



High Legh Preschool Nursery – Health & Safety Policy

Policy Statement

High Legh Preschool Nursery believes that the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, parents, our staff and volunteers.

- We aim to make children, parents and staff 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.
- We will ensure as far as reasonably practicable, the health, safety and welfare at work of all our employees
- We aim to conduct our work in such a way that children, carers and employees are not exposed to risks to their health and safety
- We will communicate with staff on health and safety matters.
- Our member of staff responsible for health and safety is: The Nursery Manager. They are competent to carry out these responsibilities. They will have undertaken health and safety training and regularly they are responsible for upkeep of their knowledge and understanding.
- We display the necessary health and safety poster in the Nursery entrance and manual handling poster is displayed in the changing area.

Insurance cover

We have Public Liability Insurance and Employers' Liability Insurance. The certificate for Public Liability Insurance is displayed by the Preschool entrance.

High Legh Preschool Nursery expects staff to:

- work safely and efficiently in accordance with our instructions
- know the rules relating to health and safety and follow these
- report and record any accidents as soon as possible after they happen
- take reasonable care of your own health and safety and that of others who may be affected by your actions
- know the fire and evacuation procedures
- co-operate with the Management to ensure that the highest standards of safety are always maintained

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 wellbeing, including safe lifting and the storage of potentially dangerous substances. As necessary, health and safety training are 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.

Accidents

If an accident or injury happens to you as an employee:

- Let the Manager know
- Let a first aider know in case treatment is needed
- Make sure the accident has been recorded in the Accident Record Book Safety of adults

Lifting and handling

If it is done incorrectly it can lead to problems. Guidance will be provided 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. (see manual handling policy)

*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.
- 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.

Physical environment

High Legh Preschool Nursery operates from a single-story building and has access to an outside area. Access to the building is through a coded entry door. The grounds are secured with fencing with gated access. On entering the building, staff will undertake an initial risk assessment, the outside area will also be checked for any hazards.

- Any hazards will be dealt with appropriately and recorded on the risk assessment sheet if necessary.
- The Nursery Manager will be informed of any findings.
- Maintenance of the areas used by us will be the responsibility of High Legh Preschool committee.
- Any maintenance required within the areas used by the setting must be reported to The Nursery Manager.

- Maintenance work required will be recorded onto the risk assessment sheet which is filled in and dated by a staff member. Every effort will be made to minimise the risk until the work has been carried out.

Doors

- We take precautions to prevent children's fingers from being trapped in doors. There are procedures in place to prevent children leaving the building unattended. Staff must be vigilant in ensuring doors are not left open by parents leaving the building.

Floors

- All floor surfaces are checked daily to ensure they are free from hazards, clean and not uneven, wet or damaged. Sand and wet spills will be brushed/wiped/mopped up immediately and the wet floor sign displayed if necessary.

Windows

- Windows have a lock attached that prevent any person climbing in or out if they are at a level to do so by an adult or child. We ensure that any blind cords are secured safely and do not pose a strangulation risk for young children.

Electrical equipment

- All electrical equipment conforms to safety requirements and is checked regularly. Portable appliance testing takes place once a year. The boiler, electrical 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. There are enough sockets to prevent overloading. The temperature of hot water is controlled to prevent scalds. Lighting and ventilation are 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 them accidentally falling or collapsing.
- The storage cupboards contain additional resources and children are not allowed to access these independently, the doors will be closed during Pre-school sessions and locked if necessary, to prevent children gaining access. Outdoor area
- Our outdoor area is securely fenced.
- Staff will be vigilant in ensuring the gate is closed after any person has entered or left the playground. The children cannot open the gate independently.
- Our outdoor area is checked daily 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 arrive. • Our outdoor sand pit is covered when not in use and is cleaned regularly.

- We check that children are suitable attired for the weather conditions and type of outdoor activities: ensuring that sun cream has been applied and that hats are worn during the summer months or during cold weather.
- All outdoor activities are always supervised.

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 provide tissues and wipes, and these are at a child's level so they can use them independently.
- We have a daily cleaning routine for the setting which includes playroom(s), kitchen, toilets and nappy changing areas.
- The toilet area has a high standard of hygiene including hand washing and drying facilities and the disposal of sanitary waste.
- The toilets are checked and cleaned regularly.
- We have a schedule for cleaning resources and equipment, dressing-up clothes and furnishings.
- We provide protective clothing such as aprons and disposable gloves - as appropriate.
- Cleaning cloths are changed daily or sooner if necessary.
- Mops and buckets are disinfected on a weekly basis.
- The portable sink is refilled daily, emptied after use and disinfected on a weekly basis.

Activities and resources

- Staff are responsible for identifying equipment in need of repair within the Pre-school.
- 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.
- Any toys or equipment unfit for use must be reported to the Manager and must be withdrawn until repair has been carried out. Any equipment beyond repair must be disposed of immediately.
- All materials, including paint and glue, are non-toxic.
- All staff are responsible for the cleanliness of the toys and equipment in the Pre-school. Toys are cleaned on a rota basis or as and when necessary.
- Sand is clean and suitable for children's play. Spilt sand is brushed up with the sand dustpan and brush. Contaminated sand will be disposed of.

- Physical play is constantly supervised.
- Children are taught to handle and store tools safely.
- Children who are sleeping are never left unattended, they will be checked every ten minutes to ensure their breathing is not compromised. Items of clothing may be removed to enable a child to sleep comfortably, hair accessories may be removed or anything that may pose a choking hazard.
- If children fall asleep in-situ, it may be necessary to move them to ensure 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 or the chairperson.

Display screen equipment

A display screen equipment user is defined as an operator who habitually uses display screen equipment as a significant part of their normal work. The Manager and employees should ensure that display screen equipment is appropriately used and discuss where appropriate adjusting the workplace to suit their needs before commencing work. You should ensure that you vary your work and undertake different duties to ensure that you have regular breaks from the screen.

Smoking

Smoking is banned within all areas of the Preschool, the grounds, it's car park and public walkways. Any person wishing to smoke must do so during official break times off the premises and away from the immediate vicinity. Employees, managers and/or owners who do smoke on a designated break must cover up their uniform/ work clothes and thoroughly wash their hands afterwards. Employees breaching this rule are likely to face disciplinary action through the staff disciplinary procedure.

Fire

Staff must ensure they know the procedure for evacuating the building are familiar with all fire exits and location of fire alarms and fire-fighting equipment. Fire evacuation will be included as a priority in staff induction. Fire exits and fire evacuation procedures will be clearly displayed. The fire exits or the routes leading to them must not be blocked. In the event of a fire the alarm will be raised by breaking the glass on the nearest alarm point. On hearing the fire alarm, staff will follow the fire evacuation procedures and ensure children leave the building calmly. Attempts to fight the fire will only be made if it is safe to do so and with the right fire extinguisher. The number of children and adults present are recorded in the daily register, this is updated as children/adults enter or leave the premises. A record of the children and adults present is on display for staff reference.

Food handling

High Legh Preschool Nursery prepares simple snacks for the children and engages in baking activities. Staff will follow hygiene procedures to ensure that they maintain the highest standards of hygiene. All staff will undertake a food hygiene course before preparing food for the children. (see food and drink policy).

Dress code

High Legh Pre-school provides each member of staff with a polo shirt and a fleece. Where staff are employed for more than 2 sessions, 2 polo shirts and one fleece will be provided. Employees may purchase additional items if they wish. It is requested staff wear black trousers; these are not provided. Staff will replace uniform at their own cost if is damaged out of preschool hours. Uniforms must be cleaned regularly and look presentable to reflect the high standards expected at the setting. Practitioners at High Legh Preschool Nursery must not wear high heels; open toe shoes or slip on shoes. Laced up shoes or trainers are recommended. We ask for the removal of all earrings, nose and lip rings (apart from small studs) prior to commencing work remove all unsecure jewellery ensure that they have no loose fastenings or buttons prior to commencing work. Staff should be aware that they are representing the Nursery whilst wearing their uniform outside the grounds and therefore should act appropriately.

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, or gardening chemicals if used and where they are stored. Hazardous substances are stored safely away from 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 the eyes or skin or are ingested. We keep all chemicals in their original containers, we keep chemicals used in the setting to minimum in order to ensure health and hygiene is maintained. **We do not use** bleach or antibacterial soap except in the kitchen and staff toilet or unless specifically advised to do so during an infection outbreak such as Pandemic flu. Antibacterial spray is not used when the children are present, Environmental factors are taken into consideration when purchasing, using and disposing of chemicals. All staff members are vigilant and use chemicals safely. Members of staff wear protective gloves when using cleaning chemicals.

Mobile phones

(See full mobile phone policy)

Employees must ensure that personal mobile phones are not carried about their person during working hours. Personal mobile phones must be stored in the Office or Kitchen. Staff may use their mobiles in the kitchen or outside of the premises during lunch or rest breaks. Under no circumstances must staff take photographs or videos of the children on their mobile phones. Employees may give the setting's telephone number as an emergency contact. Where trips are taken outside of the setting (either outings or home visits) and mobile phones are not provided by the setting, employees may use a personal mobile, which is fully charged and switched on for the duration of the trip. This number is recorded in the outings book. [Employees are reimbursed for any use associated with the trip accordingly]. This phone must only be used for emergency purposes, no photographs may be taken, and the Manager reserves the right to check that the phone has not been used in this manner during the trip. Any visitors to the setting must adhere to the mobile phone policy of High Legh Preschool Nursery.

Camera and video phones and smart watches

Personal camera's video phones and smart watches must not be used in the setting and in the event, they are used employees will be found to be in breach of this policy will be subject to an investigation which may lead to disciplinary action. Employees who breach this policy could also face criminal prosecution under various laws. The setting has its own cameras and makes appropriate arrangements for photographs to be taken when necessary, which ensures that permission is obtained from the parent/carer to ensure compliance. These devices are not to be taken home by a staff member and images must be printed out and deleted on a regular basis. High Legh Preschool Nursery cameras are to be stored appropriately after each session.

Water and Power Shortage Policy

Water Shortage In the event of a water shortage, staff will in the first instance telephone the water services to establish whether the shortage is a minor or major occurrence or indeed specific to the Property.

United Utilities: Water supply enquiries 0345 672 3723 Staff will endeavour to keep a supply of bottled water and alternative hand cleaning products for such events. High Legh Preschool Nursery will remain open if these are in place and until it would be unhygienic to stay open. If the water shortage is not restored within a couple of hours the setting will close before lunch or teatime to prevent the spread of any infections from poor hygiene procedures.

Power Supply In the event of a power cut

Staff will in the first instance establish whether this is a local problem or specific to the Property. If there is a problem within the property, the Manager will contact the Committee. If the problem is local, the emergency helpline should be contacted to establish the problem.

SP Energy Networks: 0800 001 5400. New national Freephone number 105

The Nursery will continue to operate unless the Nursery Manager assesses the lighting to be inadequate or if the room temperature is too uncomfortable to do so. If the temperature drops during the session to a level that is unacceptable, parents or guardians will be contacted and asked to collect their child.

Unfortunately, sessions missed due to water or power shortages will not be refunded or reallocated.