

# Poppet's Pre-School

## Health and Safety Policy

### Aim:

At Poppet's Pre-School we take our responsibility for ensuring the health and safety of all users of the setting very seriously. We are committed to ensuring the children are safe whilst in our care and have in place a wide range of procedures to minimise hazards. Poppet's aim to maintain the tidiness and safety of all areas within the setting and outdoors. We will identify report and deal with any hazards or faulty equipment through the pre-school's ongoing and annual risk assessments.

All staff are aware of their responsibilities for maintaining their own personal health and safety, as well as that of their colleagues, the children and their families. They are encouraged to be vigilant and to bring potential hazards to the attention of the manager. The Health and Safety Officer for Poppet's is Crystal Bowden.

By maintaining high standards of hygiene in the setting, the opportunities for transmission of bacteria and viruses can be kept to a minimum, leading to less sickness among the children and adults.

### Objectives:

The following steps are in place to ensure that the children are provided with a safe, clean environment at all times-

- A daily checklist is in place to ensure that the setting is free from hazards and ready for use.
- Good self care skills are developed and children are encouraged to understand the importance of washing their hands regularly, particularly after toileting and before snack, either with soap or antibacterial hand gel.
- All cleaning chemicals are stored securely out of the reach of children.
- Brushes and mops are labelled and specific and are readily accessible to clear up any spillages. All brushes and dustpans are kept clean and waste bins are emptied regularly.

- Fire extinguishers and electrical appliances are checked annually. Electrical equipment is used in a safe manner. Socket covers are in place.
- Room temperatures are monitored and steps are taken to improve ventilation if necessary.
- Children wear sun hats and sunscreen when outside on sunny days and are encouraged to play in the shade. Parents are asked to provide sunscreen, along with written permission for the staff to apply.
- Toys and resources are washed regularly and either repaired or replaced if damaged.
- The garden is checked daily for any hazards such as animal droppings, broken glass and litter.
- Protective gloves are used whenever necessary.

Please also see our food hygiene policy and nappy changing procedure that staff are expected to adhere to at all times.

**This policy was adopted on: ..... (date)**

**Signed on behalf of the pre-school: .....(owner)**

**Date for review: August 2015 (annually)**