



SCALLYWAGS PRE-SCHOOL, HALWILL  
**HEALTH AND SAFETY GENERAL STANDARDS**

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### **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 Lorraine Crocker. The details of the committee member currently responsible for health and safety are displayed on the Parent Information Board in setting. They have undertaken health and safety training and regularly update their knowledge and understanding.
- We display the necessary health and safety poster on the door of the main storage cupboard.

### *Insurance cover*

We have public liability insurance and employer's liability insurance. The certificate for public liability insurance is displayed on the Information Board in setting.

### **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.

- We keep records of these induction training sessions and new staff and volunteers are asked to sign the records to confirm that they have taken part.
- We explain health and safety issues to the parents of new children, so that they understand the part played by these issues in the daily life of the setting.
- As necessary, health and safety training is included in the annual training plans of staff and discussed 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*

- Low level windows are made from materials that prevent accidental breakage or we ensure that they are made safe.
- 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.
- Adults do not walk about with hot drinks within reach of children.
- Fire doors are never obstructed.

### *Electrical/gas equipment*

- We ensure that all electrical/gas equipment conforms to safety requirements and is checked regularly.
- Our boiler/electrical switch gear/meter cupboard is not accessible to the children.
- Fires, heaters, wires and leads are properly guarded and we teach the children not to touch them.
- We check storage heaters daily to make sure they are not covered.

- There are sufficient sockets in our setting to prevent overloading.
- 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, including storage areas.

### *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.

### *Ratios*

In England, the Department for Education (DfE) publishes guidance for early years providers which sets out statutory requirements about adult to child ratios (DfE, 2021). The required adult to child ratios vary, depending on the setting and the age of the children.

Key points for all early years settings include:

- staffing arrangements must meet the needs of all the children and ensure their safety
- children must usually be within both sight and hearing of staff and always within at least sight or hearing
- only those aged 17 and older may be included in ratios (and staff under 17 should be supervised at all times)
- students on long term placements, volunteers and staff working as apprentices may be included in the ratios if they are old enough and the provider is satisfied they are competent and responsible

In an Early Years settings such as Scallywags Pre-School there must always be a minimum of 2 members of staff present.

The current legal ratio for 2 year olds is 1 member of staff for 5 children (Amended from 1:4 in September 2023). However, Scallywags Pre-School will continue to operate at a ratio of 1:4 for 2-year-olds, except in extenuating circumstances, but always within legal limits. Extenuating circumstances may include – staff sickness or an emergency taking a staff member away; very slight (0.08) non-observance of ratio or other reason deemed reasonable in the circumstances.

The current legal ratio for 3- & 4-year-olds is 1 member of staff for 8 children. Scallywags Pre-School generally operates at a ratio of 1:6 for 3 and 4 years olds, however in extenuating circumstances this may extend, but is always within legal limits. (See above re extenuating circumstances)

Depending on the needs of the children and the activities undertaken Scallywags Pre-School may operate on an even higher ratio of staff to children.

### **Children with Special Needs or Disabilities**

Where Special Needs or Disabilities have been identified, Scallywags Pre-School will seek to obtain additional funding to provide a 1:1 ratio for a particular child. When funding is not available

or delayed Scallywag Pre-School will still seek to provide additional support if it is in the best interests of the child or children.

### *Outdoor area*

- Our outdoor area is securely fenced.
- 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.
- We leave receptacles upturned to prevent collection of rainwater. Where water can form a pool on equipment, it is emptied and cleaned before children start playing outside.
- Our outdoor sand pit 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 sun cream is applied and hats are worn during the summer months.
- We supervise outdoor activities at all times; and particularly children on climbing equipment.
- Due to the nature of the outside play area which is an open space accessible to the public, we secure the gates with bungees and continually monitor children during outdoor play.

### *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.
- We have a daily cleaning routine for the setting, which includes the playroom(s), kitchen, toilets and nappy changing areas. Children do not have access to the kitchen.
- 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 and disposal facilities for nappies.
- 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; and
  - ensuring individual use of flannels, towels and toothbrushes

### *Cleaning and Clearing*

- Any spills of blood, vomit or excrement wiped up and flushed down the toilet. Rubber gloves will always be used when cleaning up spills of bodily fluids. Floors and other affected surfaces should be disinfected. Fabrics contaminated with bodily fluids to be put in a sealed plastic bag for collection by parent/carer.
- Spare laundered pants and other clothing are available in case of accidents.
- All regularly touched surfaces are cleaned daily with an appropriate cleaner. The correct cloth should be used for each surface.
- At the end of each half term, the fridge will be emptied and cleaned.

### *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.
- Equipment offered to children is developmentally appropriate, recognising that materials suitable for older children may pose a risk to the younger/less mature children.
- We keep a full inventory of all items in the setting for audit and insurance purposes.
- 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 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.
- Large equipment is erected with care and checked regularly.
- Physical play is constantly supervised.
- We teach children to handle and store tools safely.
- We check children who are sleeping at regular intervals of at least every ten minutes.
- If children fall asleep in-situ, it may be necessary to move or wake them to make sure they are comfortable.
- 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 pre-school leader and/or management committee.

### *Accidents & Incidents*

- All staff are trained in first aid – See First Aid Policy. All accidents and incidents are recorded and, where identified, steps are taken to prevent reoccurrence. All accidents and incidents are also reviewed termly for patterns or areas of risk not previously recognised.

### *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 provide safe equipment for adults to use when they need to reach up to store equipment or to change light bulbs.
- 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.
- We provide appropriate PPE (personal protective equipment) for staff.

### *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 keep safety data sheets for all chemicals (cleaning) used in the setting. These state what the risks are and what to do if they come into contact with eyes or skin or are ingested.
- We keep all cleaning chemicals in their original containers.
- We keep the chemicals used in the setting to the minimum in order to ensure health and hygiene is maintained. We do not use anti-bacterial soap/hand wash, unless specifically

advised during an infection outbreak such as Pandemic flu; Anti-bacterial sprays are not used when children are nearby and they are stored out of the reach of children. We do not generally use bleach but we may use this, in accordance with the manufacturer's instructions, in the bathroom when children are not nearby, and we store it out of reach of the children.

- 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)
- Personal Protective Equipment at Work (Amended) Regulations 2022 (PPER 2022)

**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)

This policy was adopted at a meeting of Scallywags Pre-School held on 19 March 2020 and Reviewed/updated at a meeting held on 16<sup>th</sup> October 2023

Signed on behalf of Scallywags Pre-School .....  
Name .....  
Position .....  
Date.....

*If you require clarification on any part of this policy, please speak to the Administrator.*