

Health and Safety General Standards

Policy Statement

Guisborough Montessori believe that the health and safety of all children attending our setting is of the utmost importance. We make our setting a safe and healthy place for children, parents, staff and volunteers.

We aim to make children, staff, parents and volunteers aware of health and safety issues and to minimise the hazards and risks to enable children to thrive in a healthy and safe environment

The person responsible for Health and Safety is Fiona Barugh, who works closely with the Premises Director of Tees Valley Collaborative trust to ensure all policies and procedures are carried out effectively and in-line with legislation and policy.

The responsible person will undertake health and safety training regularly and update skills, knowledge and understanding.

We display the necessary health and safety poster in the entrance hallway.

Insurance cover

Guisborough Montessori is covered through Public Liability Insurance. The certificate for Public Liability Insurance is displayed in the nursery office

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 policies 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.

We keep records of these inductions training sessions and new staff and volunteers are asked to sign the records to confirm that they have taken part

We explain health and safety issues 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 of staff and health and safety is regularly discussed at our staff meetings

We operate a no-smoking policy

We make children aware of health and safety issues through discussion, planned activities and routines at an age-appropriate level – for example, how to use scissors safely, how to carry a chair carefully etc.

**Windows**

Low level windows are made from materials that prevent accidental breakage or we ensue that they are made safe

We ensure that windows are protected from accidental breakage or vandalism from people outside the building

We ensure that blind cords are secured safely and do not pose a strangulation risk for young children

**Doors**

We take precautions to prevent children’s fingers from being trapped in doors

**Floors and walkways**

All of our floor surfaces are checked daily to ensure that they are clean and not uneven, wet or damaged. Any wet spills are mopped up immediately.

Walkways and stairs are left clear and uncluttered

**Electrical and gas equipment**

We ensure that all electrical/gas equipment conforms to safety requirements and is checked regularly.

Boiler cupboards/electrical switch gear etc. is not accessible by children

Fires, heaters, wires and leads are properly guarded, and we teach the children not to touch them

We check heaters daily to make sure they are not covered

There are sufficient sockets in the setting to prevent overloading

We switch off electrical devices at the plug after use.

We ensure that the temperature of hot water is controlled to prevent scalds

Lighting and ventilation is adequate in all areas of the setting, including storage areas

**Storage**

All resources which are used by the children are stored safely

All equipment and resources are stored or stacked safely to prevent them from accidentally falling or collapsing

**Outdoor area**

The outdoor area is securely fenced. All gates and fences are child-proof and safe.

Our outdoor area is checked for safety and cleared of rubbish, animal droppings and any other unsafe items before it is used

We leave receptacles upturned prevent collection of rainwater. Where water can form a pool on equipment, it is emptied and cleaned before children begin to play outside for the day

The outdoor sandpit is covered when not in use and is cleaned regularly

We check that children are suitably attired for the weather conditions and type of outdoor activity, ensuring that suncream is applied and hats are worn during the summer months

We supervise outdoor activities at all times, and particularly children in climbing equipment

**Hygiene**

We seek information from Public Health England to ensure that we are up-to-date with 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 playrooms, the kitchen, toilet areas, rest area and nappy changing facilities. Children do not have unsupervised access to the kitchen area

We have a schedule for the cleaning of resources and equipment, dressing up clothes and furnishings

The toilet area has a high standard of hygiene including handwashing and drying facilities and disposal facilities for 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
* Ensuring individual use of towels and toothbrushes

**Activities, resources and repairs**

Before purchase or loan, we check equipment and resources to ensure that they are safe for the ages and stages of the children attending the setting

We keep a full inventory of all the items in the setting for audit and insurance purposes

The layout of the play equipment allows adults and children to move safely and freely between activities

All equipment is frequently checked for cleanliness and safety, any dangerous items are immediately removed awaiting repair, or they are discarded

All materials used within the setting are non-toxic

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

Physical play is constantly supervised

We teach children to handle and store tools safely

We check children who are sleeping at regular intervals

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**

Staff members are not permitted to wear jewellery or fashion accessories which may pose a danger to themselves or the 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 which 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 furniture

We provide safe equipment for adults to use when they need to reach up to store equipment or to change light bulbs

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 (COSHH)**

All staff implement the current guidelines in accordance with COSHH regulations

We keep a record of all substances which may pose a hazard such as cleaning chemicals and where they are stored

Hazardous substances are always stored away from children

We carry out a risk assessment of all substances used within the setting. This states what the risks are and what to do if there is contact of the substance and the skin, eyes or is ingested

All cleaning materials are kept in the original containers

Chemicals used within the setting are kept to a minimum whilst still ensuring that 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
* Anti-bacterial cleaning sprays, except in the toilets, nappy changing area and food preparation areas
* Anti-bacterial sprays are not used when children are nearby

Environmental factors are taken into account when purchasing, using and disposing chemicals

All members of staff are vigilant and use chemicals safely

Members of staff wear gloves when using cleaning chemicals

This policy was adopted by Guisborough Montessori on 8th June 2021 and will be reviewed annually.