**Health and safety general standards**

**Policy statement**

We believe 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, staff and volunteers 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 members of staff responsible for health and safety are:

Gaby Vallory

* They are competent to carry out these responsibilities.
* For employers: We display the necessary health and safety poster in:

**Reception**

***Insurance cover***

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

**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.
* 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.
* We operate a no-smoking policy.

***Windows***

* Low level windows are made from materials that prevent accidental breakage.
* We ensure that any 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 floor surfaces are checked daily to ensure they are clean and not uneven, wet or damaged. Any wet spills are mopped up immediately.
* Walkways are left clear and uncluttered.

***Electrical/gas equipment***

* We ensure that 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.
* Fires, heaters, wires and leads are properly guarded.
* We check storage heaters daily to make sure they are not covered.
* There are sufficient sockets in our setting to prevent overloading.
* We switch electrical devices off from 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 our setting, including storage areas.

***Storage***

* All resources and materials, which are used by the children, are stored safely.
* All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

***Outdoor area***

* Our outdoor area is securely fenced. All gates and fences are childproof and safe.
* Our outdoor area is checked for safety and cleared of rubbish, animal droppings and any other unsafe items before it is used.
* Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides.
* We leave receptacles upturned to prevent collection of rainwater. Where water can form a pool on equipment, it is emptied and cleaned before children start playing outside.
* Our outdoor mud pit 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 activities; ensuring that suncream is applied and hats are worn during the summer months.
* We supervise outdoor activities at all times; and particularly children on climbing equipment.

***Hygiene***

* We seek information from the Public Health England 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(s), kitchen, rest area, toilets and nappy changing areas. Children do not have unsupervised access to the kitchen.
* 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 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; and
* 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 currently attending the setting.
* The layout of our play equipment allows adults and children to move safely and freely between activities.
* All our equipment is regularly checked for cleanliness and safety, and any dangerous items are repaired or discarded.
* We make safe and separate from general use any areas that are unsafe because of repair is needed.
* All our materials, including paint and glue, 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.
* 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

***Jewellery and accessories***

* Staff do not wear jewellery or 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.

# *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 to change light bulbs.
* We ensure that all warning signs are clear and in appropriate languages.
* 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***

* 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, or gardening chemicals if used and where they are stored.
* Hazardous substances are stored safely away from the children.
* 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.

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| This policy was adopted by | TRACKS autism |  |
| On | May 23 | *(date)* |
| Date to be reviewed | As required | *(date)* |
| Signed on behalf of the provider |  | |
| Name of signatory | Alexa Pickersgill | |
| Role of signatory (e.g. chair, director or owner) | Chair | |