



Statutory framework requirement: Suitable premises, environment and equipment
Providers must take reasonable steps to ensure the safety of children, staff and others on the premises in the case of fire or other emergency..

Health and safety policy

Hartfield Playschool 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 member of staff responsible for health and safety is: Sarah Adams
 - She is competent to carry out these responsibilities.
 - She has undertaken health and safety training and regularly updates his/her knowledge and understanding.
 - We display the necessary health and safety poster in: In the Office at the Front of the Building.

Insurance cover

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed in: The Children's Cloakroom on the Outside Platform.

Procedures

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.
- 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 language (English).
- Adults do not remain in the building on their own or leave on their own after dark (except for the cleaner).
- 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.



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- 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.
- Windows above the ground floor are secured so that children cannot climb through them.

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.
- 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, which are used by the children, 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.
- 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.
- Our outdoor sand pit is covered when not in use.
- All outdoor activities are supervised at all times.

Supervision

- Children will leave Playschool only with authorised adults.
- Children will not have unsupervised access to kitchens, cookers or any cupboards storing hazardous materials including matches.



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- On outings, the adult: child ratio will be sufficient to allow proper supervision, giving due regard to the ages of the children and the security of the surroundings. If a small group goes out, there will be sufficient adults to maintain appropriate ratios for staff and children remaining on the premises.
- If a child goes missing, either from the premises or whilst on an outing, the emergency services will be contacted immediately and the child's parent/carer informed as soon as possible. (See Missing Child Policy)
- Whenever children are on the premises at least two adults will be present. One will have a level 3 childcare qualification and a current First Aid Certificate.

Management

- A clip board is available at each session for the reporting of any accident/incidents. Regular safety monitoring will include checking of the accident record as a basis for risk assessment.
- All adults, including parents/carers as well as staff, will be aware of the system in operation for children's arrivals and departures and a member of staff will be at the gate during these periods. If anyone other than the child's usual parent/carer is to collect them, the parent/carer should sign this arrangement into the collection folder. A password system is in place. In the event of a child not being collected, staff will try the contacts listed on the Registration Form (see 'Failure to collect a child' Policy). A register of both adults and children will be completed (including times) as people arrive and leave so that a complete record of all those present is available in an emergency.
- Adults will not walk about with hot drinks or place hot drinks within reach of children. We have a 'No smoking' policy at Hartfield Playschool.
- A correctly stocked first aid box will be available at all times and checked regularly
- Fire drills will be held at least once a term.
- Fire extinguishers will be checked annually and staff will know how to use them. The person responsible for health and safety who is Sarah Adams will check fire extinguishers weekly and keep a written record of these checks.

Hygiene

- We seek information from the Health Protection Agency to ensure that we keep up-to-date with the latest recommendations.
- Our daily routines encourage the children to learn about personal hygiene.
- The premises are cleaned throughout daily, which includes the Main Room, Quiet Room, Kitchen, Office, Toilets and Cloakroom.
- 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, nappies are taken immediately outside to the Waste bin after being changed. We implement good hygiene practices by:
 - cleaning tables between activities;



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- cleaning and checking toilets regularly;
- wearing single use disposable gloves - as appropriate;
- providing sets of clean clothes;
- providing tissues and wipes;

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.
- 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 Early Years Manager or Business Manager.

This policy was reviewed by the Early Years Manager: Debbie Arnett in line with the 'Essential policies and procedures for the EYFS' by Preschool Learning Alliance
 This policy was adopted by Hartfield Playschool staff and Committee in January 2014.

Reviewed: September 2015

Review Date: September 2016

Reviewed: October 2016

Reviewed: September 2019

Reviewed

Name of Early Years Manager: Debbie Arnett

Signature:

Name of Registered Person and trustee: Sarah Adams

Signature: