



Little  
muddy me

# Health and Safety Policy

**Date updated: October 2024**

**Date of next review: October 2025**

## Policy statement

Little Muddy Me Preschool 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.
- We carry out daily risk assessment.
- We regularly check the area and assess trees.
- We display the necessary documents and Insurance.

## Insurance cover

We have public liability insurance and employer's liability insurance. The certificate for public liability insurance is displayed on our notice board.

## Procedures

### Awareness raising

- Our induction training for staff includes a clear explanation of policies 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.
- Records will be kept of these induction training sessions and new staff and volunteers are asked to sign the records to confirm that they have taken part.
- We operate a no-smoking policy.
- Children are made aware of health and safety issues through discussion, 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 are asked to use the correct equipment when they need to reach up high for equipment.
- Adults do not remain on site on their own or be left on their own after dark.
- The sickness of staff and their involvement in accidents is recorded.
- We keep all cleaning chemicals in their original containers and out of the reach of children.
- Staff annually sign a medical/incident declaration informing us of any changes to their health or personal situation. Staff medication is recorded and filed.

- Through regular 1:1 meetings with manager, staff will be asked about their health and well being and will be supported where necessary.
- We would report to **RIDDOR** for any work-related accidents or incidents.

### **General**

- Muddy me is securely fenced.
- Our outdoor area is checked for safety and cleared of rubbish before it is used.
- Adults and children are alerted to the dangers of poisonous plants.
- Where water can form a pool on equipment, it is emptied before children start playing.
- Children are supervised at all times.

### **Front Gate**

- Front gate is locked at all times.

### **Ground and Equipment**

- All floor surfaces are checked daily to ensure they are clean and safe.

### **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.

### **Hygiene**

- We are registered and regularly 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 cleaning schedule that is adhered to and signed daily.
- We clean resources and equipment, dressing-up clothes and furnishings on a regular basis.
- 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 toilets regularly
  - Wearing protective clothing – such as disposable gloves – as appropriate
  - Providing sets of clean clothes
  - Providing tissues and wipes
  - Dettol/sanitizer spray and wipes

### **Activities and resources**

- Before purchases, 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.
- 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.

### **Flooding**

- **Part of Muddy Me is in a Flood Zone 2, we have a fence round this area, and we must not enter if risk of flooding.**