# Killamarsh Bears Pre School
# Policy
## Section 8.0 Safety and Suitability of Premises, Environment and Equipment
## Policy 8.1 Health and General Standards

Policy Statement
Killamarsh Bears 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 hzards and risks to enable the children to thrive in a healthy and safe environment.
- Our member of staff responsible for health and safety is our Pre School Manager.
- He/she is competent to carry out these responsibilities
- He/she has undertaken health and safety training and regularly updates his/her knowledge and understanding.
- We display the necessary health and safety poster on the Information Notice Board outside the pre-school premises.

Insurance Cover – We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed on the Information Notice Board.

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.
- records are kept of these induction training sessions and new staff and volunteers are asked to sign the HSE Policy to confirm that they are taken part.
- HSE issues are explained to the parents of new children, so that they understand the part played by these issues in the daily life of our setting – the policy is on our website : www.killabears.co.org
- 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 non-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.
- When adults need to reach up to store equipment they are provided with safe equipment to do so.
- All warning signs are clear and in appropriate language.
- Adults do not remain in the building on their own or leave on their own after dark.
- The sickness of staff and their involvement in accidents is recorded. The records are reviewed terms to identify any issues that need to be addressed and are discussed with the SMT.
- We keep a record of all substances that may be hazardous to health – such as cleaning chemicals or gardening chemicals if used. This states what the risks are and what to do if they have contact with eyes or skin or are ingested. It is also states where they are stored.
- We keep all cleaning chemicals in their original containers.

Windows

- Low level windows are made from materials that prevent accidental breakage or are made safe.

- Windows are protected from accidental breakage or vandalism from people outside the building.
- Windows above the ground floor are secured so that children cannot climb through them.

Doors
We take precautions to prevent children's fingers from being trapped in doors.

Floors
All floor surfaces are checked daily to ensure that 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 the children
- Fires, heaters, electric sockets, wires and leads are properly guarded and the children are taught not to touch them.
- Storage heaters are checked daily to make sure that they are covered.
- 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
All resources and materials which are used by the children are stored safely and all equipment and resources are stacked safety to prevent them accidentally falling or collapsing.

Outdoor Area
- Our outdoor area is securely fenced.
- Our 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, herbicides and pesticides.
- Where water can form a pool on equipment, it is emptied before children start playing outside.
- Our outdoor sand pit is covered when not in use and is cleaned regularly
- All outdoor activities are supervised at all times.

Hygiene
- We seek information from the Health Protection Agency to ensure that we keep up-to date with the latest recommendations.
- Our daily routines encourage children to learn about personal hygiene
- We have a daily cleaning routine for the setting which includes all areas in the pre school.
- We have a schedule for cleaning resources and equipment, dressing up clothes and furnishings.
- The toilet area has a high standard of hygiene including hand washing, drying facilities and disposal facilities for nappies.
- We implement good hygiene practices by : cleaning tables between activities, cleaning and checking toilets regularly, wearing protective clothing such as aprons/disposable gloves where appropriate, providing sets of clean clothes if necessary, providing tissues and wipes etc.

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 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
- Children to are sleeping are checked regularly

- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.
- Any faulty equipment is removed from use and is repaired. If it cannot be repaired it is discarded.
- Large pieces of equipment are discarded only with the consent of the Manager and the SMT.

This policy was adopted at a meeting of the Management Team of Killamarsh Bears Pre School
Dated : 1st December 2012
Date to be reviewed: Policies are working documents and are continually reviewed when updated information is received. This document will be re-signed every 3 years – or when new information is received and added to the policy.

Signed on behalf of the provider :
Name of signatory : Mrs Jill Wormleighton
Role of signatory : Administration/Finance Manager