

## **Health and safety policy**

Date: June 2020

Bright Future believe 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:

### **Induction**

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.

We 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.

We explain 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.

We operate a no-smoking policy.

We make children aware of health and safety issues through discussions, planned activities and routines.

### **Doors**

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

We have a buzzer/intercom gate, to prevent anybody from coming inside or leaving without a teacher opening for them.

### **Floors and walkways**

All our floor surfaces are checked daily to ensure they are clean and not uneven, wet or damaged. Any wet spills are mopped up immediately and signposted.

Walkways are left clear and uncluttered.

### **Electrical equipment**

We ensure that all electrical equipment conforms to safety requirements and is checked regularly.

Our electric meter cupboard is not accessible to the children.

Fires, heaters, wires and leads are properly guarded where needed, and we teach the children not to touch them.

There are sufficient sockets in our setting to prevent overloading.

We switch electrical devices off from the plug at the end of the day where possible.

We ensure that the temperature of hot water is controlled to prevent scalds but in line with Health and safety regulations.

Lighting and ventilation are adequate in all areas of our setting, 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. 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..

Our outdoor sand pit is covered when not in use and is cleaned regularly.

We 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.

We supervise outdoor activities at all times; and particularly children on climbing equipment.

### ***Hygiene***

Our daily routines encourage the children to learn about personal hygiene.

We have a daily and weekly cleaning routine for the setting, which includes the play room, kitchen, toilets and nappy changing areas. Children do not have unsupervised access to the kitchen.

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 disposal for nappies.

We implement good hygiene practices by:

cleaning tables after making use of them,

cleaning and checking toilets after every child,

wearing protective clothing - such as aprons and disposable gloves - as appropriate;

providing sets of clean clothes;

providing tissues and wipes; and

Hand washing is actively encouraged after using the toilet and before eating. Liquid soap and paper towels are used.

### ***Activities, resources and repairs***

We check equipment and resources to ensure that they are safe for the ages and stages of the children currently attending the setting.

We keep an inventory of 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 equipment is regularly checked for cleanliness and safety, and any dangerous items are repaired or discarded.

We make safe and separate from general use any areas that are unsafe because of repair is needed.

All materials, including paint and glue, are non-toxic.

We ensure that sand is clean and suitable for children's play.

Physical play is constantly supervised.

We teach children to handle and store tools safely.

We check children who are sleeping at regular intervals of at least every ten minutes.

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.

### ***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.

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.

We ensure that hair accessories that pose a risk are removed before children sleep or rest.

### ***Safety of adults***

We ensure that adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.

We provide safe equipment for adults to use when they need to reach up to store equipment or to change light bulbs.

We ensure that all warning signs are clear.

We record the sickness of staff and their involvement in accidents. The records are reviewed termly to identify any issues that need to be addressed.

Staff must wear appropriate shoes at all times.

Staff should dress appropriately at all times.

### ***Control of substances hazardous to health.***

We keep a record of all substances that may be hazardous to health - such as cleaning chemicals, or gardening chemicals if used.

Hazardous substances are stored safely away from the children.

We 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.

We keep all cleaning chemicals in their original containers.

We keep the chemicals used in the setting to the minimum in order to ensure health and hygiene is maintained.

Environmental factors are considered when purchasing, using and disposing of chemicals.

All members of staff are vigilant and use chemicals safely.