

## **General Welfare Requirement: Suitable premises, environment and equipment**

Outdoor and indoor spaces, furniture and toys must be safe and suitable for their purpose.

## **Health and safety**

### **3.2 Health and safety general standards**

#### **Policy statement**

Glebe House School setting believes 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 members of staff responsible for health and safety are:  
**Julie Ashby/Emma Stepney – Nursery and Alice Hipwell – Main School**, however all staff have a duty to monitor risks and act accordingly to protect others
- They are competent to carry out these responsibilities.
- They have undertaken health and safety training and regularly update their knowledge and understanding.
- We display the necessary health and safety poster in  
**Washroom Area & Staff Room in Nursery & in the Main School in all departments**

#### *Insurance cover*

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

**The Nursery Office and Main School Office**

## EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
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### Procedures

#### *Layout of Nursery*

Please refer to Daily Organisation 4.8

#### *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 records to confirm that they have taken part.
- Staff are responsible for letting the manager and colleagues know if they have injuries which may cause them harm whilst lifting etc, and should provide the manager with a care plan of what they can and can't do as recommended by their Doctor.
- Health and safety issues are explained to the 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 health and safety is discussed regularly at staff meetings.
- We operate a no smoking policy.
- Children are made aware of health and safety issues through discussions, planned activities and routines such as "Danger Danger Games".
- Children are checked frequently whilst asleep, usually every 2-5 minutes

#### *Safety of adults*

- Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment (Refer to lifting guidance pictures around the setting)
- When adults need to reach up to store equipment or to change light bulbs they are provided with safe equipment to do so.
- All warning signs are clear and in appropriate languages.
- 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 termly to identify any issues that need to be addressed.

- Where possible every effort to protect those entering the nursery who may be pregnant will be taken, by the Manager of the setting by doing the following
- Parents and staff are encouraged to report any illnesses to nursery/school which a child or adult has had, which may be likely to cause harm to the unborn baby. Thus enabling us to display notices on the outside doors warning people of the potential dangers, leaving them to decide if they should enter or not?
- Staff, students or parents working in the nursery are encouraged to let their colleagues know as soon as possible if they are likely to be pregnant. Therefore enabling colleagues to be sympathetic to their needs and help them in the following ways
  - a. If they are suffering from morning sickness, colleagues can help them avoid jobs which make them feel worse
  - b. If a year group is known to have chicken pox in the room then perhaps a colleague can swap rooms for a temporary period. However at times it would be difficult to avoid coming into contact with it as incubation periods often mean, it can already unknowingly be in the next room
  - c. Help them avoid lifting heavy objects or children.
  - d. Remind them to avoid activities which may be strenuous or could cause them to fall.
- Whilst every effort will be made by colleagues to help the pregnant person, they should also be responsible for taking their GP's or midwives advice whilst working in a nursery setting.
- 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 also states where they are stored.
- We keep all cleaning chemicals in their original containers.

### *Kitchen*

Please refer to Food Hygiene Policy 3.7

### *Windows*

- Low level windows are made from materials that prevent accidental breakage or are made safe, they also have safety spots on them so children/staff/visitors do not walk into the windows.
- 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.
- We ensure that any blind cords are secured safely and do not pose strangulation risk for young children.

- Offer adequate ventilation and natural light except in the central Toddler room where artificial light is used, but children have regular opportunities to use natural lit areas and are encouraged to do so.

#### *Doors*

- We take precautions to prevent children's fingers from being trapped in doors, and finger safe guards are used throughout the setting.

#### *Floors*

- All floor surfaces are checked daily to ensure they are clean and not uneven, wet or damaged.
- Any wet spills are mopped up immediately and either paper is placed over the surface or a wet floor sign is put up till the area is dry.
- Mops are colour coded to ensure e.g. toilet mops are not used in kitchens etc, please see sign in cleaning cupboard for coding.
- Walkways and stairs are left clear and uncluttered
- Hazard warning tape is placed on steps, ramps, uneven surfaces etc to make people and children aware of the potential hazard.
- Stair gates are placed throughout the setting where necessary.

#### *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 they are not covered.
- There are sufficient sockets to prevent overloading.
- We switch electrical devices off from the plug after use, with the exception of landline phones, fridges etc.
- The temperature of hot water is controlled to prevent scalds.
- Lighting and ventilation is adequate in all areas including storage areas.
- Rooms are maintained at a temperature which ensures the comfort of children and staff, including non mobile children usually at 18°C

#### *Water*

- A legionnaire risk assessment has been completed for the site, and necessary testing is carried out weekly.

#### *Storage*

- All resources and materials from which children select are stored safely.

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

#### *Outdoor area*

- Our outdoor area is securely fenced. All gates and fences are childproof and safe.
- 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.
- Our school pool and pond is securely covered or guarded by fencing, and is not in the immediate vicinity of the nursery/reception class.
- We leave receptacles upturned to prevent collection of rain water.
- 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.
- We check that children are suitably attired for the weather condition and type of outdoor activities; ensuring sun cream is applied and hats are worn during the summer months.
- All outdoor activities are supervised at all times, and are offered where possible as continuous provision
- Staff always stand by climbing equipment to improve children's safety whilst climbing.

#### *Hygiene*

- We regularly seek information from the Environmental Health Department and the Health Authority 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 daily cleaning routine for the setting which includes play room(s), kitchen, rest area, toilets and nappy changing areas.
- Children do not have unsupervised access to the kitchen.
- 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 and drying facilities and the disposal of nappies.
- We implement good hygiene practices by:
  - cleaning tables between activities;
  - cleaning toilets regularly;
  - wearing protective clothing - such as aprons and disposable gloves - as appropriate;
  - providing sets of clean cloths;(red for kitchen, sinks & tables, blue cloths for toilets)
  - providing tissues and wipes; and
  - ensuring individual use of flannels and towels.

### *Activities, resources and repairs*

- 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.
- We keep a full inventory of all items in the setting for audit and insurance purposes.
- 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.
- We make safe and separate from general use any areas that are unsafe because repair is needed.
- 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 who are sleeping are checked regularly, every 2-5 minutes.
- 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 and taken off the inventory.
- Large pieces of equipment are discarded only with the consent of the reception teacher, manager or deputy manager

### *Space*

- We inform Ofsted of any changes to the premise that may affect the space available to children and the quality of child care available to them, within 14 days such as change in fencing outside or structural changes inside. Refer to space requirements pg 27-28 of Statutory Framework for the EYFS.

### *Jewellery and accessories*

- Our staff do not wear jewellery or fashion accessories, such as belts or high heels that may pose a danger to them 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 which may pose a risk of strangulation.
- We ensure that hair accessories are removed before children sleep or rest
- Please refer to Staff dress code in risk assessment folder.

### *Control of substances hazardous to health*

- Our staff implement the current guidelines of the control of substances hazardous to health regulations (COSHH)
- We keep a record of all substances which may be hazardous to health – such as cleaning chemicals, or gardening chemicals if used 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, skin or are ingested.
- We keep all cleaning chemicals in their original containers.
- We keep the chemicals used in the setting to the minimum in order to ensure that health and hygiene is maintained. We do not use:
  - Undiluted bleach
  - Antibacterial soap/hand wash, unless specifically advised during in an infection outbreak such as pandemic flu; or
  - Antibacterial cleaning agents, except in the toilets, nappy changing area and where food is prepared and eaten
  - Antibacterial sprays are not used when children are near by
- Environmental factors are taken into account when purchasing, using and disposing of chemicals
- All members of staff are vigilant and use chemicals safely.
- Members of staff wear protective gloves when using cleaning chemicals.

### *Waste disposal*

- General waste such as food, paper etc is placed in black bin bags and disposed of in waste units on site which are collected regularly
- Sick, blood etc is placed in yellow bags which are then placed in the black bin bags in the waste units as agreed with them and again are collected regularly.
- Nappies are placed in a 'Sangenic nappy bin', which individually bags each nappy, and is then stored within a black bin bag in the unit.
- N.B. Staff should wear gloves at all times when dealing with waste.
- All staff are aware of where waste should be placed having read policies and signed that they have read them.

## Legal Framework

- Health and Safety at Work Act (1974)
- Management of Health and Safety at Work Regulations 1999
- Electricity at Work Regulations 1989
- Control of Substances Hazardous to Health Regulations(COSHH) (2002)
- Manual Handling Operations Regulations 1992 (as amended 2004)
- Health and Safety (Display Screen Equipment) Regulations 1992

## Further guidance

- *Health and Safety Law: What you Should Know (HSE 2009)*
- *HSC13 Health and Safety Regulation...a Short Guide and INDG259 An Introduction to Health & Safety on [www.hse.gov.uk](http://www.hse.gov.uk)*
- Electrical Safety and You (HSE 2012)
- COSHH: Working with substances hazardous to health: what you need to know (HSE 2009)
- Getting to grips with Manual Handling – Frequently Asked Questions: a short guide (HSE 2011)
- St Johns Ambulance - Moving and Handling Principles

This policy was adopted at a meeting of	Glebe House School Nursery	name of setting
Held on	<u>October 2019</u>	(date)
Date to be reviewed	<u>October 2020</u>	(date)
Signed on behalf of the management committee		
Name of signatory	<u>Susie Pull</u>	
Role of signatory (e.g. chair/owner)	<u>Setting Manager</u>	