



Health and Safety Policy and Practice

Policy Statement

Footprints 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 visitors.

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.

The manager has overall responsibility for health and safety for Footprints.

We display the necessary health and safety poster in the school office.

Procedures

Raising Awareness

Our induction training for staff 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 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 health and safety is 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 need to reach up to store equipment or to change light bulbs 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.

The sickness of staff and their 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 if used. 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.

Window blinds have safety cords fitted.

Doors

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

Floors

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

Electrical/Gas Equipment

All electrical equipment conforms to safety requirements and is checked regularly.

Our electrical meter is not accessible to the children.

Heaters, electrical sockets, wires and leads are properly guarded and the children are taught not to touch them.

Air conditions are checked daily to make sure they are the correct temperature.

There are sufficient sockets to prevent overloading

The temperature of hot water is controlled to prevent scalds and checked daily.

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 or stacked safely to prevent them accidentally falling or collapsing.

Outdoor area

Our main entrance is securely locked at all times.

Our outdoor area is securely fenced.

Our outdoor area is checked for safety and cleared of any litter at the beginning of each day.

Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides.

Plants in the pre-school gardens are not poisonous.

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 sand is replaced regularly.

Outdoor activities are supervised at all times.

Hygiene

We regularly seek information from the Environment and Health Authorities 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 pre-school, which includes all classrooms, kitchen, rest area, 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
- Providing sets of clean clothes
- Providing tissues and wipes
- Ensuring individual use of paper towels.

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 pre-school.

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.

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 and our sleep policy adhered to.

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/deputy.

Accidents

When children play together, small accidents sometimes occur. Minor bumps and bruises are dealt with by staff members, all of whom are trained in First Aid, and children will be cared for and reassured.

The incident is noted in our accident records, and parents are asked to sign to verify that they have been advised of the incident. Where a child is picked up by someone other than the child's parent, with the permission of the parent, we would normally accept that notifying this person is sufficient to satisfy this requirement.

Should a situation appear to warrant an emergency procedure, a qualified First-Aider will look after the child and administer any First Aid as necessary, whilst another member of staff contacts child's parents/carer and emergency services if necessary.

If the child requires medical attention or hospital treatment a staff member will accompany the child (in the case of the pre-school not being able to contact the parent)

Please note that consent for hospital treatment cannot be given by Footprints pre-school staff.

This policy was adopted by Footprints Pre-school

Date: _____

Signed by: _____

On behalf of Management (Manager, Owner, Chairperson)

Review Date: _____

Please note this is a guide to a policy and procedure. It is not meant to be directly copied and it is highly recommended that all members develop documents specific to their service and needs. This is not an exhaustive list and there may be other essentials required.