



Caterpillars Pre-School

Health and Safety

May 2019



Policy statement

Caterpillars Pre-School believes that the health and safety of children is of paramount importance. We make Caterpillars 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:
 Sarah Powell & Teresa Maynard (Marks Tey) Chrystal Clark & Sharon Butters (Birch)
 - 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 on the:
 Wall in Cupboard
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Insurance cover

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

Front desk & Copy in Daily File on Hatch

Procedures

Awareness raising

- Our induction training for new 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 sessions and new staff and volunteers are asked to sign the records to confirm that they have taken part.
- 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.
- Adults do not remain in the building on their own or leave on their own after dark.
- We keep all cleaning chemicals in their original containers.

Windows

- Windows above the ground floor are secured so that children cannot climb through them.



Doors

- We take precautions to prevent children's fingers from being trapped in doors.

Floors

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

Electrical/gas equipment

- Our boilers/electrical switch gear/meter cupboard is not accessible to the children.
- Fires, heaters, electric sockets, wires and leads are properly guarded and the children are taught not to touch them.
- There are sufficient sockets to prevent overloading.
- 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.

Outdoor areas

- Our outdoor areas are securely fenced.
- Our outdoor areas are checked for safety and cleared of rubbish 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.
- All outdoor activities are supervised at all times.

Hygiene

- Our daily routines encourage the children to learn about personal hygiene.
- We have a daily cleaning routine for Caterpillars Pre-School which includes play room(s), kitchen, rest area, toilets and nappy changing areas.
- 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.
- We implement good hygiene practices by:
 - cleaning tables between activities;
 - cleaning toilets regularly;
 - wearing protective clothing - such as aprons and disposable gloves - as appropriate;
 - providing sets of clean clothes;
 - providing tissues.

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 Caterpillars 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 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 and the chairperson

This policy was adopted at a meeting of Caterpillars Pre-School

in	June 2019
Date to be reviewed	May 2020
Signed on behalf of the management committee	 <hr/>
Name of signatory	Laura Smith
Role of signatory (e.g. chair/owner)	Chair of the Committee