



CHOLSEY PRE-SCHOOL POLICIES

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Policy Statement

Cholsey Pre-School 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 and staff aware of health and safety issues to minimise hazards and risks to enable the children to thrive in a healthy and safe environment.
- All members of staff are responsible for health and safety.
- The manager and a competent appointed Health and Safety committee member have overall responsibility.
- We display the necessary health and safety poster in the classroom area.

For COVID-19 Please see separate Policy

Insurance Cover

Cholsey Pre-School have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed in the classroom near the rear entrance door.

Awareness Raising

- Our induction training for staff and volunteers includes a clear explanation of our health and policies and procedures, and stipulates that everybody is responsible for HSE while at Pre-School.
- Records and signatures of attendees of induction training sessions are maintained and kept.
- Health and safety policies 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 and committee meetings.
- We operate a no smoking policy throughout Pre-School, which also prohibits electronic cigarettes.
- 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. All staff are trained in manual lifting.
- When adults need to reach up high to store equipment, suitable safety equipment is provided.
- All warning signs are clear and in appropriate languages to Pre-school.
- If adults remain in the building on their own or leave on their own after dark they will 'check-in' with another member of staff.
- The sickness of staff and their involvement in accidents is recorded. All members of staff have a 'return to work interview' following an absence. The records are reviewed termly to identify any issues that need to be addressed.
- 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 and in a locked cabinet out of reach of children.
- A COSHH register is maintained, and all staff are appropriately trained.

Windows

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

Doors



- Precautions are in place to prevent children's fingers from being trapped in doors, such as soft close mechanisms on doors.

Floors

- All floor surfaces are continually checked and cleaned daily to ensure they are clean, and not uneven, wet or damaged.

Electrical/Gas equipment

- All electrical equipment conforms to safety requirements and is PAT tested annually or on introduction into the Pre-School premises. Records of all PAT testing are maintained by Pre-School.
- Fires, heaters, electric sockets, wires and leads 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

- All resources and materials from which children select are stored safely.
- All equipment and resources are stored or stacked safely to prevent accidental 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, if present.
- 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 the sand inspected daily and replaced 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 hygiene recommendations.
- Our daily routines encourage the children to learn about personal hygiene.
- We have a daily cleaning routine, which includes main room, kitchen, quiet room, toilets and nappy changing areas.
- We regularly clean 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 and checking toilets regularly;
 - wearing protective clothing - such as aprons and disposable gloves - as appropriate;
 - providing sets of clean clothes; and
 - providing tissues and wipes.

Smoking

We comply with health and safety regulations and the Safeguarding and Welfare Requirements of the Early Years Foundation Stage in making our setting a no-smoking environment, including electronic cigarettes - both indoors and outdoors.

- All staff, parents and volunteers are made aware of our No-smoking Policy.
- No-smoking signs are displayed prominently.
- The No-smoking Policy is stated in information for parents and staff.
- We actively encourage no-smoking by having information for parents and staff about where to get help to stop smoking if they are seeking this information.
- Staff who smoke do not do so during working hours, unless on a scheduled break and off the premises.
- Staff who smoke during working hours and travelling to and from work must not do so whilst wearing a setting uniform, or must at least cover the uniform.



- E-cigarettes are not permitted to be used on the premises.
- Staff who smoke or use e-cigarettes during their scheduled breaks move away from the vicinity of the premises.
- Staff who smoke during their break make every effort to reduce the effects of odour and passive smoking for children and colleagues.
- Staff are made aware that failure to adhere to this policy and procedures may result in disciplinary action.
- It is a criminal offence for employees to smoke in smoke-free areas, with a fixed penalty of £50 or prosecution and a fine of up to £200.

Activities and Resources

- Before purchase or loan, equipment and resources are checked to ensure that they are safe for the stage and age 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 who 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 chairperson.
- If animals or creatures are brought in by visitors to show the children they are the responsibility of the owner. The owner carries out a risk assessment, detailing how the animal or creature is to be handled and how any safety or hygiene issues will be addressed.



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.

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 that 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 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 in order to ensure health and hygiene is maintained. We do not use:
 - bleach;
 - anti-bacterial soap/hand wash, unless specifically advised during an infection outbreak such as Pandemic flu; or
 - anti-bacterial cleaning agents, except in the toilets, nappy changing area and food preparation areas. Anti-bacterial sprays are not used when children are nearby.
- 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.



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)
- The Smoke-free (Premises and Enforcement) Regulations (2006)
- The Smoke-free (Signs) Regulations (2012)

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)