

Health and safety

Health and safety general standards

Policy statement

At Rudgwick Pre-school 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 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 member of staff responsible for health and safety is Anne Heathcock (H&S Co-ordinator) supported by Claire Brown (Supervisor).
- They are competent to carry out these responsibilities.
- They have undertaken health and safety training and regularly update their knowledge and understanding.
- The required health and safety poster is displayed in the hall.

Insurance cover

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed on our notice board.

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/manual handling.
- 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.
- Health and safety training forms part of our training plan and health and safety is discussed regularly at staff meetings.
- We operate a no smoking/vaping policy.
- Children are made aware of health and safety issues through discussions, planned activities and routines.

Safety of staff

- Staff are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.
- When staff need to reach up to store equipment they are provided with safe equipment to do so.
- All warning signs are clear.
- The sickness of staff and their involvement in accidents is recorded. The records are reviewed annually to identify any issues that need to be addressed.

Doors

- We take precautions to prevent children's fingers from being trapped in doors, having finger guards on regularly used doors.

Floors

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

Electrical/gas equipment

- All electrical/gas equipment conforms to safety requirements and is PAT tested/checked regularly.
- Our boiler/electrical switch gear/meter cupboard is not accessible to the children.
- Electric sockets 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 are 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 outdoor area is securely fenced; gates are double bolted shut.
- Our outdoor area is checked for safety and cleared of rubbish before it is used.
- Where water can form a pool on equipment, it is emptied before/when children start playing outside.
- Our outdoor sand pit and mud kitchen are covered when not in use and is cleaned regularly.
- All outdoor activities are supervised at all times.
- During exceptionally high winds/bad weather staff assess use of the grassed area due to the large trees.

Hygiene

- Where necessary we seek information from the Environmental Health Department and the Health Authority 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 setting which includes all areas.
- We have a schedule for cleaning resources and equipment, dressing-up clothes and furnishings.
- We implement good hygiene practices by:
 - cleaning tables between activities.
 - cleaning toilets regularly.
 - wearing protective clothing - such as aprons and disposable gloves - as appropriate.
 - providing sets of clean clothes.
 - providing tissues and wipes.

Activities and resources

- Before the 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 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 clean and suitable for children's play.
- Physical play is constantly supervised.
- Children are taught to handle and store tools safely.
- Any children who need to sleep are guided to the book corner and 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 supervisor.

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

This policy was adopted at a meeting of Rudgwick Pre-school

Held on 20th November 2025

Date to be reviewed 20th November 2027

Signed on behalf of the management committee *Laura Thornber*

Name of signatory Laura Thornber

Role of signatory Chairperson