Health and safety general standards

Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment

Providers must take reasonable steps to ensure the safety of children, staff and others on the premises.

Health

The provider must promote the good health of children attending the setting.

8.1 Health and Safety General Standards

Policy statement

GSC 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.

- GSC 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 Lisa Wilkinson
- She is competent to carry out these responsibilities, having undertaken health and safety training and regularly updates her knowledge and understanding.
- Our Health and Safety Law poster is displayed in the Village Hall and GSC main office:

Insurance cover

GSC have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed in the Village Hall and GSC main office.

Procedures

Awareness raising

- GSC 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.
- GSC 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.
- Staff explain health and safety issues 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 our staff meetings.
- GSC operate a no-smoking policy.
- Staff make children aware of health and safety issues through discussions, planned activities and routines.

Windows

- Low level windows are made from materials that prevent accidental breakage or ensure that they are made safe.
- GSC ensure that windows are protected from accidental breakage or vandalism from people outside the building.
- Windows are secured so that children cannot climb through them.
- Any blind cords are secured safely and do not pose a strangulation risk for young children.

Doors

- GSC take precautions to prevent children's fingers from being trapped in doors.

Floors and walkways

- All 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

- GSC ensure that all electrical/gas equipment conforms to safety requirements and is checked regularly.
- Boiler/electrical switch gear/meter cupboard is not accessible to the children.
- Fires, heaters, wires and leads are properly guarded, and staff teach the children not to touch them.
- There are sufficient sockets in settings to prevent overloading.
- Staff switch electrical devices off from the plug after use.
- GSC ensure that the temperature of hot water is controlled to prevent scalds.
- Lighting and ventilation is adequate in all areas of our settings, 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.

Outdoor area

- The outdoor area is securely fenced. All gates and fences are childproof and safe.
- The outdoor area is checked for safety and cleared of rubbish, animal droppings and any other unsafe items before it is used.
- Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides.
- The school pond is securely covered or otherwise guarded.
- Receptacles are upturned to prevent collection of rainwater. Where water can form a pool on equipment, it is emptied and cleaned before children start playing outside.
- The outdoor sand pit is covered when not in use and is cleaned regularly.

- Staff check that children are suitably attired for the weather conditions and type of outdoor activities; ensuring that parents are aware that children need to have applied sun cream and that their hats are worn during the summer months.
- Staff always supervise outdoor activities.

Hygiene

- GSC will seek information from the Public Health England if needed to ensure that we keep up-to-date with the latest recommendations.
- GSC daily routines encourage the children to learn about personal hygiene.
- GSC Have a daily cleaning routine for the setting, which includes the halls and kitchens also storage areas of our settings. Children do not have unsupervised access to the kitchen GSC use in the school, but they are not permitted in the village hall kitchen.
- GSC 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. Staff ensure disposal nappies are put in appropriate bags and disposed of immediately.
- GSC staff 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;
  - Cleaning items such as mops, cloths etc are regularly changed or washed
  - ensuring individual use of flannels, towels and toothbrushes
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Activities, resources and repairs

- Before purchase or loan, staff check equipment and resources to ensure that they are safe for the ages and stages of the children currently attending the setting.
- Staff 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 equipment is regularly checked for cleanliness and safety, and any dangerous items are repaired or discarded.
- Staff will make safe and separate from general use any areas that are unsafe because of repair is needed.
- All materials, including paint and glue, are non-toxic.
- Staff ensure that sand is clean and suitable for children's play.
- Physical play is constantly supervised.
- Staff teach children to handle and store tools safely.
- If preschool children fall asleep in-situ, they will be checked regularly by staff. 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 staff 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.

Jewellery and accessories

- GSC staff do not wear jewellery or fashion accessories, such as large earrings, costume necklaces, belts or high heels, that may pose a danger to 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 of adults

- GSC ensure that adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.
- GSC provide safe equipment for adults to use when they need to reach up to store equipment.
- GSC ensure that all warning signs are clear and in appropriate languages.
- GSC record the sickness of staff and their involvement in accidents. The records are reviewed termly to identify any issues that need to be addressed.

Control of substances hazardous to health

- Staff implement the current guidelines of the *Control of Substances Hazardous to Health Regulations (COSHH)*.
- Staff 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.
- Staff 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.
- Staff keep all cleaning chemicals in their original containers.
- GSC keep the chemicals used in the setting to the minimum in order to ensure health and hygiene is maintained. Staff 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 spays 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)

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)

This policy was adopted by	GSC Ltd
On	May 2021
Date to be reviewed	May 2022
Signed on behalf of the provider	Gaddesby School Community
Name of signatory	Linda Dunmore
Role of signatory (e.g. chair, director or owner)	Manager