

Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment

Health and safety general standards

Policy statement

We believe that the health, safety and welfare of children are of paramount importance. We are committed to creating and maintaining an environment that promotes safety, security, physical and emotional wellbeing for all children, staff, volunteers, parents, and visitors. We aim to ensure that every child thrives in clean, safe and hazard-free surroundings through effective risk assessment, safe practice, robust staff training, and a culture of shared responsibility.

Our Health and Safety Lead is: Karen Lockley - Owner

Insurance cover

We maintain up-to-date public liability, employers' liability, and professional indemnity insurance, as required by Ofsted and the EYFS.

The certificate of public liability insurance is displayed in:
The Pre-School foyer on the noticeboard.

Procedures

Awareness, Roles and Responsibilities

- All staff and volunteers receive comprehensive induction that includes clear explanations of all health and safety procedures, expectations, and emergency practices.
- Induction includes training on:
 - safe lifting and manual handling,
 - safe storage of hazardous substances,
 - employee well-being,
 - safeguarding responsibilities linked to health and safety.
- Staff sign induction records as confirmation of understanding.
- Health and safety is a standing agenda item in staff meetings.
- New families receive health and safety information so that they understand the measures in place to keep children safe.
- We promote children's awareness of health and safety through daily routines, modelling, and learning opportunities.
- We observe a strict no-smoking or vaping policy in the building and grounds.

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Premises Safety

Windows

- Blind cords and loops are fully secured and inaccessible to children to prevent strangulation risks, in line with RoSPA guidance.

Doors

- Finger-safe devices or controlled opening are used where necessary.
- Internal doors are either firmly shut or safely wedged/stayed open to avoid finger-trap hazards.

Floors and Walkways

- All floors are checked daily for damage, hazards, wet areas or obstructions.
- Walkways and stairways remain clear and clutter-free at all times.
- Spills are cleaned immediately and recorded if part of a pattern of recurring hazard.

Electrical/gas equipment

- The premises provider (e.g., church) arranges required electrical/gas safety checks; copies of certificates are kept on file.
- Our boiler, electrical switch gear and meter cupboards remain locked and inaccessible to children.
- All appliances, wires and leads are maintained, PAT-tested, and protected from access by children.
- Storage heaters and radiators are checked daily to ensure they are unobstructed and safe.
- Sockets are sufficient to avoid overloading; extension leads are used only when safe to do so.
- All electrical items are unplugged when not in use.
- Hot water is thermostatically controlled to prevent scalding.
- Ventilation and lighting are checked regularly across all areas.

Storage

- Children's resources are stored safely and at accessible heights to encourage independence and reduce climbing hazards.
- Heavy or hazardous items are stored at low levels or in locked cupboards.
- Equipment is stacked securely to avoid collapse.

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Outdoor area

- The outdoor area is fully fenced and secure.
- Daily safety checks are completed and recorded, monitoring for:
 - broken glass,
 - animal waste,
 - hazardous plants,
 - unfamiliar objects,
 - damaged equipment.
- Receptacles are emptied or turned upside down to prevent pooling water.
- The sandpit is covered when not in use and cleaned/checked regularly.
- Children wear weather-appropriate clothing. In warm weather, suncream (with written parental consent) and sunhats are mandatory.
- Climbing equipment and physical-play resources are supervised at all times.

Hygiene and Cleaning Standards

- Children are supported to develop robust personal hygiene routines, including handwashing at appropriate times.
- A daily cleaning checklist covers:
 - hall and group rooms,
 - kitchen,
 - toilets,
 - nappy-changing area,
 - high-touch points (e.g., handles, switches).
- Toys, resources, furnishings and dressing-up clothes are cleaned on a schedule and replaced where worn.
- Toilets are cleaned and checked throughout the day.
- Protective equipment (gloves, aprons) is worn where appropriate.
- Tissues are available in all areas.
- Children do not have unsupervised access to the kitchen.

Use of chemicals:

- We minimise chemical use to what is necessary for hygiene.
- Chemicals are stored in original containers and locked away from children.
- We do **not** use:
 - bleach,
 - antibacterial soap/handwash (except during public health outbreaks),
 - antibacterial sprays near children.

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Activities, Equipment and Resources

- All resources purchased or borrowed are checked for suitability and safety.
- Play spaces allow safe movement between activities and are free from trip hazards.
- Damaged equipment is immediately removed, labelled, and either repaired or disposed of.
- Paints, glues and creative materials are non-toxic.
- Sand is clean, replaced regularly and suitable for play.
- Tools (e.g., scissors, gardening tools) are used with supervision and stored safely.
- Physical activities are continually risk-assessed and supervised.

Jewellery and accessories

- Staff do not wear hazardous jewellery, long necklaces, large rings, or high heels.
- Parents must ensure children do not wear dangerous jewellery or accessories (e.g., dangly earrings, necklaces, long scarves).
- Children may only wear stud earrings.

Safety of adults

- Staff receive manual handling guidance, and lifting of heavy items is minimised.
- Step-ladders and safe access equipment are provided for reaching high storage.
- Warning signs are clear, visible, and multilingual if necessary.
- Lone working is avoided wherever possible; where unavoidable, staff follow the Lone Working Procedure.
- Staff sickness, near misses and accidents are recorded and analysed termly to identify trends or risks.

Control of substances hazardous to health

- All hazardous substances are stored securely and labelled.
- Only essential cleaning substances are kept on the premises.
- Safety Data Sheets (SDS) are kept for all chemicals.
- Staff are trained in safe use, storage and disposal.
- Cleaning agents are only used when children are not nearby.

Legal framework

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Electricity at Work Regulations 1989

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- Control of Substances Hazardous to Health (COSHH) Regulations 2002
- Manual Handling Operations Regulations 1992 (as amended 2004)
- Health and Safety (Display Screen Equipment) Regulations 1992
- EYFS Statutory Framework (DfE 2024/25)

Further guidance

- HSE: Health and Safety Law - What You Need to Know
- HSE: Health and Safety Regulation - A Short Guide
- HSE: Electrical Safety and You
- HSE: COSHH: Working with Substances Hazardous to Health
- HSE: Manual Handling - Getting to Grips with Frequently Asked Questions
- Bromley Council: Health and Safety Guidance for Early Years Providers