**HEALTH AND SAFETY GENERAL STANDARDS POLICY.**

Cowling Preschool 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.

**Policy Statement.**

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 safe environment. The member of staff responsible for health and safety is Andrea Parkin, she is competent to carry out these responsibilities and she has undertaken health and safety training and regularly updates her knowledge and understanding. We display the necessary health and safety poster in the main hall. We have public liability insurance and employers’ liability insurance. The certificate for public liability insurance is displayed on the notice board.

**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.
* 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 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 are required to reach up to a higher level they are provided with safe equipment to do so.
* 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.
* Staff 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. 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.

Doors.

* We take precautions to prevent children’s fingers being trapped in any doors.

Floors.

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

Electrical/Gas equipment.

* All electrical and gas equipment conforms to the safety requirements and is checked regularly.
* Our boiler/electrical switch gear/meter cupboard is not accessible to 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 and stacked to prevent them from accidently 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.
* 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 and is cleaned regularly.
* 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 the main room, 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 toilets regularly.
  + Wearing protective clothing, such as aprons and 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 session.
* The layout of the play equipment allows adults and children to move safely and freely between activities.
* All equipment is regularly checked for cleanliness and safety 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.
* Large pieces of equipment are discarded only with the consent of the chairperson.

**This policy was adopted on .………………………………….......**

**Date to be reviewed ...…………………………………….**

**Signed on behalf of the management committee …………………………………………**

**Name of signatory …………………………………………**

**Role of signatory (e.g. Chair/owner) …………………………………………**