

Little Ducklings Pre-School

Health and Safety Policy

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 members of staff responsible for health and safety are: Tracey Lee and Maria Labagnara
- They are responsible for health and safety in the setting
- They are competent to carry out these responsibilities
- They have undertaken health and safety training and regularly update their knowledge and understanding
- We display the necessary health and safety poster in the foyer.

Insurance cover

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is in the foyer.

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 reading this policy, matters of employee well-being, including safe lifting and the storage of potentially dangerous substances
- We keep records of all health and safety induction training 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 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

- Low level windows are made from materials that prevent accidental breakage or we ensure that they are made safe
- We ensure that windows are protected from accidental breakage or vandalism from people outside the building
- Our windows above the ground floor are secured so that children cannot climb through them
- We ensure that any blind cords are secured safely and do not pose a strangulation risk for young children.

Doors

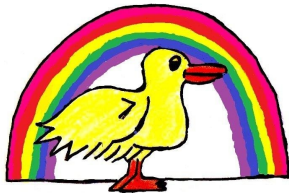
- We take precautions to prevent children's fingers from being trapped in doors.

Little Ducklings

Holbein Close, Basingstoke, RG21 3EX.

☎ 01256 413794 littleducklings@ymail.com

Ofsted Registration: EY424761 Charity Registration: 1132767



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 and stairs are left clear and uncluttered.

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
- 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.

Outdoor area

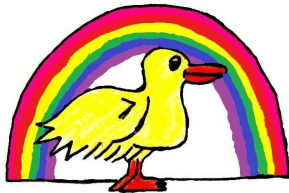
- Our outdoor area is securely fenced. All gates and fences are childproof and safe
- Our outdoor area is checked for safety and cleared of rubbish, animal droppings and any other unsafe items before it is used
- We leave receptacles upturned to prevent collection of rainwater. Where water can form a 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 suncream is applied and hats are worn during the summer months
- We supervise outdoor activities at all times; and particularly children on climbing equipment.

Ticks

During the 'Tick season' staff will remain vigilant about ticks. If we discover a tick on a child the parent will be phoned. They will be given the opportunity to come into Pre-School to remove the tick using our tick removers. Pre-School staff are not able to remove ticks from a child.

Hygiene

- Our daily routines encourage the children to learn about personal hygiene
- We have a daily cleaning routine for the setting, which includes the play room(s), kitchen, toilets and nappy changing areas. Children do not have unsupervised 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 use of paper towels.

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
- 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 of 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 follow
- Any faulty equipment is removed from use and is repaired. If it cannot be repaired it is discarded.

Jewellery and accessories

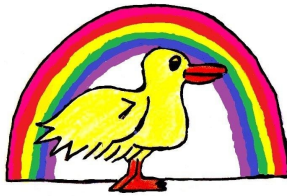
- Parents must ensure that any jewellery worn by children poses no danger; particularly earrings which may get pulled, bracelets which can get caught when climbing or necklaces that may pose a risk of strangulation.

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
- We ensure that all warning signs are clear
- We ensure that adults do not remain in the building on their own.. Please see our Lone Working Policy
- 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

- 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 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:
 - Bleach (when children are present);
 - We use anti-bacterial soap/hand wash with care, unless specifically advised during an infection outbreak such as Pandemic flu; or
 - anti-bacterial cleaning agents, except in the toilets, nappy changing area and food preparation areas. Anti-bacterial sprays are not used when children are nearby
- 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.

Sleeping Children

If a child falls asleep in Pre-School:

- We ensure that they have a safe and comfortable place to sleep
- Anything that may pose a danger is removed
- We fill in a sleep chart when a child falls asleep, documenting the time they fell asleep, checks are done every 10 minutes and the time they wake up.

Signed on behalf of Little Ducklings Pre-School: _____

Position: _____