

Safety and Suitability of Premises, Environment and Equipment

Health and safety general standards



Policy statement

This 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 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.
- Our member of staff responsible for health and safety is:

Celeste King

- She is competent to carry out these responsibilities.
- She has undertaken health and safety training and regularly updates her knowledge and understanding.
- We display the necessary health and safety poster on the main notice board in the porch.

Insurance cover

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed on both parent and staff notice boards.

Procedures

Awareness raising

- Our induction training for staff and volunteers includes a clear explanation of health and safety processes so that all adults are able to adhere to our policy and procedures as they understand their shared responsibility for health and safety.
- 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.
- 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.

Safety of adults

- Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.
- 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.
- 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. 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.

Windows

- Low level windows are made from materials that prevent accidental breakage or are made safe.
- Windows are protected from accidental breakage or vandalism from people outside the building.

Doors

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

Floors

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

Electrical/gas equipment

- All electrical/gas equipment conforms to safety requirements and is checked regularly in line with Health & Safety guidelines.
- 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.
- 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 them accidentally falling or collapsing.

Outdoor area

- Our outdoor area is securely fenced off by a brick wall
- 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.
- Where water can form a pool on equipment, it is emptied before children start playing outside.
- All outdoor activities are supervised at all times.

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, toilets and nappy changing areas.
- 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 and checking toilets regularly;
 - wearing protective clothing such as aprons and disposable gloves as appropriate;
 - providing sets of clean clothes
 - providing tissues and wipes
 - Ensuring individual use of towels

Activities and resources

- 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. (See daily risk assessment)
- 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.

Safe Use of ICT

At Wroughton Preschool we take the welfare of our children, employees and volunteers seriously and have put safeguards in place to help protect the health and safety of all children, employees and volunteers. If an employee requires additional support, please let the Supervisor know as soon as possible.

Staff using computers can help to prevent health problems in the office by:

- Sitting comfortably at the correct height with forearms parallel to the surface of the desktop and eyes level with the top of the screen
- Maintaining a good posture
- Avoiding repetitive and awkward movements by using a copyholder and keeping frequently used items within easy reach
- Changing position regularly
- Using a good keyboard and mouse technique with wrists straight and not using excessive force
- Making sure there are no reflections or glare on screens by carefully positioning them in relation to sources of light
- Adjusting the screen controls to prevent eyestrain
- Keeping the screen clean
- Reporting to their manager any problems associated with use of the equipment
- Planning work so that there are breaks away from the workstation.

Seating and posture for typical office tasks:

- Good lumbar support from the office seating
- Seat height and back adjustability

- No excess pressure on underside of thighs and backs of knees
- Foot support provided if needed
- Space for postural change, no obstacles should be under the desk
- Forearms approximately horizontal
- Minimal extensions, flexing or straining of wrists
- Screen height and angle should allow for comfortable head position
- Space in front of keyboard to support hand/wrists during pauses in typing.

Research has shown that long lengths of time on computers may lead to:

- **bad posture** which can lead to problems with the spine, poor circulation of the blood, and pain in muscles and joints
- **hand injuries**, from pressing buttons on a computer or games controller
- **obesity**, caused by sitting around for a long time, snacking while using the computer or games and not having enough physical exercise
- **muscle and joint problems**, leading to headaches, neck or back pain from sitting too long
- **eyestrain**, when eyes get tired of staring at a screen leading to blurry vision, sore eyes and headache.
- losing the **ability to be creative**.
- finding it **harder to talk, play and join in** with other children.

Children will be supported and encouraged to do the following by staff when using computers to help prevent the above health problems when using ICT equipment:

- Set up the computer so that the screen can be seen without tilting your head up or down.
- Have the keyboard at the same level as your elbows.
- Have your feet flat on the floor or a footrest.
- Use your arm not just your wrist when you move the mouse.
- Drop your hands to your lap when you are not typing to give your arms a rest.
- Look away from the screen to focus on something further away to give your eyes a rest.
- Limit the time on the computer/laptop by having 'walk around' breaks.
- No eating while you are using the equipment.
- Get out and be active.
- Encourage not to play games before bedtime as you may have trouble getting a good night's sleep.

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)*
www.hse.gov.uk/pubns/law.pdf
- *Health and Safety Regulation...a Short Guide (HSE 2003)*
www.hse.gov.uk/pubns/hsc13.pdf
- *Electrical Safety and You: A Brief Guide (HSE 2012)*
www.hse.gov.uk/pubns/indg231.pdf
- *COSHH: A Brief Guide to the Regulations (HSE 2012)*
www.hse.gov.uk/pubns/indg136.pdf
- *Manual Handling – Frequently Asked Questions (HSE)*
www.hse.gov.uk/contact/faqs/manualhandling.htm
- *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)*

Authorisation & Review

This policy was adopted at a meeting of	Wroughton Preschool
Held on	21 st February 2018
Date to be reviewed	October 2018
Signed on behalf of the management committee	
Name of signatory	Alexandra Powell
Role of signatory (e.g. chair/owner)	Chairperson