

Policy

General Health & Safety

20 June

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Title: **General Health & Safety**

From: **Early Years Centre**

Date: **Reviewed 20th June 2017**

The Early Years Centre believes that the health and safety of children is of paramount importance. We make our Centre a safe and healthy place for children, staff and volunteers.

At the Early Years Centre we aim to make children, parents and staff aware of health and safety issues and to minimise the hazards and risk to enable the children to thrive in a healthy and safe environment.

General information

- The centre has a member of staff designated and responsible for health and safety: Sarah Cooper. The staff member is responsible for all aspects of health and safety and food hygiene.
- All staff are responsible for ensuring that all equipment is checked regularly and reporting any defects to the senior member of staff responsible for Health and Safety.
- The Centre displays the necessary health and safety poster in the Staff Room.
- The Centre has Public Liability Insurance and Employers Liability Insurance.
- This certificate is displayed throughout the Centre including the main hallway.
- The Centre's induction for all staff and volunteers includes 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.
- Records are kept of these induction training sessions and new staff and volunteers 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 Centre.
- Staff will need to attend health and safety training.
- We operate a no-smoking policy. Staff who wish to smoke in their own time will be required to leave the building.
- Children are made aware of health and safety issues through discussion time, circle time planned activities and routines.

Risk Assessments

We carry out risk assessments of fire Safety and COSHH, daily general operations, pregnant workers and outings.

All electrical/gas equipment conforms to safety requirements and is checked regularly. Heaters, radiators, electric sockets, wires and leads are properly guarded and the children are taught not to touch them.

All windows are secured so that children cannot climb through them. Safety guards are in place to prevent children from trapping their fingers in doors.

The kitchen door is always locked and closed to ensure children do not have unsupervised access to the kitchen area.

Outdoor Area

- The outdoor area is secure and fenced off.
- The outdoor area is checked daily with a safety check list.
- When water is being played with children will be supervised at all times.
- There are no poisonous plants, herbicides or pesticides in the garden area.

- 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 cleaned out regularly.

Hygiene

- We regularly have inspections from environmental health who ensure we keep up-to-date with the latest recommendations.
- Our daily routine encourages children to learn about personal hygiene.
- We have University cleaners who come each evening after closing times and clean the Centre.
- Every baseroom has a cleaning rota for sterilising toys etc.
- 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:-
 1. Cleaning tables between activities
 2. Cleaning toilets regularly
 3. Wearing protective clothing – such as aprons and disposable gloves
 4. Providing clean uniform for staff when needed
 5. Provide tissues and wipes
 6. Provide flannels when washing children's faces

Activities and Resources

- Before children use new equipment it is checked to ensure the equipment is safe for the ages and stages of the children currently attending the Centre.
- The layout of the play equipment allows adults and children to move safely and freely between activities.
- All equipment is checked for cleanliness and safety and any broken equipment is repaired or discarded.
- All materials including paint and glue are non-toxic.
- Physical play is constantly supervised.
- Children are taught to handle and store tools safely.
- Children who are asleep are checked every ten minutes.
- Large pieces of equipment are discarded only with the consent of the Centre Manager.