

Hind Leys Pre-School & Natural Play Centre

Health and Safety Policy

It is the policy of Hind Leys Pre-School to endeavour to provide and maintain a safe and healthy environment for its staff and children, and to ensure that the health and safety of the children attending are not jeopardised as a result of its activities.

The Safety Officer is a named committee member who is in charge of the safety of the group and ensures that safety procedures are adhered to.

He/she will:

- Conduct an inspection each half term, covering the premises, equipment, toys, safety equipment and procedures.
- Issue a report, to be presented at the next committee meeting after the inspection.
- Sign and date the accident book after completing the inspection.
- Monitor the entries in the accident book.
- Maintain the supplies in the First Aid Box.

1) Smoking

Smoking and the use of E cigarettes, vapes are not permitted.

2) Supervision of children

Children will be supervised at all times and will always be within sight of an adult. A high adult:child ratio is to be maintained, and two members of staff will remain in the room during each session. Children will leave the group only with authorised adults. On outings, the adult:child ratio will be at least 1:3. If a small group goes out, there will be sufficient adults to maintain appropriate ratios for staff and children remaining on the premises.

3) Arrival and departure

All adults are aware of the system in operation for the children's arrival and departures, and an adult will be at the door during these periods. A register of both adults and children is completed as people arrive and depart so that a complete record of all those present is available in any emergency. (See **Policy on Failure to Collect a Child**). A visitor's record book is in place for all adult visitors to Pre-School.

4) Premises

Washing and toilet facilities must be clean and hygienic. It is the duty of all staff to ensure that the room is kept as tidy as practicable, and to see that all spillages e.g. sand, water, bodily fluids etc. are dealt with promptly.

5) Toys and equipment

All toys and equipment must be well made, non-toxic and display the 'Lion' or 'CE' mark. Equipment is checked regularly, and any dangerous/damaged items repaired or discarded. Large equipment is erected with care and checked regularly. Safety mats or appropriate safety precautions must be in place on climbing equipment. Toys and equipment should be regularly cleaned and disinfected as necessary.

6) Food hygiene

All snacks provided will be nutritious and pay due attention to children's dietary requirements. When cooking with children as an activity, the adults will provide healthy wholesome food, promoting the understanding of a healthy diet.

All fruit and vegetables will be washed before use. Food will be stored and served at the appropriate temperature. Hands will be washed before handling food. All surfaces will be wiped with a suitable cleaning agent and a cloth kept only for that purpose. Tea towels will be kept scrupulously clean and washed between each session. Utensils are in good condition, kept clean and stored in a clean dust-free place.

All waste is disposed of properly and out of reach of children. Hands are washed after disposal.

All members of staff have food hygiene training and certification.

7) Hygiene

To prevent the spread of infection, adults in the group will ensure the following good practices are observed:

Personal hygiene

- Hands are washed after using the toilet.
- Children with pierced ears are not allowed to try on or share each other's earrings.
- A large box of tissues is available, and children are encouraged to blow and wipe their noses when necessary. Soiled tissues are disposed of hygienically.
- Children are encouraged to shield their mouths when coughing.
- COVID 19 policy handwashing.

Cleaning and clearing

- Any spills of blood, vomit or faeces are wiped up and flushed away down the toilet. Disposable gloves (in the First Aid Box) are always used when clearing up spills of bodily fluid.
- Floors and other surfaces are disinfected using chlorine or iodine bleach, diluted according to manufacturer's instructions. Fabrics contaminated with bodily fluids are thoroughly washed in hot water.
- Spare clothes are available in case of accidents, and polythene bags are used to wrap soiled garments. Parents are asked to launder and return spare clothes.
- All surfaces are cleaned with an appropriate cleaner.

Accidents and emergencies

- Contingencies must be in place and communicated to all staff by both written and verbal means for the safe evacuation of the premises in the event of an accident, fire, explosion or blackout. Staff must be aware of the location and use of telephones, fire alarms, firefighting equipment and the First Aid Box.
- Fire drills are to be carried out twice a term.
- The First Aid Box is to be regularly maintained by the Safety Officer, at least every half term. It must be clearly and correctly labelled and displayed while all sessions are in progress. Gloves should be worn when treating injuries or clearing up spills of bodily fluid. An Accident Book must be kept and maintained in the prescribed form, and at least one member of staff on duty must be

a trained First Aider. The book must be signed by a member of staff at the time of the accident, but no liability must be included.

Illness

- Parents are asked to keep their children at home if they have any infection, and to inform the Pre-School as to the nature of the infection so that we can alert other parents if need be, e.g. German measles (Rubella).
- Parents are asked not to bring into Pre-School any child who has been vomiting or had diarrhoea until at least 48 hours has elapsed since the last attack.
- If the children of Pre-School staff are unwell, they will not accompany their parents to work.
- Cuts or open sores, whether on adults or children, will be covered with sticking plaster or other dressing.

Administering drugs

- Wherever possible, the parent should administer the drug prior to the Pre-School session. Where it is necessary to administer a drug during a session, written consent from the parent and their GP will be required, along with explicit written details of the procedure.
- With regard to the administration of life saving medication, such as insulin/adrenalin injections or the use of nebulisers, the position will be clarified by reference to the Pre-School's insurance company. This will be through the Insurance Officer at the Pre-School Learning Alliance National Centre.

Pets

- Any pets owned by or visiting the group should be suitable for this purpose, i.e. disease free, used to children, and/or in an appropriate container. Attention should be paid to children with an allergy which may be triggered by contact with the pet. Please refer to our pet Policy for further details.

Accident prevention

- Activities such as cooking, woodwork and energetic play receive close and constant supervision.
- All dangerous materials, including medicines and cleaning materials are stored out of each of children. Children do not have unsupervised access to kitchens, cookers or any cupboards storing hazardous materials, including matches.
- Staff recognise that some materials may pose a risk to children.
- Adults do not walk about with hot drinks or place hot drinks within reach of children. These are kept in the kitchen area, which is not accessible to any child.