



Young Discoverers Pre-school

South Hill Early Years Centre, Cemetery Hill, Hemel Hempstead,
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*A community project on behalf of South Hill Centre
the charity wing of South Hill Church,
for two and a half year olds to school entry.*



3.1 Health and safety – (including Risk Assessment)

Policy statement

This setting 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 by assessing and minimising the hazards and risks to enable the children to thrive in a healthy and safe environment.

- We aim to make children, parents and staff aware of health and safety issues, to minimise hazards and risks and to enable children to thrive in a healthy and safe environment.
- Our member of staff responsible for health and safety is:
Karen Keene (manager)
- She is competent to carry out these responsibilities.
- She has undertaken health and safety training and regularly updates her knowledge and understanding.
- We display the necessary health and safety poster in

The Playroom and Kitchen

Insurance cover

We have Public Liability Insurance and Employers' Liability Insurance. The certificate for Public Liability Insurance is displayed in:

The Young Discoverers Corridor

Building Safety

- Young Discoverers is located in a purpose built building which is fitted with appropriate safety elements including safety glass, window opening inhibitors and safety enhanced electrical sockets.
- Our risk assessment process is undertaken by a trained member of staff using the 'high', 'medium' and 'low' level indicators to assess and minimise risks to children, visitors and children.

- A full risk assessment is carried out yearly.
- A Health and Safety Audit is carried out by a qualified person annually and recommendations action taken accordingly.
- Daily risk assessments are undertaken to ensure the indoor and outdoor spaces are kept safe.
- Maintenance issues are reported to the manager who arranges for appropriate repairs or remedies to be undertaken by South Hill Centre.
- It has been decided that electrical sockets in the play rooms and areas that children are present be protected by socket covers to deter children from playing with the electrical sockets. It is noted that socket covers do not provide additional protection and could be a hazard. To this end solid well fitting covers are provided and children are taught where necessary about the dangers of playing with electrical sockets. It is not a requirement of Ofsted to use socket covers, but to demonstrate an ability to keep children safe. Socket covers do not need to be used in areas that children do not occupy.
- Our building has adequate lighting and ventilation in all areas.
- Electrical and gas equipment, boilers, fire alarm systems and equipment are checked and maintained in accordance with legal requirements.
- Water temperature is monitored and controlled to prevent scalds and water born infections.
- All electrical equipment is PAT tested bi-annually in line with health and safety regulations and South Hill Centre policy and procedure.
- Play room resources are stored safely to prevent accidents to staff and children.

Record Keeping

- Health and Safety regulations are followed for the storing of chemicals on site.
- We keep a record of all substances kept on site that may be hazardous to health. The COSSHE register states what the risks are and what to do if substances have contact with eyes, skin or are ingested. A copy is kept in the caretakers cupboard.
- Sickness and accident records are kept for staff and children. Parents are informed of illnesses at pre-school eg chicken pox, and given advice on what they should do.
- Advice is sort from the local Health Prevention Unit (HPU) as necessary and reporting and exclusion guidance followed.

Hygiene

- The premises are cleaned daily, paying particular attention to the cleaning and re-stocking of hand towels and soap.

- Our daily routines encourage children to learn about personal hygiene.
- All resources, toys and equipment, dressing-up clothes and furnishings are cleaned annually or as necessary.
- An appropriate number of toileting and hand washing/drying facilities are provided. We have a dedicated nappy changing area which is stocked with appropriate hygiene items and clothing.
- Nappies and first aid items are disposed of in the clinical waste.
- Equipment and protective clothing is provided to keep staff safe and promote hygienic practices.
 - Related Policies: 1.17 Nappy Changing; 1.19 Food and Drink; 3.5 Food Hygiene

Outdoor Areas

- Outdoor areas and equipment are checked as part of our daily risk assessment. Forest Schools is checked before each session and maintained as necessary.
- The annual safety inspection for trees on our grounds is the responsibility of Sough Hill Centre.
- Outdoor climbing equipment is checked annually by a qualified inspector, and maintenance carried out accordingly.
- Outside equipment including the sand pit is maintained and cleaned as necessary (at least once a year). All standing water is emptied before children go out to play.

Activities and resources

- Age appropriate and durable toys and resources are provided for the pre-school. Broken equipment is reported to, and disposed of by the manager.
- All materials are non-toxic
- New activities are risk assessed, and regular activities monitored to ensure that children gain the maximum benefit from them safely
- Children who are sleeping are checked regularly by a named practitioner
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.

Staff training

All Staff attend statutory training including

- Food Safety
- Paediatric First Aid
- Health and Safety training including, manual handling and fire prevention and evacuation procedures
- Safeguarding Children

- Staff receive updates to their training during staff meetings as required.
- All staff and volunteers on starting work for Young Discoverers go through our Induction programme. Which includes Health and Safety training and explanations on our policies and procedures
- Staff are informed of and work within South Hill Centre's Lone Working Policy

Signposting

Parents are informed in our 'Starting Pre-School' leaflet on how they can help us keep their children safe whilst on the Young Discoverers campus.

- Evacuation procedures and exits are signposted on the Young Discoverers site.
- We display signs indicating our rules on mobile phones, camera use and our no smoking policy within the building.

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 1999)*
www.hse.gov.uk/pubns/law.pdf
- *Health and Safety Regulation...a Short Guide (HSE 2003)*
www.hse.gov.uk/pubns/hsc13.pdf
- *Electrical Safety and You (HSE 1998)*
www.hse.gov.uk/pubns/indg231.pdf
- *COSHH: A Brief Guide to the Regulations (HSE 2005)*
www.hse.gov.uk/pubns/indg136.pdf
- *Manual Handling – Frequently Asked Questions (HSE)*
www.hse.gov.uk/contact/faqs/manualhandling.htm

This policy was adopted by Young Discoverers
 On 20 September 2016 (date)
 Signed _____

Name of signatory Mrs Karen Keene
 Role of signatory Manager

