Busy Fingers

**Health and safety**

**Policy statement**

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, staff and volunteers 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:

Laura Jones

* We display the necessary health and safety poster in:

**The Kitchen**

*Insurance cover*

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

**The Foyer**

**Procedures**

*Awareness raising*

* As necessary, health and safety training is included in the annual training plans of staff, and health and safety is discussed regularly at our staff meetings.
* We operate a no-smoking policy.
* We make children aware of health and safety issues through discussions, planned activities and routines.

*Windows*

* We ensure that any blind cords are secured safely and do not pose a strangulation risk for young children.

*Doors*

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

*Floors and walkways*

* All our floor surfaces are checked daily to ensure they are clean and not uneven, wet or damaged. Any wet spills are mopped up immediately.
* Walkways are left clear and uncluttered.

*Electrical/gas equipment*

* We ensure that all electrical/gas equipment conforms to safety requirements and is checked regularly.
* Fires, heaters, wires and leads are properly guarded and we teach the children not to touch them.
* We switch electrical devices off from the plug after use.
* We ensure that the temperature of hot water is controlled to prevent scalds.
* Lighting and ventilation is adequate in all areas of our setting.

*Storage*

* All our resources and materials, which are used by the children, are stored safely.
* All our equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

*Outdoor area*

* Our outdoor area is securely fenced. All gates and fences are childproof and safe.
* Our outdoor area is checked for safety and cleared of rubbish, animal droppings and any other unsafe items before it is used.
* Our outdoor sand pit is covered when not in use.
* We check that children are suitably attired for the weather conditions and type of outdoor activities; ensuring that suncream is applied and hats are worn during the summer months.
* We always supervise outdoor activities; and particularly children on climbing equipment.

*Hygiene*

* We seek information from the Public Health England to ensure that we keep up-to-date with the latest recommendations.
* Our daily routines encourage the children to learn about personal hygiene.
* Children do not have unsupervised access to the kitchen.
* We implement good hygiene practices by:
* cleaning tables between activities;
* cleaning and checking toilets regularly;
* wearing protective clothing - such as aprons and disposable gloves - as appropriate;
* providing sets of clean clothes;
* providing tissues and wipes.

*Activities, resources and repairs*

* Before purchase or loan, we check equipment and resources to ensure that they are safe for the ages and stages of the children currently attending the setting.
* The layout of our play equipment allows adults and children to move safely and freely between activities.
* All our 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 because a repair is needed.
* All our materials, including paint and glue, are non-toxic.
* We ensure that sand is clean and suitable for children's play.
* Physical play is constantly supervised.
* We teach children to handle and store tools safely.
* Children learn about health, safety and personal hygiene through the activities we provide and the routines [we/I] follow.

*Jewellery and accessories*

* Our staff do not wear jewellery or fashion accessories, such as belts or high heels, that 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*

* We ensure that adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.
* We ensure that all warning signs are clear and in appropriate languages.
* We record the sickness of staff and their involvement in accidents. 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 and where they are stored.
* Hazardous substances are stored safely away from the children.
* We carry out a risk assessment for all chemicals used in the setting. This states what the risks are and what to do if they have contact with eyes or skin or are ingested.
* We keep all cleaning chemicals in their original containers.
* 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 Need to 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: A Short Guide (HSE 2011)

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| This policy was adopted by |  | *(name of provider)* |
| On |  | *(date)* |
| Date to be reviewed |  | *(date)* |
| Signed on behalf of the provider |  | |
| Name of signatory |  | |
| Role of signatory (e.g. chair, director or owner) |  | |