



8. 1 Health and safety

Health and safety Policy

Policy Statement

Little Gillies 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, 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.

A member of trustees responsible for health and safety is *Alex Triplow*

They are competent to carry out these responsibilities.

We display the necessary health and safety poster in the office.

Insurance cover

We have public liability insurance and employers' liability insurance.

The certificate for public liability insurance is displayed in the foyer.

Policy Procedures

Awareness-raising

- Are induction training for staff and volunteers includes a clear explanation of health and safety issues so that all adults able to adhere to our policy procedures as they understand their shared responsibility to health and safety. The induction training covers matters of employee well-being including safe lifting and the storage of potentially dangerous substance
- Records are kept of these induction training sessions and new staff and volunteers are asked to sign the records to confirm they have taken part
- Health and safety issues are explained to the parents of new children, so they understand the part played by these issues in the daily life of the setting
- As necessary, health and safety training are included in 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

- Provided with guidance about the safe movement of lifting large pieces of equipment
- All warning signs are clear and in appropriate languages
- Adults do not remain in the building on their own or leave on their own after dark
- We Record all substances that may be hazardous to health



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- Cleaning chemicals in their original containers

Windows

- Low-level windows are made from materials prevent accidental breakage
- Windows are secured so that children cannot climb through them
- Handles are pushed down on Windows to prevent trapping a finger

Doors

- We have finger guards on all doors to prevent children's fingers from being trapped

Floors

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

Electrical/Gas equipment

- All electrical and gas equipment conforms to safety requirements and is checked regularly
- Boiler and electrical switch cupboard are not accessible to the children.
- Electric sockets, wires and leads are probably 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 are adequate in all areas including storage areas

Storage

- Resources and materials which are used by the children are stored safely
- all equipment and resources are stored or stack safely to prevent them from accidentally falling or collapsing

Outdoors

- Our outdoor Area is securely fenced
- The outdoor area is checked for safety and cleared of rubbish before it is used
- adults and children are alerted of dangerous or poisonous plants
- where water can form a pool on equipment it is emptied before children start playing outside
- The outdoor sandpit is covered when not in use at all
- outdoor activities are always supervised

Hygiene

- We seek Information from the health protection agency to ensure that we keep up to date with the latest recommendations
- Our daily routines encourage the children to learn about personal hygiene



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- We have a schedule for cleaning resources and equipment
- The toilet area has a high standard of hygiene
- We implement good hygiene practices
- By cleaning tables throughout the day
- Cleaning and checking toilets regularly
- Wearing PPE clothing when needed
- Provide tissues and wipes
- Ensure individual use of flannels

Activities and Resources

- 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 damaged items are repaired or discarded
- All materials and paint/ 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 and monitored on a sheet
- Children learn about health safety and personal hygiene through activities we provide and routines we follow
- Any faulty equipment is removed from use
- Large pieces of equipment a discarded only when the consent of the manager and management team

All policies and procedures are implemented, reviewed, and updated on an annual basis or in line with any changes to local and national guidance/legislation in conjunction with the registered person.

This policy was adopted at a meeting of Little Gillies

Held on.....

Date to reviewed

Signed on behalf of the provider.....

Name of signatory.....

Role of signatory.....

Reviewed by Sarah Beresford

Date August 2024