



Health And Safety Policy

Pre-school Manager: Nicky Benson-Dare

This policy will be reviewed annually. It will also be revised following any concerns and/or updates to national and local guidance and procedures.

Statement

St Peter's Busy Bees Pre-school believes that the health and safety of children is of paramount importance. We make our pre-school a safe and healthy place for children, parents, staff and volunteers.

Aim

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

Procedures

Safety of adults:

- Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment in the pre-school.
- When adults need to reach up to store or retrieve equipment, they are provided with suitable specialist equipment.
- All warning signs are clear.
- Adults do not remain in the building alone or leave on their own after dark.
- The sickness of staff and their involvement in accidents is recorded.
- No adult is permitted to smoke inside the building or on its grounds at any time.

Chemicals:

- Products containing chemicals, such as cleaning products are kept in their original containers and stored out of reach in the kitchen. Children are not allowed in the kitchen.

Doors:

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

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.
- Electric sockets, wires and leads are properly guarded and children are taught not to touch them.

- Lighting and ventilation is adequate in all areas including storage areas.

Storage:

- All equipment, resources and materials are stored or stacked safely to prevent them accidentally falling or collapsing.

Indoor area:

- Staff maintain the suitability of the indoor area daily.
- The play areas are kept clean and secure and are fit for purpose and suitable for the age of the children in our care.
- All indoor activities are supervised at all times.

Outdoor area:

- Staff maintain the suitability of the outdoor area daily.
- The garden is securely fenced, is checked daily for safety and cleared of any rubbish before it is used daily.
- All outdoor activities are supervised at all times.

Hygiene:

- Our daily routines encourage children to learn about personal hygiene.
- We clean resources on a rolling basis including dressing-up clothes and furnishings.
- The toilet area has a high standard of hygiene including hand-washing and drying facilities.
- We implement good hygiene practices by:
 - Cleaning tables at the beginning of the day;
 - Cleaning tables between activities;
 - Wearing protective clothing - such as aprons and disposable gloves when appropriate;
 - Providing sets of clean clothes;
 - Providing tissues and wipes and encouraging appropriate disposal.

Activities and resources:

- Before their use, purchase or loan, equipment and resources are checked to ensure that they are safe for the ages and stages of the children in our care.

- The layout of play equipment allows adults and children to move safely and freely between activities and around the pre-school.
- All equipment is regularly checked for cleanliness and safety and any dangerous items are repaired (if appropriate) 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 learn about health, safety and personal hygiene through the activities we provide and the daily routines we follow.

Insurance cover:

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed on the pre-school notice board in the lobby.

Our member of staff responsible for health and safety, is the manager, Nicky Benson-Dare.