

Health and Safety Policy and Procedure

Policy Statement

At Harvey Bears we believe that the health and safety of children is of paramount importance. We strive to make our setting safe for staff, children, parents and volunteers.

- We aim to make children, staff and volunteers aware of health and safety issues and to minimize 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 **Judith Burton**.
- Management staff have undertaken relevant health and safety training.
- We display the necessary Health and Safety poster in the cupboard.

Insurance Cover

We have public liability insurance and employer's liability insurance. The certificate is displayed on the parent's notice board.

Procedures

Awareness raising

- Our induction training for new 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 wellbeing, including safe lifting and the storing 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 understand their responsibilities.
- Health and Safety is discussed regularly at our staff meetings.
- We operate a no smoking policy.
- We explain to children how to keep themselves healthy and safe.

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 people entering from the outside.
- We ensure that blind cords are secured and do not pose a strangulation risk.

Doors

- We take precautions to prevent children's fingers being trapped in doors.
- The doors to outside ie park alley and road, have a magnetic lock.

Floors and Walkways

- Our floors are checked daily to make sure they are clean and even.
- Any wet floors are cleaned up immediately.
- The conservatory and kitchen floors do become slippery when wet and staff and children are warned to slow down if this happens.
- Walkways and fire exits are left clear.

Electrics and equipment

- We ensure that all electrical equipment is safe and conforms to requirements and is checked regularly.
- Our boiler switch and thermostat is not accessible to children.
- Wires and leads are kept out of the way of the children.
- There are sufficient sockets to prevent overloading.
- We ensure that the water temperature is controlled.
- Lighting and ventilation is adequate in all areas of the setting, including storage areas.

Storage

- All resources and materials which are used by the children are stored safely.
- All toys and equipment is stored safely to prevent accidentally falling or collapsing.

Outdoor areas

- Our outdoor area is securely fenced. All gates are childproof and safe.
- Our outdoor area is checked for safety and cleared of rubbish, animal droppings and any other unsafe items before the children go out.
- Adults and children are alerted to the danger of picking plants.
- Receptacles are emptied of water before children go out.
- Our outdoor sand pit is covered and cleaned regularly.
- We check children are suitably attired for the weather conditions and type of outdoor activity. When attending forest school, they wear our provided red suits.
- We ensure that sun cream is regularly applied and parents sign to give permission for this. Sun hats are supplied if children do not bring their own.
- We supervise children at all times particularly on climbing equipment.

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 children to learn about personal hygiene.
- Children do not have access to the kitchen.
- We have a daily cleaning routine for the whole of the setting.

- The toilet area has a high standard of hygiene including hand washing, and hand drying towels and in the JR room disposal of nappies.
- We implement good hygiene practices by:-
 1. Cleaning tables between activities and before snack and lunch.
 2. Cleaning and checking toilets regularly.
 3. Wearing protective clothing such as aprons and gloves where necessary.
 4. Providing clean/dry sets of clothes.
 5. Providing tissues and wipes.

Activities, resources and repairs

- Before purchasing we check equipment and resources to ensure that they are safe and age appropriate. We keep a full inventory of equipment for audit and insurance purposes.
- The layout of the play room allows adults and children to move safely between activities.
- All our equipment is regularly checked for cleanliness and safety; any dangerous items are disposed of if they cannot be safely repaired.
- All our materials, including paint and glue are non toxic.
- We ensure sand is safe for children and clean.
- Physical play is constantly supervised.
- We teach children to handle and store tools safely.
- We check sleeping children at regular intervals.
- If children fall asleep in situ they are moved to ensure they are comfortable and safe.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.
- Our staff do not wear jewelry or fashion accessories that may pose a danger to small children.
- Parents are asked to ensure that any jewelry worn by children does not pose a risk a danger, particularly ear rings aor necklaces in case they use the climbing equipment.
- We ensure anything that is considered unsafe is removed before climbing or sleeping.

Safety of adults

- We ensure that adults are provided with guidance about the safe storage, movement, lifting and erection of large equipment.
- We provide safe equipment to reach toys etc. outside the reach of the adult.
- We provide and encourage use of PPE.
- We ensure that adults are not left in the building alone.
- We record the injuries of staff at work. The records are reviewed regularly.

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 substances that may be dangerous to health, such as cleaning chemicals or gardening chemicals if used and where they are stored.
- Hazardous chemicals are stored away from the children.
- We carry out risk assessment of substances used in the setting.
- We keep all cleaning substances in their original containers.
- Environmental factors are taken into account when purchasing cleaning fluids.