



EYFS: Safeguarding and Welfare Requirements
3.25, 3.28, 3.54, 3.55 & 3.63

Safety and Suitability of Premises, Environment and Equipment

3h.2 Health and Safety General Standards

Policy Statement

Auden Place Community Nursery believes that the health and safety of children is of paramount importance. We strive to always 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.
- The person responsible for health and safety (Health & Safety Officer) is:
NICOLA AHERNE & DIANA MENDONCA deputising in her absence.
- They are competent to carry out these responsibilities.
- They have undertaken health and safety training and regularly update their knowledge and understanding.
- All other staff do relevant and specific training, though not to the level of the responsible person.
- We display the required health and safety poster:

IN THE STAFF ROOM

Insurance Cover

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed:

ON THE DISPLAY BOARD AT THE BOTTOM OF THE STAIRS

Procedures

Staff Training and Competence

- Staff meet with the Health & Safety Officer in the first week of their induction to go through this policy and have a health and safety tour of the building.
- As part of their induction, staff undertake online training in the following health and safety areas:
 - Health & Safety Awareness
 - Risk Assessment Awareness
 - COSHH Awareness
 - Manual Handling
 - Fire Safety and the Use of Fire Extinguishers
 - Hand-Washing
 - Use of Display Screen Equipment
 - Basic Food Hygiene & Allergen Awareness
- This training is followed up by being a set agenda item for discussion in monthly staff meetings as well as monthly Management Committee meetings.
- One of our five annual Inset training days is also dedicated to healthy and safety, putting what we have learned online into practical training.



Raising Awareness

- 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.
- 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.

Windows

- Windows are made from materials that prevent accidental breakage.
- Windows above the ground floor are secured so that children cannot climb through them.

Doors

- We have made-to-measure precautions to prevent children's fingers from being trapped in any doors.

Floors

- All floor surfaces are checked routinely throughout the day to ensure they are clean and even, and not wet or damaged.

Electrical/Gas Equipment

- All electrical/gas equipment conforms to safety requirements and is checked regularly.
- Our boiler/electrical switch gear/meter cupboard is not accessible to the children.
- Fires, 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 hot water is controlled to prevent scalds.
- Lighting and ventilation is adequate in all areas including storage areas.

Storage

- All resources and materials that children select 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.
- All outdoor activities are supervised at all times.

Hygiene

- Our daily routines encourage the children to learn about personal hygiene.
- We have a daily cleaning routine for the setting which includes play room(s), the kitchen, rest areas, toilets and nappy changing areas.
- We have a schedule for cleaning resources and equipment, dressing-up clothes and furnishings.
- We dispose of all first aid equipment once it has been used.



- The toilet area has a high standard of hygiene including hand-washing and hand-drying facilities and nappy disposal.
- We implement good hygiene practices by:
 - Cleaning tables between activities and leaving the anti-bacterial spray to work for up to 5 minutes.
 - Cleaning toilets regularly.
 - Cleaning beds between uses.
 - Wearing protective equipment – e.g. disposable gloves and aprons.
 - Providing sets of clean clothes.
 - Providing tissues and wipes.
 - Ensuring individual use of flannels and towels.
 - Monitoring all tissues/wipes/flannels/towels by colour coding them for specific reasons, and either washing or disposing of these resources.

COSHH (Control of Substances Hazardous to Health) Regulations

Chemicals are widely used for a variety of processes in office work and cleaning, and some are extremely hazardous. To comply with these regulations a list will be kept by the Health & Safety Officer of all hazardous or potentially hazardous substances that are used in the setting. A copy of this list will be kept in the office.

In addition to chemicals, all bodily fluids are to be treated as substances hazardous to health and should be carefully dealt with using protective gloves and materials that can be safely disposed of (please see Policy 3.8 - PPE for further information).

The chemicals used by staff are limited in use to everyday substances such as Fairy liquid, Dettol etc. The cleaners have their own locking cupboard that they store their chemicals in, but need to provide management with data sheets on all chemicals they store.

Any person(s) using such chemicals must observe the following guidelines:

- All substances that are included on the COSHH list, including bleach and general household chemicals, are to be stored in a safe place, preferably under lock and key.
- All hazardous substances, e.g. bleach, solvents, glues containing solvents, are to be used with care.
- Substances should always remain in their correct bottle with the label in good condition.
- Always read the label before use and follow the manufacturer's instructions.
- Avoid inhalation, ingestion and skin contact of all chemical substances.
- Always wear the appropriate protective clothing, e.g. gloves etc.
- Products must never be mixed as this could give rise to hazardous by-products e.g. bleach will give off chlorine gas if mixed with an acidic cleanser such as Harpic.
- Those using the substance must be familiar with the first aid procedures to be used in the event of an accident.

In the interests of health and safety, substances hazardous to health should only be used if there is no less harmful or harmless alternative.

First Aid

- At Auden Place Community Nursery staff are able to take action and apply first aid treatment in the event of an accident involving a child or adult.
- We aim for all staff to have the 12-hour Ofsted-recognised paediatric first aid certificate to ensure that we are always over the welfare requirement of at least one member of staff on the premises at all times.



- We follow the guidelines of Reporting Injuries, Diseases and Dangerous Occurrences (RIDDOR) for reporting accidents and incidents.
- Please see Policy 3f.3 – Accidents and First Aid for full details.

Welfare Facilities

Auden Place will provide adequate welfare facilities for people at work in accordance with the Workplace (Health, Safety and Welfare) Regulations 2005. These provisions will include:

- Adequate ventilation, either natural or mechanical.
- Adequate working temperatures, normally at least 16 degrees Celsius.
- Sufficient lighting to enable people to work and move about safely.
- Appropriate cleaning of the workplace, furniture, furnishings and finishes.
- Appropriate storage and removal of waste.
- Adequate room dimensions and space to allow people to move about with ease.
- Suitable and ergonomically efficient workstations and seating.
- Protection of transparent surfaces against breakage, and markings to make it apparent if there is danger of people coming into contact with it.
- Windows and skylights that can be cleaned safely and, where required, are easy to open.
- Doors and gates that are suitably constructed and fitted with safety devices if necessary.
- Suitable and sufficient sanitary conveniences and washing facilities.
- An adequate supply of drinking water.
- Adequate, suitable and secure space to store employees' own clothing and special clothing.
- Suitable, sufficient and readily available rest facilities.
- Maintenance of the above.

Activities and Resources

- New equipment and resources are checked to ensure that they are safe for the ages and stages of the children currently attending the setting.
- 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 changed regularly and is 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.
- 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.

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
- Health and Safety (Display Screen Equipment) Regulations 1992

Whilst Auden Place Community Nursery accepts the main responsibility for implementation of this policy, individuals have an important role in co-operating with those responsible to ensure a healthy and safe working environment. All individuals are required to abide by any rules and requirements made under the authority of this policy.

As Chairperson of the Management Committee of Auden Place Community Nursery and registered person, I agree to undertake the overall responsibility of health and safety:

Name:

Signature:.....

Date:.....