



Triangle Pre-School

Wesley Methodist Church Hall, Fromond Road, Winchester, Hampshire, SO22 6EG

Telephone 01962 880988

Registered Charity Number: 1033953

Health and Safety General Standards

Policy Statement

This should be read in conjunction with our Covid Pandemic Policy.

This setting believes the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, parent's staff and volunteers by assessing and minimising the hazards and risks to enable children to thrive in a healthy and safe environment.

The basis of this policy is RISK ASSESSMENT. Triangle Pre-school risk assessment process follows these steps:

- Identification of risk – Where is it and what is it?
- Who is at risk – children, staff, or parents?
- Assessment as to the level of risk as high, medium, low. This is both the risk and the likelihood of it happening as well as the possible impact if it did.

Our members of staff responsible for Health and Safety is: Susan Witt and Alison White. They have undertaken health and safety training and regularly update their knowledge and understanding.

We display the necessary Health and Safety Poster on the cupboard door on the right hand side of the stage.

Procedures

Our Risk Assessment process covers adults and children and includes:

- Determining where it is helpful to make some written risk assessments in relation to specific issues, to inform staff practice, and to demonstrate how we are managing risks if asked by parents/carers and inspectors.
- Checking for and noting hazards and risks indoors and outside in relation to our premises and activities
- Assessing the level of risk and who might be affected
- Deciding which areas need attention and developing an action plan that specifies the action required, the timescales for action, the person responsible for the action and any funding required.
- We maintain lists of Health and Safety issues which are checked daily before the session begins as well as those that are checked on a weekly and termly basis when a full risk assessment is carried out.



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Health and Safety General Standards (cont.)

Insurance Cover

We have public liability insurance and employer's liability insurance. The certificate for public liability is displayed on the gate in the hanging notice board.

Procedures

- Our induction for staff and volunteers includes a clear explanation of health and safety issues so all adults are able to adhere to our policy and procedures as they understand their shared responsibility for Health and Safety.
- Records are kept at 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 staff training and health and safety is regularly discussed at staff meetings.
- We operate a no smoking policy in the building and the grounds of the building.
- Children are made aware of Health and Safety issues through discussions planned activities and routines.

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 climb up to store equipment in cupboards they are given safe equipment to do this.
- All warning signs are in clear and appropriate language.
- Adults do not remain in the building on their own or lock up on their own.
- 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 a record of substances that may be hazardous to health (e.g. cleaning chemicals). This record states what the risks are and what to do if they have contact with eyes or skin
- All chemicals are kept in their original containers.

Doors

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

Floors



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

Health and Safety General Standards (cont.)

Electrical and Gas equipment

- All electrical/gas equipment conforms to safety requirements and is checked regularly.
- Our boiler and meter cupboard is not accessible to children.
- Heaters, electric socket, 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 scalding.

Storage

- All resources and materials are stored safely.
- All equipment and resources are stored and stacked safely to prevent them accidentally falling or collapsing.

Outdoor Area

- Outdoor area is securely fenced and the gate is locked and bolted.
- Our outdoor area is checked for safety and cleared of rubbish before it is used.
- Where water can form in a deep puddle or on equipment it is cleared before children play outside.
- All outdoor activities are supervised at all times

Hygiene

- We ensure that we keep up to date with the latest recommendations from the Environmental Health Department and the Health Authority.
- Our daily routines encourage children to learn about hygiene.
- The toilets, kitchen and the main hall are cleaned daily.
- We clean resources, equipment and dressing up clothes regularly and such information is logged.
- The toilet area has a high standard of hygiene including hand washing and drying facilities and all nappies are double bagged and disposed of in the outside bins.



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Health and Safety General Standards (cont.)

We implement good hygiene practices by:

- Cleaning tables between activities
- Ensuring toilets are cleaned regularly
- Wearing protective clothing such as disposable aprons and gloves as appropriate.
- Providing sets of clean clothes
- Providing tissues and wipes
- Providing disposable hand towels

Activities and resources

- Before purchase equipment and resources are checked to ensure that they are safe for the ages and stages of the children attending the setting.
- The layout of play equipment allows adults and children to move safely and freely between activities.
- All materials including paint and glue are non toxic.
- Sand is clean and changed regularly.
- 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 repaired. If it cannot be repaired it is discarded.
- Large pieces of equipment are only discarded with the agreement of the Manager or the chair of the committee.

This policy was adopted at a meeting of Triangle PreSchool held on:

20th October 2023

Date to be reviewed: October 2024

Signed on behalf of the Management committee:

Name of Signatory:Ruth Clements

Role of Signatory:CHAIR PERSON.....