



## Maeda Gakuen

### Safeguarding & Welfare: General Health & Safety Practice

#### Policy statement

Maeda Gakuen Yochien believes that the health and safety of children is of paramount importance. We make our setting 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.
- ♣ All staff share responsibility for ensuring that health and safety at Maeda Gakuen Yochien is maintained at all times.
- ♣ We display the necessary health and safety poster in our reception.

#### Insurance cover

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed on a notice board in our reception.

#### 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.
- ♣ Records are kept of these induction training sessions.
- ♣ 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 for staff, and it 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 of equipment and have each completed a training certificate in Manual Handling as part of their induction.
- ♣ When adults need to reach up to store equipment or to change light bulbs they are provided with safe equipment to do so.
- ♣ Adults do not remain in the building on their own or leave on their own after dark.
- ♣ Staff sickness and accidents are recorded. The records are reviewed termly to identify any issues that need to be addressed.
- ♣ We keep all cleaning chemicals in their original containers and away from children.
- ♣ We ensure that appropriate PPE (personal protective equipment) is available and used by adults when necessary (e.g. clearing spillages).

## 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.
- ♣ 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 and have finger shields installed on all nursery doors.
- ♣ All floor surfaces are checked daily to ensure they are clean and not uneven, wet or damaged.

## Electrical/gas equipment

- ♣ All electrical/gas equipment conforms to safety requirements and is checked regularly.
- ♣ Our boiler/electrical switch gear/meter cupboard is not accessible to the children.
- ♣ Electric sockets, wires and leads are properly guarded and the children are taught not to touch them. As per changes in regulations, no socket covers are used.
- ♣ 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 equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

## Outdoor area

- ♣ Our outdoor area is securely fenced and gated.
- ♣ Our outdoor area is 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.
- ♣ 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 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 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 for children; - providing tissues and wipes; and - ensuring individual use of flannels and towels.

## Activities and resources

- ♣ Before purchase, equipment and resources are checked to ensure that they are safe for the ages and stages of the children currently attending the setting.
- ♣ 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. Same adult:child ratios are maintained during nap times as well.
- ♣ 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.

This policy was revised in August 2017 by Nikita Phadnavis (Manager) of Maeda Gakuen Yochien.