We make children aware of health and safety issues through discussions, planned activities and routines.

Hall and Rainbow Room

- We check that the door to the church porch is locked and alarmed.
- We check that the outside door is shut and is bolted at 9.30am.
- Make sure registers stay on front desk in the emergency box with keys and phone.
- The kitchen door is kept shut whenever possible.
- We take precautions to prevent children's fingers from being trapped in doors.
- We ensure that fire doors are closed properly and not obstructed.

- We ensure that hot drinks are out of reach of the children.
- Staff should ensure there are two members of staff with the children in each area, and must inform others before leaving an area.
- When getting bikes in and out we do not leave open doors unattended.
- 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

Kitchen

- We make sure that kettle leads are not trailing.
- We check for wet floors and dry if necessary or displaying a warning sign
- We ensure that doors are kept closed whilst children are present.
- Children are not allowed in the kitchen without direct supervision.

Toilets

- We check that toilets are clean at the beginning and end of the session and put out trainer seat, potties, stools, wedges under doors, towel, gloves disinfectant, (on high window sill).
- We check that there is soap, toilet paper and that driers are in working order.
- We mop up any spills with water and disinfectant.
- We encourage/remind children to wash their hands after using the toilet.
- We check toilets are clean regularly throughout the morning.
- Disposable gloves are used for dealing with bodily fluids.
- Wipes, tissues and clean clothes are provided when necessary.

Outside play

- Our outdoor areas are securely fenced and padlocked
- Our outdoor area is checked for safety and cleared of rubbish, animal droppings and any other unsafe items before it is used.
- We check that children are suitably attired for the weather conditions and type of outdoor activities. We ask parents to apply sun protection cream before the session, and hats are worn during the summer months.
- Whenever possible there should be two members of staff outside whilst children are playing, additional staff are needed if there are more than two groups out together.
- When children are allowed on the climbing frame, there must be close adult supervision and the number of children limited to 6 at any one time.

- We do not allow children to pull leaves from bushes, or eat any berries or seedpods and teach them never to put anything from the garden into their mouths.

Hard surface play

- The patio gate is closed and kept secure with a clip. The patio shed must be closed and bolted.
- Children are supervised within ratio.

Equipment

- All new equipment should carry the BSI Kite mark or equivalent.
- We check all equipment when getting it out and set aside anything that is damaged, for repair or disposal.
- All our materials, including paint and glue, are non-toxic
- We ensure that sand is clean and suitable for children's play.
- Physical play is constantly supervised.
- We teach children to handle and store tools safely.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.

Electrical equipment

- We ensure that all electrical equipment conforms to safety requirements and Landlords arrange for it to be checked regularly.
- Our hot water urn and boiler are not accessible to the children.
- We check that children are suitably attired for the weather conditions and type of outdoor activities; ensuring that sun protection cream is applied and hats are worn during the summer months.
- 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 in toilets is controlled to prevent scalds.
- Lighting and ventilation is 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

- All our equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

Hazardous materials

- All chemicals will be stored out of the reach of children (and whenever possible outside any area occupied by children) in the container in which they were purchased.
- We keep the chemicals used in the setting to the minimum in order to ensure health and hygiene is maintained.
- All members of staff are vigilant and use chemicals safely.

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 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.
- We ensure that all warning signs are clear.