|  |  |
| --- | --- |
| Pavilion Pirates Preschool  Baden-Powell Lodge,  Pavilion Road,  Off Woodhouse Lane,  Botley,  SO30 2EZ  Contact During Session:  07769177701 | ***Registered Charity:1185950***  **2001-2021**  **20 Years**  ***Registered with Ofsted***  ***Supported By***  ***small for partnership publications*** |

**8.1 Health and Safety General Standards**

**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.
* The members of staff responsible for health and safety are:

**Linda Noble and Helen Travers**

* They are competent to carry out these responsibilities.
* They have undertaken health and safety training and regularly updates her knowledge and understanding.
* We display the necessary health and safety poster in:

**Display cabinet in main hallway.**

*Insurance cover*

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

**Display cabinet in main hallway.**

**Procedures**

*Awareness raising*

* Our induction training for staff and volunteers includes a clear explanation of health and safety issues, so that all adults can 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 keep records of these induction training sessions and new staff and volunteers are asked to sign the records to confirm that they have taken part.
* As necessary, health and safety training are discussed regularly at our staff meetings.
* We operate a no-smoking policy.
* We make children aware of health and safety issues through discussions, planned activities and routines.

*Doors*

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

*Floors and walkways*

* 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.
* Walkways are left clear and uncluttered.

*Electrical/gas equipment*

* Our boiler/electrical switch gear/meter cupboard is not accessible to the children.
* Heaters, electric sockets, 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 are adequate in all areas of our setting, including storage areas.

*Storage of equipment and storage of records*

* 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.
* Records of Health & Safety reviews are kept for 3 years

*Outdoor area*

* Our outdoor area is securely fenced and the gates locked when children are in the setting.
* Our outdoor area is checked for safety and cleared of rubbish, animal droppings and any other unsafe items before it is used.
* Adults are alerted to the dangers of poisonous plants/fungi and these are removed as part of our outdoor risk assessment
* We check that children are suitably attired for the weather conditions and type of outdoor activities; ensuring that sun cream is applied and hats are worn during the summer months.
* We always supervise outdoor activities.

*Hygiene*

* We seek information from the Public Health England to ensure that we keep up-to-date with the latest recommendations.
* Our daily routines encourage the children to learn about personal hygiene.
* We have a cleaning routine for the setting, which includes the main room, kitchen, rest area, toilets and nappy changing areas. Children do not have unsupervised access to the kitchen.
* Resources and equipment, dressing-up clothes and furnishings are cleaned regularly.
* The toilet area has a high standard 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 toilets regularly;
* wearing protective clothing - such as aprons and disposable gloves - as appropriate;
* providing sets of clean clothes;
* providing tissues and wipes.

*Activities, resources, and repairs*

* Before purchase, 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.
* The layout of our play equipment allows adults and children to move safely and freely between activities.
* All our equipment is regularly checked for cleanliness and safety, and any dangerous items are repaired or discarded.
* We make safe and separate from general use any areas that are unsafe because of repair is needed.
* 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.
* We check children who are sleeping at intervals of at least every ten minutes. This is recorded on the reverse of the daily register with the times checked and the initials of the person undertaking the check.
* If children fall asleep in-situ, it may be necessary to move or wake them to make sure they are comfortable.
* 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 management team.

*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.

*Safety and well-being of staff*

* We ensure that staff are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.
* We provide safe equipment for staff to use when they need to reach up to store equipment or move equipment around the setting.
* We ensure that all warning signs are clear and in appropriate languages.
* We record the sickness of staff and their involvement in accidents. The records are reviewed termly to identify any issues that need to be addressed.
* We do not permit lone staff working.
* We support well-being for everyone at Pavilion Pirates.

*Control of substances hazardous to health*

* We implement the current guidelines of the *Control of Substances Hazardous to Health Regulations (COSHH)*.
* We keep a record of all substances that may be hazardous to health - such as cleaning chemicals and where they are stored.
* Hazardous substances are stored safely away from the children.
* We carry out a risk assessment for all chemicals used in the setting. This states what the risks are and what to do if they have contact with eyes or skin or are ingested.
* We keep all cleaning chemicals in their original containers.
* We keep the chemicals used in the setting to the minimum to ensure health and hygiene is maintained.
* Members of staff wear protective gloves when using cleaning chemicals.

**Legal framework**

Health and Safety at Work Act (1974)

* Management of Health and Safety at Work Regulations (1999)
* Control of Substances Hazardous to Health Regulations (COSHH) (2002)
* Manual Handling Operations Regulations (1992 (As Amended 2004))

**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)

**8.1 Health and Safety General Standards**

**This policy was adopted by Pavilion Pirates Preschool CIO**

**On 21.07.2022**

**Date reviewed Annually or as required**

**Signed on behalf of the provider**

**Name and Role of Signatory Linda Noble (Trustee/NI)**

**Signed on behalf of the provider**

**Name and Role of Signatory Helen Travers (Trustee)**

**REVIEW DATE 21.07.2025**