



# Red Dragon Pre-School

## Policies and Procedures

Health and safety general standards

### **Contact details:**

Red Dragon Pre-School,  
St Blaise Church of England Primary School,  
School Lane,  
Milton Heights,  
Abingdon,  
OX14 4DR

Telephone: 07554194601

Email: [info@reddragonpreschool.co.uk](mailto:info@reddragonpreschool.co.uk)

Opening hours: Monday to Friday 8:45-11:45 AM (term-time only)

## **8.1 Health and safety general standards**

### **Policy statement**

Red Dragon Pre-School believes that the health and safety of children is of paramount importance. We make our pre-school 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:

- Amy Giles – Supervisor
  - 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 shared kitchen in Red Dragon Pre-School

### **Insurance cover**

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

- On the parents notice board outside Red Dragon Pre-Schools classroom.

### **Procedures**

#### **Awareness raising**

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.

- Records are kept of these induction training sessions and new staff and volunteers are asked to sign the records to confirm that they have taken part.
- 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.
- When adults need to reach up to store equipment they are provided with safe equipment to do so.
- 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.
- 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 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.
- Staff must not step over the stair gate in the room and it as intended.

### **Safety of children**

- Children will always be supervised by a responsible member of staff
- The beginning and end of each session will be closely monitored and a register taken with the times that children arrive and depart and who brought / collected them.
- Any medicines and creams must be kept away from children at all times and the appropriate control measures and consent forms used.
- A minimum of two staff members will be on duty at all times to supervise the children.
- Hot drinks can only be taken into the rooms if they have child proof lids and are not left lying around
- At least one member of staff on duty will hold a current first aid certificate.
- Activities will take account of any children's dietary, allergy or medical needs.
- Children must not be allowed in any food preparation areas.
- Sleeping children should be checked regularly.
- All accidents to children and staff must be dealt with quickly, safely and recorded using the correct procedure.
- The following items are choking hazards and should be used as followed:
  - Grapes – Chopped in half for all children
  - Dried apricots – Chopped in half for all children
  - Crayons thrown away below half the usual size
  - Marbles to be used under strict adult supervision
- No nuts to be served at any time.
- No drawing pins to be used within the setting.
- Pen lids must be taken off pens and thrown away as soon as they come into the Pre-School
- The room will be physically checked to ensure no child is left uncollected.

### **Windows**

- Low level windows are made from materials that prevent accidental breakage or are made safe.

- Windows are protected from accidental breakage or vandalism from people outside the building.
- All rooms must be checked regularly for correct temperature and ventilation.
- At closing time the supervisor or deputy must check all windows are locked and the room is secure.

### **Doors**

- We take precautions to prevent children's fingers from being trapped in doors.
- Any external doors/gates must be secured and used for emergency exits only.

### **Floors**

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

### **Electrical equipment**

- All electrical equipment conforms to safety requirements and is checked regularly.
- 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.
- Cleaning fluids and materials must only be stored in the safe, designated areas. Spray bottles etc must not be left within children's reach.
- All bins must be emptied throughout the day and all emptied last thing at night.

### **Outdoor area**

- Our outdoor area is securely fenced.
- Our outdoor area is checked for safety and cleared of rubbish before it is used.
- Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides.
- Our pond is securely guarded.
- 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 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 the play room, kitchen, rest area, toilets and nappy changing area.
- 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 and drying facilities and the disposal of nappies.
- We implement good hygiene practices by:
  - cleaning tables between activities;
  - cleaning and checking toilets regularly;
  - wearing protective clothing - such as aprons and disposable gloves - as appropriate;
  - providing sets of clean clothes;
  - providing tissues and wipes.
- Any staff members with cuts must cover it with a sterile dressing, a blue plaster in food preparation areas
- When dealing with bodily fluids all staff must wear an apron and gloves to protect themselves and the children.
- Toilets must be checked and cleaned throughout each session.
- Nappies must be checked and changed if needed by the key person at least once a session where appropriate.
- Animals within the Pre-School will be fed and watered daily and their cages cleaned weekly.
- Children will be encouraged to handle animals in the Pre-School and to help care for them. Children's hands will be washed after handling animals.

### **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 Red Dragon Pre-School.
- 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.
- Large pieces of equipment are discarded only with the consent of the supervisor and the chairperson.
- Faulty or broken equipment must be brought to the attention of the Supervisor, who is responsible for organising repair or replacement.
- Staff must not place furniture where children might be tempted to climb.

- Equipment and activities available to children will take account of safety and the children's ages and stages of development

### **Jewellery and accessories**

- Our staff do not wear fashion accessories, such as belts 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 provide safe equipment for adults to use when they need to reach up to store equipment or put up displays
- We ensure that all warning signs are clear and in appropriate languages.
- We ensure that adults do not remain in the building on their own.
- We record the sickness of staff and their involvement in accidents. The records are reviewed termly to identify any issues that need to be addressed.

### **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 all substances that may be hazardous to health - such as cleaning chemicals and where they are stored.
- Hazardous substances are stored safely away from the children.
- We carry out a risk assessment for all chemicals used in the setting. 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.
- We keep the chemicals used in the setting to the minimum in order to ensure health and hygiene is maintained. We do not use: bleach; anti-bacterial soap/hand wash, unless specifically advised during an infection outbreak such as Pandemic flu; or anti-bacterial cleaning agents, except in the toilets, nappy changing area and food preparation areas. Anti-bacterial spays are not used when children are nearby.
- Environmental factors are taken into account when purchasing, using and disposing of chemicals.
- All members of staff are vigilant and use chemicals safely.
- Members of staff wear protective gloves when using cleaning chemicals.

### **Legal framework**

Health and Safety at Work Act (1974)

Management of Health and Safety at Work Regulations 1999

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 2012)  
 Working with substances hazardous to health: What You Need to Know About COSHH (HSE Revised 2009)  
 Manual Handling – Frequently Asked Questions (HSE)

This policy was adopted at a meeting of	Red Dragon Pre-School
Held on	
Date to be reviewed	
Signed on behalf of the management committee	
Name of signatory	
Role of signatory (e.g. chair/owner)	