



CENTRAL@RLK

POLICIES AND PROCEDURES

8.1 Health and safety general standards

Policy statement

Central@RLK believes that the health and safety of children is of paramount importance. All staff make the setting a safe and healthy place for children, parents and volunteers.

- Central@RLK 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:
LISA FROST (DEPUTY: DEEPTI SOOD)
- She is competent to carry out these responsibilities.
- She has undertaken health and safety training and regularly updates her knowledge and understanding.
- Central@RLK displays the necessary health and safety poster on
THE IMPORTANT DOCUMENTS NOTICE BOARD IN THE MAIN FOYER

Insurance cover

Central@RLK have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed on:

THE IMPORTANT DOCUMENTS NOTICE BOARD IN THE MAIN FOYER

Procedures

Awareness raising

- The Central@RLK 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.
- Central@RLK keep records of these induction training sessions and new staff and volunteers are asked to sign the records to confirm that they have taken part.
- Central@RLK explains health and safety issues 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 our staff meetings.
- Central@RLK operates a no-smoking policy.
- Central@RLK makes children aware of health and safety issues through discussions, planned activities and routines.
- A Central@RLK employee carries out a daily room check in accordance with our risk assessment.



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Windows

- All windows at Central@RLK are fitted with a safety lock. They will not open wide enough for a child to fit through.

Doors

- All doors within the pre-school room are fitted with finger guards to prevent children from trapping their fingers in them.

Floors and walkways

- All floor surfaces are checked daily to ensure they are clean and not uneven, wet or damaged. Any wet spills are mopped up immediately.
- Walkways are left clear and uncluttered.

Electrical/gas equipment

- Swindon Borough Council are responsible for checking that all electrical/gas equipment conforms to safety requirements and is checked regularly. Central@RLK request a copy of all reports/certificates.
- SBC are responsible for all asbestos, carbon monoxide and Mercury checks. Central@RLK request a copy of all reports and certificates.
- The boiler/electrical switch gear/meter cupboard is not accessible to the children.
- Fires, heaters, electric sockets, wires and leads are properly guarded and Central@RLK teach the children not to touch them.
- Central@RLK check storage heaters daily to make sure they are not covered.
- Staff ensure that sockets in the setting are not overloaded.
- Central@RLK staff switch electrical devices off at the plug after use.
- All sinks accessible by children are fitted with a temperature control valve.
- Lighting and ventilation is adequate in all areas of the setting, including storage areas.

Storage

- All our resources and materials, which are used by the children, are stored safely.
- All our equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

Outdoor area

- All gates and fences are childproof and safe.
- Our outdoor area is checked for safety and cleared of rubbish, animal droppings and any other unsafe items before it is used.
- Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides.
- Any items left outside are covered or kept under the shelter.
- The sand tray is covered when not in use and the sand is changed on a regular basis, at least every half term.



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- Central@RLK check that children are suitably attired for the weather conditions and type of outdoor activities; ensuring that sun cream is applied and hats are worn during the summer months. (Providing we have a signed consent form for staff to apply sun cream)
- Central@RLK supervise outdoor activities at all times; and particular children on climbing equipment.

Hygiene

- Central@RLK seek information from the Health Protection Agency to ensure that all staff keep up-to-date with the latest recommendations.
- Our daily routines encourage the children to learn about personal hygiene.
- Central@RLK have a daily cleaning routine for the setting, which includes the play room, kitchen, rest area, toilets and nappy changing areas. Children do not have access to the kitchen.
- Central@RLK have a schedule for cleaning resources and equipment, dressing-up clothes and furnishings.
- The toilet area is cleaned on a daily basis to a high standard.
- Central@RLK 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.

Activities, resources and repairs

- Before purchase or loan, Central@RLK check equipment and resources to ensure that they are safe for the ages and stages of the children currently attending the setting.
- Central@RLK keep a full inventory of all items in the setting for audit and insurance purposes.
- The layout of our play equipment allows adults and children to move safely and freely between activities.
- All our equipment is regularly checked for cleanliness and safety, and any dangerous items are repaired or discarded.
- Central@RLK make safe and separate from general use any areas that are unsafe because repair is needed.
- All our materials, including paint and glue, are non-toxic.
- Central@RLK ensures that sand is clean and suitable for children's play.
- Physical play is constantly supervised.
- Central@RLK teach children to handle and store tools safely.
- Central@RLK check children who are sleeping regularly.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines Central@RLK 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 management team.



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Jewellery and accessories

- Our staff do not wear jewellery or fashion accessories, such as belts or high heels, that may pose a danger to themselves or children. This extends to extra-long nails, whether natural or false. Nails will not be shaped to a point.
- Parents must ensure that any jewellery worn by children poses no danger; particularly earrings which may get pulled, bracelets which can get caught when climbing or necklaces that may pose a risk of strangulation.
- Central@RLK ensures that hair accessories are removed before children sleep or rest.

Safety of adults

- Central@RLK ensure that adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.
- Central@RLK provide safe equipment for adults to use when they need to reach up to store equipment or to change light bulbs.
- Central@RLK ensure that all warning signs are clear and in appropriate languages.
- Wherever possible, we ensure that adults do not remain in the building on their own. Where this is not possible and they are alone, we ask them to lock the doors so that no one is able to get into the building. We also supply a personal alarm for anyone who is in the building late in the evening.
- Central@RLK records the sickness of staff and their involvement in accidents. The records are reviewed termly to identify any issues that need to be addressed.

Control of substances hazardous to health

- Our staff 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 the children.
- Central@RLK 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 eyes or skin or are ingested.
- Central@RLK keep all cleaning chemicals in their original containers.
- Central@RLK keep the chemicals used in the setting to the minimum in order to ensure health and hygiene is maintained. Central@RLK do not use:
 - Bleach in any area where children will be present within 24 hours. Should bleach be used (i.e. In the toilets) it is rinsed thoroughly.
 - anti-bacterial soap/hand wash, unless specifically advised during an infection outbreak such as Pandemic flu; or
 - anti-bacterial cleaning agents, except in the toilets, nappy changing area and food preparation areas. Anti-bacterial sprays are not used when children are nearby.
- Environmental factors are taken into account when purchasing, using and disposing of chemicals.
- All members of staff are vigilant and use chemicals safely.
- Members of staff wear protective gloves when using cleaning chemicals.



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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 Need to Know (HSE Revised 2009)
- Health and Safety Regulation...A Short Guide (HSE 2003)
- Electrical Safety and You: A Brief Guide (HSE 2012)
- 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)

This policy was adopted at a meeting of	Central@RLK
Held on	27th July 2015
Date to be reviewed	July 2016
Signed on behalf of the management committee	
Name of signatory	Rebecca Davies
Role of signatory (e.g. chair/owner)	Chairperson