

SOUTH DARLEY AND WINSTER PRESCHOOL

HEALTH AND SAFETY POLICY

Statement of Intent

South Darley and Winstar Preschool believes that the health and safety of children and staff is of paramount importance.

We make our setting a safe and healthy place for children, parents, staff and volunteers.

Aim

We aim to make children, parents, and staff aware of health and safety issues and to make staff, parents and children aware of risks and how to manage them to enable the children to thrive.

Method

The member of staff responsible for the health and safety is the Preschool Manager, who is regularly trained to carry out these responsibilities, and is competent to carry out them out.

The Statutory Health and Safety poster is displayed in the Village Hall kitchen.

➤ Risk assessment

There is an established risk assessment procedure covering the premises, outdoor area, both indoor and outdoor activities as well visits off the premises.

➤ Insurance cover

We have public liability and employers' liability insurances. The certificate for Employers' Liability insurance is displayed on the information board. Copies of the Employers' Liability insurance certificates are retained for 20 years.

➤ Children's safety

All staff are recruited in accordance with the Preschool's Recruitment Policy and in accordance with published guidance on safe Recruitment in schools.

All children are supervised by adults at all times

Whenever children are on the premises there will normally be at least two members of staff present.

Children are encouraged to be independent and to manage their own risks with appropriate supervision from staff.

➤ Security

Systems are in place for the safe arrival and departure of children.

The external doors are kept locked at all times, when answering the door staff will ascertain who is there, and check I.D of unknown visitors such as workmen, Ofsted etc.

All visitors sign in and out of the visitors' book.

In the case of children who are to be collected by someone other than their parent/carer, details will be written in our collections book.

Our security systems are designed to discourage unauthorised access to our premises.

Our security systems are designed to avoid children from leaving our premises unnoticed.

The personal possessions of staff and volunteers are securely stored in the locked cupboard or office during sessions.

➤ **Hygiene**

Staff will ensure that the setting and equipment are clean and safe to use prior to the children entering the building.

Staff will ensure that they and children observe good hygiene practices to prevent the spread of infections, e.g. appropriate hand washing.

All staff will role model hand washing after toileting children, changing nappies, wiping noses and before preparation and serving of food. Gloves will be worn by staff when changing a soiled child, nappy or dealing with bleeding, as well as when carrying out cleaning routines in the bathroom.

Boxes of tissues will be available at all times and children will be encouraged to blow and wipe their noses when necessary and to dispose of soiled tissues in the bin. Children will be encouraged to 'catch their cough'.

Water, soap and paper towels are all provided in the wash rooms and children are encouraged to wash their hands at all appropriate times.

Hygiene rules relating to bodily fluids are followed with particular care and all staff and volunteers are aware of how infections can be transmitted.

Any spills of blood, vomit, urine or excrement will be cleared away/disposed of in a hygienic and safe way. Staff will wear gloves when clearing any of these away, and use disinfectant to clean the affected area.

➤ **Animals**

When animals are brought into the Preschool, we will ask if the animal is healthy. We will ensure all children are supervised when handling and caring for the animals. Allergies, fears and religious and cultural beliefs will be considered when planning activities involving animals.

➤ **Sand play**

We do use sand for activities inside and outside the hall, spilt sand is thrown away.

➤ **Outdoor play**

Children will have the opportunity to spend time outside during every session. In cold, damp weather or hot, sunny weather we ask parents to ensure that the children are wearing appropriate clothing and footwear, provide suncream if necessary. In severe heat or cold conditions time outside will be limited to ensure children stay safe and healthy.

➤ **Food handling**

Early Years staff hold current food safety certificates. The Preschool will observe good practice regarding food preparation and storage. We will ensure that our procedures comply with environmental health guidance and regulations.

➤ **Medicines**

If a child is on prescribed medicines Medication Policy procedures will be followed:

➤ **First Aid**

Staff will administer first aid to children when required. All Early Years staff hold current Paediatric First Aid certificates.

The First Aid box is stored at the front of the shelf in the storage cupboard. The contents are checked regularly and items replaced by a designated staff member. If we are on an offsite visit a travel First Aid kit will be taken with us.

The current designated First Aid officer is Emily Elliott.

➤ **Accidents**

All accidents requiring First Aid treatment are recorded within a duplicate book, the report is signed by two members of staff, shared with parents, who are then asked to sign the report and then the top copy is given to parents.

Any significant pre-existing injuries are logged on arrival (or as soon as staff become aware) and signed by staff and parents.

Regular safety monitoring includes checking entries in the accident book to identify trends and inform us if any changes need to be made to practices or activities.

In accordance with the pre-school's Safeguarding responsibilities, we will notify Ofsted of any serious accident, illness or injury to, or death of any child whilst in our care and of the action taken. Notification will be taken as soon as reasonably practicable, but in any event within 14 days of the incident occurring. We will also advise Derbyshire County Council's Children's Care Service and will act on any advice given by them in relation to the incident. We will also advise Ofsted of any food poisoning affecting two or more children cared for on our premises. Notification will be taken as soon as reasonably practicable, but in any event within 14 days of the incident occurring.

➤ **Procedures for removing a child to hospital**

If we believe that an injury or illness needs further treatment, or is more serious than we are able to deal with, we will:

- I. Telephone for medical assistance and follow their advice.
- II. Contact parents/carers or other emergency contacts as soon as possible.
- III. In the absence of a parent or other emergency contact, a member of staff will accompany the child to hospital whilst continued efforts are made to contact a parent or carer.

➤ **Illness**

Parents are asked to keep their child at home if they have any infection and to inform Preschool as to the nature of the infection. We will notify other parents that there has been an infectious illness in the Pre-school, without identifying the child.

If parents feel their child is too ill to play outside or run around then they are too ill to be in Preschool.

Parents are asked not to bring a child to Pre-school who has been vomiting or has had diarrhoea until at least 48 hours after the last attack.

If a child becomes ill whilst at Preschool, we will contact parents/carers to collect the child. In the event that the parents/carers cannot be contacted, we will contact the emergency contact on the child's registration form. Whilst waiting for the child to be collected by the appropriate adult, we will make the child comfortable until they are able to be collected.

We will notify Ofsted of any communicable diseases as defined by Public Health England.

Certain conditions and infectious diseases mean children may not attend Pre-school for a period of time.

Please see the following table for recommended exclusion times:

Condition	Recommended time to be kept away from Pre-school
Chicken Pox	Five days from the onset of the rash
German Measles	Six days from the onset of the rash
Hand, foot and mouth	None
Impetigo	Until lesions are crusted and healed or 48hours after commencing antibiotic treatment
Measles	Four days from the onset of the rash
Ringworm	Exclusion not usually required
Scabies	Child can return after first treatment
Scarlet fever	Child can return 24 hours after commencing appropriate antibiotic treatment
Slapped cheek	None
Shingles	Exclude only if rash is weeping and cannot be covered
Conjunctivitis	None
Glandular fever	None
Hepatitis A	Exclude until seven days after the onset of symptoms
Meningitis	Until recovered
Mumps	Exclude the child for five days after the onset of swelling
Flu	Until recovered
Diarrhoea and/or vomiting	48 hours from last episode of diarrhoea or vomiting

➤ **Fire Safety**

Staff ensure that all fire exits are kept clear. Fire evacuation procedures are known to all staff and displayed on the information board for visitors and parents. Regular fire drills are carried out by staff and children to ensure that everyone is aware of evacuation procedures. Daily registers are taken to keep a record of all children, staff and visitors present, these are taken out to the assembly point, as well as the Pre-school phone and contact numbers for parents/carers.

➤ **Safe lifting**

Staff are advised at induction on safe lifting of equipment and children. The procedures for safe lifting are as follows:

1. **Stop and Think** - Plan the lift, where the load's going, the route you will follow and where you will put it down.
 2. **Check the Weight** - Lift the edge of the object to get an idea. If it is too heavy get help or use mechanical assistance.
 3. **Position the Feet** - Stand close to the object, feet apart, giving a balanced and stable base for lifting.
 4. **Adopt Good Posture** - Squat down with back straight and chin tucked in, knees bent.
 5. **Get a Firm Grip** - Grasp the load firmly.
 6. **Keep the Load Close** - Stand up slowly, lifting with the arm muscles, and keeping your back straight as you stand.
 7. **Don't Jerk** - Lift smoothly, keeping control of the load.
 8. **Move your Feet** - Don't twist your trunk when turning to the side.
 9. **During Transit** - Remember to take rests during transit if you feel you need to.
 10. **Put Down** - Put the load down carefully, slowly bending the knees, keeping the back straight and putting the object carefully onto the floor.
- If possible have two members of staff to lift and move heavy equipment.

➤ **Smoking/Alcohol/Medication and other substances**

No smoking is permitted in the Burton Institute. There are signs around the building to inform users of this regulation. Staff are requested not to smoke during working hours.

Staff must not be under the influence of alcohol or any other substance that may affect their ability to care for children. Medical advice must be sought by staff if taking medication which may affect their ability to care for children. Staff medication must be stored securely and out of the reach of children at all times.

Reviewed on 14. August 2017

Approved by _____ Manager

Approved by Committee _____ Chair

Next review 1 September 2018

I have read and understand this policy

Print name _____ Signature _____ Date _____

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