



Health and Safety General Standards Policy

Windmill Under 5s, Lacey Green and Loosely Row Sports Club, Main Road,
Lacey Green, Princes Risborough HP27 0PL
Registered charity no: 1026976

Version Control

Version	Date	Author	Comments
1.2	30.08.2018	RM / LC	• Reflects reduced starter age with input from Bucks CC (NF)
1.3	28.10.2018	RM / LC	• Removal of specific session times
1.4	22.11.2018	RM / LC	• Update to working on premises to reflect current practice
1.5	23.04.2019	RM / NK	• Updated job titles
1.6	19.09.2019	LC / NK	• Updated procedure for use of antibacterial sprays
1.7	17.09.2020	LC/NK	• Updated H&S Committee rep. Noted that policy is available on our website

Reviews and Approvals

Policy adopted :	15 September 2009 by Windmill Under 5s Management Committee	
Date of last review:	17 September 2020	
Date of next review:	Autumn Term (September) 2021	
Signed & dated:		Natasha Kann – Chairperson on behalf of the Management Committee

Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment: Providers must take reasonable steps to ensure the safety of children, staff and others on the premises.

Health: The provider must promote the good health of children attending the setting.

Safety and Suitability of Premises, Environment and Equipment

22. Health and Safety General Standards

Policy statement

At Windmills we believe that the health and safety of children is of paramount importance. We make Windmills a safe and healthy place for children, parents/carers, staff and volunteers.

- We aim to make children, parents/carers 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 staff member of responsible for health and safety is: **Angela Calam**
- Our Management Committee member responsible for health and safety is: **Charlotte Peters**
- Both Angela and Charlotte are competent to carry out these responsibilities.
- Both Angela and Charlotte have undertaken health and safety training and regularly update their knowledge and understanding.
- We display the necessary health and safety posters and notices in the foyer and our Health and Safety General Standards Policy is available at all times on our website.

Insurance Cover

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

Procedures

Risk Assessment

- We use a process of risk assessment to assess and control risk at Windmills. Our risk assessments are reviewed, and updated as necessary, every term. Please refer to our 'Risk Assessments Policy' for further information.
- The risk assessments feed into the daily/weekly/termly checks that staff carry out before session time.

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 these induction training sessions and new staff and volunteers are asked to sign the records to confirm they have taken part.
- Parents/carers are given access to Health and Safety Policies so that they understand the part played by these issues in the daily life of Windmills.
- 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. Please refer to our separate No Smoking Policy.
- Children are made aware of health and safety issues through discussions, planned activities, routines and the Safe Play Book.

Windows

- Low level windows are made from materials that prevent accidental breakage.
- A key is required to unlock the windows. The key is not accessible to the children.

Doors

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

Floors & Walkways

- All 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 steps are left clear and uncluttered.

Electrical/gas equipment

- All electrical/gas equipment conforms to safety requirements and is checked regularly.
- All electrical equipment is PAT tested every five years.
- Our boiler/electrical switch-gear/meter cupboard is not accessible to the children.
- Radiators, electric sockets, wires and leads are properly guarded and the children are taught not to touch them.
- There are sufficient sockets to prevent overloading.
- Lighting and ventilation is adequate in all inside 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 outdoor area is securely fenced. We also have an additional removable fence which is used to extend the play area on to the field. When the children are in these areas there is always a member of staff with them.
- Our outdoor area is checked for safety and cleared of rubbish, animal droppings and any other unsafe items 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 equipment, it is emptied before children start playing outside.
- Our outdoor sandpit is covered when not in use and is cleaned regularly.
- We check that children are suitably attired for the weather conditions and type of outdoor activities; ensuring that parents are reminded to apply sunscreen and that children are wearing hats when it is sunny.
- All outdoor activities are supervised at all times, particularly children on climbing equipment.

Hygiene

- We seek information from Public Health England to 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, which includes the main playroom, kitchen, toilets and outdoor play area.
- We have a schedule for cleaning resources and equipment, dressing-up clothes and furnishings.
- Children do not have unsupervised access to the kitchen area.
- 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;
 - using separate cleaning cloths for different activities
 - cleaning toilets daily and when required during the session;
 - wearing protective clothing - such as aprons and disposable gloves - as appropriate;
 - asking parents/carers to provide their child with a spare set of clean clothing and pants in their draw string bags, also having spare sets available if required;
 - providing tissues and wipes.

Activities, Resources and Repairs

- 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 Windmills.
- 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.
- We make safe and separate from general use any areas that are unsafe due to repair or possible danger.
- 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.
- It is unusual for children to fall asleep during session time. When a younger 2 year old starts, their attendance is limited initially from 9-12noon. They can stay for a longer extended session at the discretion of the Preschool Manager and subject to availability. In the event that a child does fall asleep, we endeavour to leave them in situ, or move them to the cushioned area if they have fallen asleep elsewhere. We prevent other children disturbing them as much as is possible, keep them warm and comfortable and inform parents/carers when they are collected at the end of the session.
- 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 Preschool Manager and the Chairperson.

Jewellery and Accessories

- Staff do not wear jewellery or fashion accessories, such as belts or high heels, which may pose a danger to themselves or children.
- 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

- Staff are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.
- Volunteers who help with the set-up are provided with guidance on manual handling and safe lifting.
- All warning signs are clear.

- 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.

Control of Substances Hazardous to Health

- Our staff implement the current guidelines of the Control of Substances Hazardous to Health Regulations (COSHH).
- 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. This is in the kitchen on the wall for easy access.
- We keep all cleaning chemicals in their original containers in the kitchen, where children are prevented access by a safety gate.
- We keep the chemicals used in the preschool to a minimum in order to ensure health and hygiene is maintained.
- We do not use bleach except in the toilets. Anti-bacterial sprays are sprayed onto a cloth, rather than directly on the surface to be cleaned, and are not used when children are nearby.
- Environmental factors are taken into account when purchasing, using and disposing of chemicals.
- All members of staff are vigilant and use chemicals safely.
- Members of staff wear protective gloves when using cleaning chemicals.

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 Should 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 (HSE 2011)*
www.hse.gov.uk/contact/fags/manualhandling.htm