

KLOISTERS KINDERGARTEN

Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment

HEALTH AND SAFETY AT WORK FOR ALL CHILDREN/EMPLOYEE'S AND THE EMPLOYER AT KLOISTERS KINDERGARTEN

In compliance with the 1974 "Health & Safety at Work Act" Kloisters Kindergarten provides a written statement of policy, as it employs more than four people.

Policy Statement

All children, parents and persons employed by Kloisters Kindergarten are entitled to work in a well maintained, safe and clean environment in which care has been taken to minimise potential risks to the health and safety of each person.

Kloisters Kindergarten is committed to providing safe equipment and safe systems of working with training given to all staff that need to be well informed about these matters. This setting believes that the health and safety of children is of paramount importance.

It is the responsibility of the employer to consult with the Health and Safety representative, to seek advice and constantly review current procedures in order to minimise the risks.

It is the responsibility of the employees to look after themselves and fellow workers, visitors and to take reasonable care during working hours, co-operating with the employer and to undertake training in the use of equipment, such as first aid kits, cleaning materials, equipment such as fire alarms and extinguishers and electrical equipment (e.g. photocopier, computers etc).

Carolyn Dennis and Nikki Bromley are responsible for Health and Safety.

Nikki Bromley is competent to carry out all the necessary checks and responsibilities.

Nikki Bromley has undertaken health and safety training and regularly updates her knowledge and understanding.

We display the necessary health and safety poster in the reception area.

We operate a no-smoking policy.

Children are made aware of health and safety issues through discussions, planned activities and routines.

All warning signs are clear and in appropriate languages.

Nikki Bromley, April Jones and Room Leaders conduct checks inside and outside of the building and garden areas, car park etc first thing in the morning before the Kindergarten's doors are opened for business to make sure that everywhere is safe for use not only for the children but the adults who work at Kloisters and parent/carers entering the building.

All daily risk assessment records are signed off and any issues are immediately brought to the attention of the most senior member of staff. Our induction training for all 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 and 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 dangerous substances.

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 and supervisions. All staff sign to confirm the training has taken place and they have read associated policies and procedures.

We keep a record of all substances that may be hazardous to health – such as cleaning chemicals if used. Hazardous substances are stored safely away from the children. Every COSHH data sheet 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 in the store cupboard. All cleaning products are kept in their original containers unless 5L bottles that need to be de-canted into smaller workable spray bottles (Please see COSHH data sheets in locked storage cupboard).

All members of staff are vigilant and use chemicals safely and staff wear protective gloves where appropriate.

Insurance cover

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed in the lobby and this is diarised to make sure that the insurance is reviewed and renewed annually.

Accidents

In order to minimise the risk of accidents, Kloisters Kindergarten has endeavoured to identify possible hazards and put in place methods to counteract these.

All health and safety issues are reported to our health and safety officer, who will then undertake an investigation, the employer will always report dangerous accidents or incidence of disease to the department of environment health, as required by the 1974 act.

Identification of possible hazards in the working environment

Floors: Wet floors are checked daily and throughout the working day to ensure that they are clean and not uneven, wet or damaged. Any wet spills are mopped up immediately. Walkways/corridors are left clear and uncluttered. Notice must be taken when obstructions on the floor, e.g. toys, equipment, notice must be taken when walking through a "busy" area.

Storage: Cleaning materials are stored in cupboards or on high shelves, that have no access for the children. Toys and equipment are stored in our store room, or in trays and cupboards that are labelled and frequently tidied and maintained as well as stored safely to prevent them accidentally falling or collapsing. We keep a record of all substances that may be hazardous to health – such as cleaning chemicals. This states what the risks are and what to do if they have contact with eyes or skin or are ingested. We keep all cleaning chemicals in their original containers (with pumps where required).

Lifting and Handling: All staff should ensure they know the correct way to lift heavy objects and need to take sensible precautions with equipment to avoid back injuries when engaged in activities.

Lifting and Handling Children: New staff will be advised on how to lift and handle children when necessary as part of their daily routine in coping with the needs of young children.

Electrical: A good working knowledge of all electrical appliances is needed and training is given to staff in the correct and safe use of:-

- a) The photocopier
- b) Kitchen appliances e.g. water heater, microwave and toaster etc.
- c) Tablets, CD players
- d) Hoover

Our boiler/electrical switch gear/meter cupboard is not accessible to the children.

Electrical 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 by TMV's to prevent scalds.

All electrical points are regularly checked and staff are encouraged to report faults as soon as possible. All electrical equipment is PAT tested annually by an outside agency.

Lighting and ventilation is adequate in all areas including storage areas.

The risk assessment is written and is reviewed regularly.

Windows: Low level windows are made from materials that prevent accidental breakage or are made safe. We ensure that windows are protected from accidental breakage or vandalism from people outside the building. All windows are protected from opening very far so that are secure and the 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 with finger guards to prevent children's fingers from being trapped in doors.

Outdoor area: Our outdoor area is securely fenced and is child proof and safe. Our outside area is checked for safety and cleared of rubbish, animal droppings and any other unsafe items before it is used.

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.

We check that children are suitably attired for the weather conditions and type of outdoor activities; ensuring that parents/carers have applied a suitable sun-cream and hats are worn during the summer months.

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.

All staff hold a valid Level 2 Food Hygiene Certificate and receive regular updates to their training as well as top up Food Hygiene Training every 3 years (Expires November 2021).

Our daily routines encourage the children to learn about personal hygiene.

We have a daily cleaning regime for the setting which involves, play rooms, kitchen, rest areas, 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 (cleaning regime clearly displayed in the stock room and kitchen and all rooms for ease).

The toilet area has a high standard of hygiene including hand washing, drying facilities and the disposal facilities for nappies.

We implement good hygiene practices by:

- . cleaning tables between activities;

- . checking and cleaning toilets regularly
- . wearing protective clothing – such as aprons, catering net/hat and disposable gloves – as appropriate;
- . providing sets of clean clothes;
- . providing tissues; and
- . ensuring individual use of flannels, toothbrushes and towels as well as hand and face wipes at busy lunchtime periods.

Activities/resources and repairs: Before purchase, equipment and resources are checked to ensure that they are safe for the ages and stages of the children attending the setting.

The layout of our 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.

We ensure that sand is clean and suitable for children's play.

Physical play is constantly supervised and the children have free-flow from the classroom into the garden.

Children are taught to handle and store tools safely.

We check children who are sleeping at regular intervals of at least every 10 minutes. This is recorded with the times checked and the initials of the person undertaking the check.

Any under 3 yr olds that start at the setting whether in baby-room or kindergarten, the parent/carer is asked to sign a Safe Sleep Policy for adherence to our Policy statement.

If children fall asleep in situ, it may be necessary to move or wake them to make sure they are comfortable.

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.

Jewellery and accessories:

Our staff do not wear jewellery or fashion accessories, such as belt or high heels, that may pose a danger to themselves or children.

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.

We ensure that hair accessories are removed before children sleep or rest.

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 ensure that all warning signs are clear and in appropriate languages.

Staff are encouraged to report to a senior member of staff, symptoms of illness or disease in a) the children b) themselves c) other staff. A checklist for infectious diseases with listed symptoms is available in the office and kitchen to aid early identification and to enable the correct reporting regime.

The sickness of staff and their involvement in accidents is recorded, and all such records as well as class accident books/medication books are reviewed normally bi-monthly to identify any issues or trends that need to be addressed if they haven't already been actioned.

*Policy links – Staffing Employment & Induction Policy and schedule
Students and work experience placements
Food & Drink Policy
Food Hygiene Policy
Risk Assessment Policy*

Confidentiality Policy and All Safeguarding Policies
Fire Safety Policy
Recording and reporting of accidents and incidents Policy
Mobile Phones and other media policy
Legionella and domestic water control policy
Safe Sleep Policy

This policy was amended by	Kloisters Kindergarten	<i>(name of provider)</i>
Reviewed on	29.11.18	<i>(date)</i>
Date to be reviewed	05/2020	<i>(date)</i>
Signed on behalf of the provider		
Name of signatory	Mrs N Bromley	
Role of signatory (e.g. chair, director or owner)	Manager	