8.1 Health and safety general standards

Policy statement

We 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.
- The Pre-School Committee are responsible for overall health and safety standards in the setting but delegate the daily responsibility to the manager.
- All staff have undertaken health and safety training and regularly update their knowledge and understanding as part of their professional development.
- All staff are provided with a Health and Safety law leaflet produced by the HSE.

Insurance cover
We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed in the reception area on the wall.

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.
- We keep records of health and safety induction training and new staff and volunteers are asked to sign the records to confirm that they have taken part and understand procedures.
- Health and safety training is updated regularly for all staff, and health and safety is discussed regularly at our staff meetings.
- We operate a no-smoking/vaping policy.
- We make children aware of health and safety issues through discussions, planned activities and routines.

Windows
- Our windows are secured so that children cannot climb through them.
- We ensure that any blind cords are secured safely and do not pose a strangulation risk for young children.

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

Floors and walkways

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

Electrical/gas equipment

- Our landlord ensures electrical/gas equipment conforms to safety requirements and is checked regularly.
- Our boiler/electrical switch gear/meter cupboard is not accessible to the children.
- There are sufficient sockets in our setting to prevent overloading.
- We switch electrical devices off after use.
- We ensure that the temperature of hot water accessible to children is controlled to prevent scalds.
- Lighting and ventilation is adequate in all areas of our setting, including storage areas.

Storage

- All resources and materials which are used by the staff and children, are stored safely.

Outdoor area

- The outdoor area we use is supervised by staff at all times.
- The outdoor area is checked for safety each time we go out.
- We check that children are suitably attired for the weather conditions and type of outdoor activities ensuring that parents apply suncream and that sun hats are worn during the summer months.
- We supervise outdoor activities at all times; and particularly children on climbing equipment.

Hygiene

- 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 all areas. Children do not have unsupervised access to the kitchen.
- We regularly clean 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 facilities for nappies.
- We implement good hygiene practices by:
  - cleaning tables between activities;
  - cleaning and checking toilets regularly;
  - wearing PPE - such as aprons and disposable gloves - as appropriate;
  - asking parents to provide sets of clean clothes;
  - providing tissues

Activities, resources and repairs

- Before purchase or loan, we check equipment and resources to ensure that they are safe for the ages and stages of the children currently attending the setting.
- 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.
- We make safe and separate from general use any areas that are unsafe because of repair if needed.
- All our paint and glue is 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.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow. This includes good practices with regard to oral health.
- Any faulty equipment is removed from use and is repaired. If it cannot be repaired it is discarded.

We are unable to provide sleeping areas for children and parents will be contacted to collect their child should they fall asleep during a session. We check children who are sleeping at regular intervals while awaiting collection.

Jewellery and accessories

- 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.

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.
- We record the sickness of staff and their involvement in accidents. The records are reviewed regularly 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)*.
- The site caretaker and the Pre-School 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.
- We keep the chemicals used in the setting to the minimum in order to ensure health and hygiene is maintained.
- All members of staff are vigilant and use chemicals safely.
- Members of staff wear protective gloves when using cleaning chemicals.

This policy was adopted by	Springfield Bees Pre-School
On	15/12/25
Date to be reviewed	15/12/26
Signed on behalf of the provider	
Name of signatory	
Role of signatory (e.g. chair, director or owner)	