

## Coed Cariad Health and Safety policy

### **Health and Safety General Standards:**

Coed Cariad believes 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:

This designated member of staff will undertake health and safety training and regularly update her knowledge and understanding.

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

### **Raising Awareness**

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.

As necessary, health and safety training is included in the annual training plans of staff, and health and safety is discussed regularly at staff meetings.

We operate a no smoking policy.

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.

All warning signs are clear and in appropriate languages.

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 prioritise the use of non toxic and natural cleaning and gardening products

We keep a record of all substances that may be hazardous to health - such as cleaning chemicals, or gardening chemicals if used. This states what the risks are and what to do if

they have contact with eyes or skin or are ingested. It also states where they are stored.

We keep all cleaning chemicals in their original containers.

### **Windows**

Low level windows are made safe.

Windows above the ground floor are secured so that children cannot climb through them.

### **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.

### **Electrical/gas equipment**

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, 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 checked for safety and cleared of rubbish/ fallen trees before it is used.

If there is the potential for danger in the woods ie in high winds we will not use the woods

Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides.

Where water can form a pool on equipment, it is emptied before children start playing outside.

Our outdoor sand pit is covered when not in use and is cleaned regularly. •

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 and toilets

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

We implement good hygiene practices by:

- a. cleaning tables between activities
- b. cleaning toilets regularly
- c. wearing protective clothing - such as aprons and disposable gloves - as appropriate
- d. providing sets of clean clothes
- e. 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 manager and the chairperson or owner

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 Revised 2009) Health and Safety Regulation...A Short

Guide (HSE 2003) Electrical Safety and You (HSE 1998) Working with substances hazardous to health: What You Need to Know About COSHH (HSE Revised 2009) Manual Handling – Frequently Asked Questions (HSE)

Hygiene check - guidance for staff:

All equipment will be checked once purchased and before laid out in the nursery. Practitioners in charge of an area on each day will check their equipment for this area as they set up. Any equipment, which is damaged and unsafe for the children, will be removed and replaced. Cleaning of equipment will happen on a 2 weekly basis. Staff in charge of their areas on the day of cleaning will wash the equipment as appropriate as they tidy up for the day. Some items may be required to be taken home and put through the washing machine and this will be carried out at the end of each month.