

STANDARD 8 – SAFETY & SUITABILITY OF PREMISES, ENVIRONMENT AND EQUIPMENT



EYFS key themes and commitments

1.3 Keeping safe
1.4 Health and well-being

3.3 The learning environment

Standard 8.1– Health & Safety general standards

This setting 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 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.

Our member of staff responsible for health and safety is: **Karen Reed**

She is competent to carry out these responsibilities and has undertaken health and safety training. She regularly updates her knowledge and understanding.

We display the necessary health and safety poster on the notice board within the setting.

Insurance cover

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed on the noticeboard in the hallway.

The duties of the Health and Safety Representative are to:

- Ensure reasonable steps have been taken to minimise any hazards to children both inside and outside of the premises.
- Check the first aid equipment every month and replace any items needed.
- Complete the Risk Assessment form each Autumn and to implement all necessary changes and notify staff (as per our insurance policy).
- Check the general safety of the premises regularly and make sure all Health and Safety policies and procedures are adhered to.
- Follow up any concerns raised about faulty equipment, hazards or lack of safety and rectify.
- Keep up-to-date with new legislation and best practice to ensure safety in the workplace.
- Health & Safety Induction Checklist.

Health and Safety Policy Statement

The Pre-School has a duty to protect employees at work and to keep them informed about health and safety. To meet these requirements.

Awareness raising procedures:

- Our induction training for staff and volunteers includes a clear explanation of health and safety policies and procedures so that everyone understands their shared responsibility.
- A record is kept of the induction training session and new staff and volunteers are asked to sign the record to confirm that they have taken part.
- As necessary, health and safety training is included in the annual training plans for the manager and Deputy.
- Health and safety is discussed regularly at staff meetings.

- The preschool has a no smoking policy and does not allow alcohol on the premises except when bought as presents for staff/committee and kept unopened in a locked cupboard and taken home the same day.
- Children are made aware of health and safety issues through discussions, planned activities, and routines.
- Hot drinks for adults are placed on the stage out of the reach of the children when the children are in the hall.
- All staff have attended a first aid course;
- Our first aid box has the requirements as determined by the Health and Safety-first aid regulations Act 1981;
- Procedures on “in the event of a fire” and “emergency evacuation of the building” are displayed and that all staff are aware and know how to carry them out.
- Records of accidents and evacuation drills are maintained accordingly.

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 they are provided with equipment to make it safe to do so.
- When accessing such equipment, two members of staff carry out the task. E.g. when retrieving items from the loft, one member of staff stands on the ladder to access the items and then passes the item to the second member of staff standing on the floor. Light bulbs are replaced by the village hall committee.
- All warning signs are clear.
- The sickness of staff and their involvement in incidents is recorded.
- The records are reviewed regularly to identify any issues which need to be addressed.
- We keep a record of all substances that may be hazardous to health – such as cleaning and 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.
- We make the workplace safe and without risks to health;
- We keep dust, noise, and fumes under control;
- We provide free any protective clothing or equipment specifically required by health and safety law;
- We provide adequate first aid facilities.
- We operate a Lone worker policy (Please see below).
- The arrival and departure times of staff and volunteers are recorded in the register.
- The personal possessions of staff and volunteers are securely stored during sessions in the cupboard.

Lone workers

- Employers have a duty to do all that they reasonably can to ensure the health, safety and welfare of their staff members.
- Horsted Keynes Preschool committee have a legal responsibility to provide safe systems of work and individuals have a responsibility to follow safe working practices within the community.
- Lone workers are those who work by themselves, without close or direct contact with other staff members, in a wide range of situations.
- Lone working is not advisable and should be avoided where possible, to minimise the risks to staff members, therefore the Preschool endeavours to ensure that at least two people are on site at any given time.
- When lone working is necessary, then both Horsted Keynes Preschool committee and lone workers have a responsibility to assess the risks and put in place strategies to safeguard staff.
- This policy guidance is informed by the Health and Safety at Work Act (1974) and the Management of Health and Safety at Work Regulations (1999).
- This policy is linked to Horsted Keynes Preschools other policies including: Child Protection, Fire Procedure, First Aid, Medication, Health and Safety.

- Horsted Keynes Preschool aims to ensure all staff who work alone feel safe and that potential risks to lone workers are identified and addressed to minimise the potential for an incident to occur.

The following information aims to;

- Raise awareness of the potential risks brought about by lone working in order that full risk assessments can be put in place;
- Set out a framework of responsibilities for Managers and staff members to minimise the risks of lone working.

Responsibilities for Lone Workers

Lone working – whether conducting home visits or working outside of normal hours in the setting – should be avoided wherever possible. If lone working practices do need to be in place, then staff members have a responsibility to ensure they are fully aware of potential risks, follow policy guidelines set down by the preschool committee, and take action to mitigate any potential problems.

a) Working outside normal hours at Preschool (8:30-9:15 and 2:45-3:00)

Staff are responsible for the following:

- Ensuring that they are fully aware of the potential risks of lone working and regularly refreshing their knowledge of this Lone Working Policy.
- Following the preschools safeguarding policy and being aware of security measures on site
- Knowing the nearest place of safety
- Ensuring they have access to personal alarms / mobile phones at all times
- Calling another staff member to let them know when they arrive / leave the preschool.

Responsibilities of Horsted Keynes Preschool Committee

Horsted Keynes Preschool Committee are responsible for the following:

- Providing safe systems of working for all staff.
- Putting appropriate security systems in place to secure the building.
- Putting appropriate security measures in place for staff working alone in the building – e.g. personal alarms, CCTV, mobile phones etc.
- Conducting health and safety risk assessments for lone working staff, ensuring that the risks of lone working are reviewed and addressed as far as is reasonably practical.
- Ensuring that all staff are aware of the Lone Working Policy and that it is part of induction for new staff.
- Ensuring checks are in place to ascertain whether staff are satisfied with the safety measures in place.
- Identifying training needs and ensuring that staff who work alone access appropriate training for their role, on topics such as personal safety, violence at work etc.
- That clear systems for raising the alarm are in place, and that the response is practiced.
- Making sure that vulnerable staff who cannot raise the alarm are not left alone.
- Ensuring lone workers are fit and healthy to work alone.
- That checks are in place to ensure that all staff regularly consider this policy, including within team meetings.
- Debriefing lone workers who have encountered an aggressive or violent incident, giving them time to recover and providing practical support.
- Monitoring all incidents and feeding them into risk assessments.
- All staff are made aware of this policy as part of their induction, reviews, and training.
- Making sure Lone-working staff receive appropriate training.

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 are secure so that children can't climb through them.

Doors

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

Floors

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

Activities and resources

- 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
- physical play is constantly supervised
- 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.
- 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
- If children fall asleep in situ it may be necessary to move or wake them to make sure they are comfortable.
- 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 repaired. If it can't be repaired is discarded
- Large pieces of equipment are discarded only with the consent of the manager and the management team
- Equipment and toys are stored or stacked safely to prevent them accidentally falling or collapsing

Electrical equipment

- All electrical equipment conforms to safety requirements and is checked regularly.
- Our boiler/electrical switch gear/meter cupboard is not accessible to the children.
- Heaters, electric sockets, wires and leads are properly guarded, and the children are taught not to touch them.
- There are sufficient sockets to prevent overloading.
- The temperature of the hot water is controlled to prevent scalding.
- 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 our equipment, it is emptied before children start playing outside.
- Our outdoor sandpit is covered when not in use and is cleaned regularly.
- All outdoor activities are always supervised.

Hygiene

- Good hygiene practices are followed:

- 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.
- We have a daily cleaning routine for the setting, which includes the kitchen, toilets, main hall and small hall.
- We clean resources and equipment each term, however we are constantly checking and cleaning if things need doing sooner.
- The toilet area has a high standard of hygiene, including hand washing and drying facilities and disposal facilities for nappies.
- Tables are cleaned before and after snack time.
- Toilets are checked regularly and cleaned as required.
- Protective clothing - aprons and disposable gloves are worn as appropriate.
- Clean clothes are provided for children when necessary.
- Children are encouraged to shield their mouths when coughing.
- Tissues, wipes and paper towels are provided and disposed of appropriately.

STORAGE OF DANGEROUS SUBSTANCES AND EQUIPMENT POLICY

Rationale

By maximising awareness of the potential hazards of chemicals and equipment, we reduce the risk of harm to educators, children and families by ensuring dangerous products are safely stored and their use is minimised in all areas of our Preschool.

Aim

The Preschool aims to provide a safe environment where chemicals and hazardous equipment are safely stored away from children and are stored and handled appropriately.

In addition, a longer-term aim is to reduce the use of dangerous products within the environment by exploring the introduction of eco-friendly cleaning options

Note: Dangerous products used within the Preschool will be categorised into the following groups:

- Hazardous chemicals and substances
- Dangerous goods
- Poisons
- Drugs - including medications
- Miscellaneous dangerous products

Implementation

The Approved Provider will:

Ensure that every reasonable precaution is taken to protect children being educated and cared for by the service from harm and any hazard likely to cause injury. (National Law section 167)

The Health and safety officer will:

Ensure that there are emergency procedures and practices for accidental spills, contamination and corresponding first aid plans for all dangerous goods handled and stored in the service.

- Ensure that at all times there is an educator on the premises with first aid qualifications
- Ensure that there are appropriate storage facilities in the Preschool in which dangerous products are stored.

Statutory Legislation and Considerations

Dangerous products will be stored in areas of the Preschool that are not accessible to children, or in inaccessible locations as per the following guidelines:

- All cleaning supplies will be kept in the cleaner's store which will be locked at all times.
- Individual children's medications will be placed in containers in the kitchen.
- Refrigerated medications are to be labelled and placed in a separate compartment in the fridge in the kitchen
- Staff/adult medications will be stored in locked containers in the medication cupboard in the kitchen.
- Spray bottles used by staff for cleaning during the day will be kept on the stage out of reach of the children.
- The children will not be given spray bottles to use for cleaning.
- Children will not have access to the staff's bags, but staff should be mindful of their bags which may contain medication.
- First aid equipment will be kept in the First Aid box, in the cupboard and will not be accessible to children.
- Sharp or jagged objects that pose a hazard to children such as knives or scissors etc. should be kept out of the reach of children.
- Emergency medications (i.e. Epipen and Ventolin) will be placed in a container, stored in the hallway cupboard and be clearly marked for emergency accessibility.

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)

Health & Safety Induction Checklist

The checklist below will be explained to all staff, (and students and volunteers if applicable) at the start of their induction. One copy will be given to the employee and one copy will be retained in the staff file.

1. Hazards in the workplace

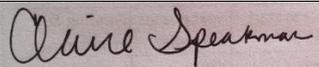
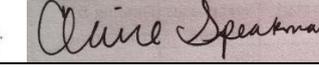
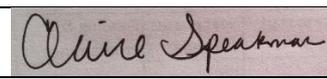
- * Stacked chairs and tables
- * Getting equipment out of the cupboard.
- * Carpet edges.

2. Hazardous substances

- * Cleaning materials
- * Glue, paint etc.

3. Lifting procedures

- * Shown correct way to lift and move equipment
- 4. Fire equipment
 - * Shown correct way to use fire extinguishers for electrical and paper fires.
 - * Shown correct way to use fire blanket
- 5. Evacuation procedures
 - * Explained evacuation procedures for fire, bomb scare and explosion.
 - * Identified meeting point outside building
 - * Identified individual's specific role in evacuation procedure.
- 6. Wall displays
 - * Shown Health and Safety poster
 - * Shown insurance certificates
 - * Shown First Aid certificates, named first aider.
- 7. First aid box
 - * Shown where first aid box is kept.
 - * Shown contents and how to use them.
- 8. Accident procedures
 - * Explained procedure for responding to accidents.
 - * Shown accident book and how to complete records
 - * Identified who to report accidents to.
- 9. Child protection procedures
 - * Explained procedures for responding to suspected abuse to a child or in the event of an allegation against an adult in the setting.
- 10. Policies
 - * Copy of Health and Safety policy shown to employee.

This policy was adopted by	Horsted Keynes Preschool
On	1 st October 2016
Reviewed 1 st Oct 2017	 
Reviewed 1 st Oct 2018	 
Reviewed 1 st Oct 2019	
Reviewed 1 st Oct 2020	
Reviewed 1 st Oct 2021	
Reviewed 1 st Oct 2022	
Signed on behalf of the provider	
Name of signatory & Role of signatory	Clare Humphreys Manager
Countersigned by Chair of committee	
Name of Counter signatory	Claire Speakman