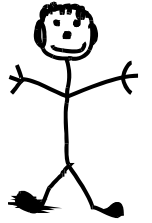


# FIRST STEP PLAYGROUP



## Policies and Procedures

### 3. Suitable premises, environment and equipment

#### Health and safety

#### 3.2 Health and safety general standards

##### Policy statement

At First Step Playgroup 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:  
Angie Kelly, having completed Health and Safety level 2 training and is competent to carry out these responsibilities.
- Risk assessments are carried out frequently, H&S issues are raised in every staff meeting.
- We display the necessary health and safety poster, which is on the wall in the Scout Hut.

##### *Insurance cover*

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

The Scout Hut

##### 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 and the storage of potentially dangerous substances.

- 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.
- We operate a no smoking policy.
- Children are made aware of health and safety issues through discussions, planned activities, routines and signs.
- Incident records are checked daily and then again termly, which allows us to spot any pattern or/and dangerous equipment/ layout and eliminate it swiftly.

#### Safety of adults

- Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.
- When adults need to reach up to store equipment or to change light bulbs 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 termly to identify any issues that need to be addressed.
- We keep all cleaning chemicals in their original containers in a locked cupboard.

#### *Doors*

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

#### Floors

- All floor surfaces are checked daily to ensure they are clean and not uneven, wet or damaged.
- Wet floor sign is displayed clearly when necessary and children understand the meaning of warning signs.

#### *Electrical/gas equipment*

- All electrical/gas equipment conforms to safety requirements and is checked annually.
- 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 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.

- Our outdoor area is checked for safety and cleared of rubbish before it is used.
- All outdoor activities are supervised at all times.

### *Hygiene*

- We regularly 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 play room(s), kitchen, rest area, toilets and nappy changing areas.
- We have a schedule for cleaning resources and equipment, dressing-up clothes and furnishings.
- The toilet area has a high standard of hygiene including hand washing and drying facilities.
- 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 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.
- 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 directors.

### **Legal Framework**

- Health and Safety at Work Act (1974)
- Management of Health and Safety at Work Regulations 1992
- Electricity at Work Regulations 1989

- Control of Substances Hazardous to Health Regulations(COSHH) (2002)
- Manual Handling Operations Regulations 1992 (as amended)
- Health and Safety (Display Screen Equipment) Regulations 1992

### Further guidance

- *Health and Safety Law: What you Should Know (HSE 1999)*  
www.hse.gov.uk/pubns/law.pdf
- *Health and Safety Regulation...a Short Guide (HSE 2003)*  
www.hse.gov.uk/pubns/hsc13.pdf
- Electrical Safety and You (HSE 1998)  
www.hse.gov.uk/pubns/indg231.pdf
- COSHH: A Brief Guide to the Regulations (HSE 2005)  
www.hse.gov.uk/pubns/indg136.pdf
- Manual Handling – Frequently Asked Questions (HSE)  
[www.hse.gov.uk/contact/faqs/manualhandling.htm](http://www.hse.gov.uk/contact/faqs/manualhandling.htm)
- Health and Safety level 2 handbook 2015, Highfield.co.uk Limited

This policy was adopted at a meeting of

First Step Playgroup, Somersham

Held on

2<sup>nd</sup> September 2015

Date to be reviewed

2<sup>nd</sup> September 2016

Reviewed

8<sup>th</sup> August 2016

Name of signatory

Angie Kelly

Role of signatory (e.g. chair/owner)

Playgroup Manager

### 3.2 Health and safety general standards