

HEALTH AND SAFETY POLICY

Statement of intent

Dilton Marsh Pre-school believes that the health and safety of children is of paramount importance. We make our Pre School 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 minimise the hazards and risks to enable the children to thrive in a healthy and safe environment.

Methods

In order to ensure the safety of both children and adults, the pre-school will ensure that:

Children's Safety

1. All children are supervised by adults at all times and will always be within sight of an adult.
2. A book is available at each session for reporting any accidents/incidents.
3. Regular safety monitoring will include checking of the accident and incident record.
4. All adults are aware of the system(s) in operation for children's arrivals and departures and an adult will be at the door during these periods.
5. Children will leave the group only with authorised adults.

Outdoor Area

1. Safety checks on premises both outdoors and indoors are made before every day/session.
2. Outdoor space is securely fenced.
3. All trees are regularly inspected visually, especially after high winds, to ensure there are no hanging branches.
4. School maintenance staff informed if any branches are coming away from the tree.
5. No child will be allowed unsupervised access to the garden.
6. The children are regularly reminded to not put conkers near their mouths.
7. In the event of a child choking on a shell/conker, first aid should be administered as with any object obstructing the airway.

Equipment/play area

1. Equipment is checked regularly and any dangerous items repaired/discarded.
2. The layout and space ratios allow children and adults to move safely and freely between activities.
3. All resources and materials from which children select are stored safely.
4. All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

Fire

1. Fire doors are never obstructed.
2. Fires/heaters/electric points/wires and leads are adequately guarded.
3. All dangerous materials including medicines and cleaning materials are stored out of reach of children.
4. Children do not have unsupervised access to kitchens, cookers or any cupboards storing hazardous materials including matches.
5. Adults do not walk about with hot drinks or place hot drinks within reach of children.
6. No smoking is allowed in the setting.
7. Fire drills are held at least once a term.
8. A register of both adults and children is completed as people arrive as that a complete record of all those present is available in any emergency.
9. A correctly stocked first aid box is available at all times.
10. Fire extinguishers are checked annually and staff know how to use them.
11. Whenever children are on the premises at least two adults are present.
12. Large equipment is erected with care and checked regularly.
13. Activities such as cooking, woodwork and energetic play receive close and constant supervision.

Outings and visits

1. We have agreed procedures for the safe conduct of outings, where applicable.
2. Parents sign a general consent on registration for their children to be taken out as a part of the daily activities of the Pre School.
3. Parents always sign consent forms before major outings.
4. A risk assessment is carried out before an outing takes place.
5. Our adult to child ratio is high, at least one adult to two children.
6. Named children are assigned to individual staff to ensure each child is individually supervised and to ensure no child gets lost and that there is no unauthorised access to children.
7. Outings are recorded in an outings record file stating:
 - the date and item of outing
 - the venue and mode of transport
 - names of staff assigned to named children
 - time of return
 - risk assessments
8. Staff take a mobile phone on outings, and supplies of tissues, wipes, pants etc as well as a mini first aid pack, a snack and water. The amount of equipment will vary and be consistent with the venue and the number of children as well as how long they will be out for.
9. Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.
10. Whenever private cars are used we will ensure that they have fully comprehensive insurance and are fitted with seat belts and car seats.
11. Manager/Owner/ Play leader to view all MOT and insurance certificates of named drivers for the outings. Declaration forms to signed to state that named drivers have adequate insurance cover.
12. If a small group goes out there will be sufficient adults to maintain appropriate ratios for staff and children remaining on the premises.
13. Equipment offered to children is developmentally appropriate, recognising that materials suitable for an older child may pose a risk to younger/less mature children.
14. A list of contact names is made available in case of emergency.
15. Before any visit, outing, walk etc is carried out with the children a member of staff(minimum) will check the venue/activity. Additional adults (staff/parents) will be in attendance to ensure good adult/child ratios.
16. Walks: A senior member of staff will plan the route, check for anything which could be a hazard and amend the route is necessary. Before the activity is carried out a member of staff will do a further risk assessment. If it is considered no longer a suitable route the activity will be cancelled until a suitable alternative is found. Adult/child ratios will always be observed.
17. Local Outings: (i.e. Library, Fire Station, local shop) The rout will be planned and checked as per walk procedures and a risk assessment will be carried out on the venue. Adult/child ratios will be observed.
18. Day trips/Outings: Before any outing is planned a parent/committee member or member of staff will visit the intended venue to carry out a risk assessment and suitability check. If these are seen as good then the outing will be planned taking into account the means of transport required, usually coach travel. The coach company will be checked to ensure the vehicle is of good road worthy condition and that it has suitable seat belts and driver.
19. The venue for any outing is usually only considered after recommendation from parents, staff or other suitable professionals. Adults/child ratios will be observed.

Food

1. All snacks provided will be nutritious and pay due attention to children's particular dietary requirements.
2. When cooking with children as an activity, the adults will provide healthy, wholesome food, promoting and extending the children's understanding of a healthy diet.
3. Staff that prepare and handle food receive appropriate training and understand - and comply with - food safety and hygiene regulations.
4. All food and drink is stored appropriately.
5. Adults do not carry hot drinks through the play area(s) and do not place hot drinks within reach of children.
6. Snack and meal times are appropriately supervised and children do not walk about with food and drinks.
7. Fresh drinking water is available to the children at all times.
8. We operate systems to ensure that children do not have access to food/drinks to which they are allergic

Hygiene

We 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.

The pre-school will observe current legislation regarding food hygiene, registration and training. In particular each adult will:

1. Always wash hands under running water before handling food and after using the toilet.
2. Not be involved with the preparation of food whilst suffering from any infections/contagious illness or skin trouble.
3. Never smoke in the kitchen or any room storing food.
4. Never cough or sneeze over food.
5. Use different cleaning cloths for kitchen and toilet areas.
6. Ensure waste is disposed of properly and out of reach of the children. Keep a lid on the dustbin and wash hands after using it.
7. Wash fresh fruit and vegetables thoroughly before use.
8. Tea towels will be kept scrupulously clean and washed between each session.
9. All utensils will be kept clean and stored in a dust-free place e.g. closed cupboard or drawer.
10. Cracked or chipped china will not be used.
11. Ensure children wash their hands prior to cooking and after using the toilet.
12. We have a daily cleaning routine for the Pre School which includes play room(s), kitchen, rest area, toilets and nappy changing areas.
13. We have a schedule for cleaning resources and equipment, dressing-up clothes and furnishings.
14. The toilet area has a high standard of hygiene including hand washing and drying facilities and the disposal of nappies.
15. We implement good hygiene practices by:
 - cleaning tables between activities;
 - checking toilets regularly;
 - wearing protective clothing - such as aprons and disposable gloves - as appropriate
 - providing sets of clean clothes;
 - providing tissues and wipes

Exercise

Children will have the opportunity to play in the fresh air throughout the year (either in the pre-school's own outside play area or on outings to parks or other community play spaces)

Illness

1. 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 the pre-school can alert other parents, and make careful observations of any child who seems unwell.
2. Parents are asked not to bring into the pre-school a child who has been vomiting or had diarrhoea until at least 48 hours has elapsed since the last attack.
3. Cuts or open sores, whether on adults or children, should be covered with sticking plaster or other dressing.
4. The group will ensure that all members of staff know first aid procedures.
5. This is a list of notifiable diseases:

- Anthrax
- Cholera
- Diphtheria
- Dysentery
- Encephalitis
- Hepatitis
- Leprosy
- Leptospirosis
- Malaria
- Measles
- Meningitis
- Meningococcal septicaemia
- Mumps
- Ophthalmia neonatorum
- Paratyphoid fever
- Plague
- Poliomyelitis
- Rabies
- Relapsing fever
- Rubella
- Scarlet fever
- Smallpox
- Tetanus
- Tuberculosis
- Typhoid fever
- Typhus
- Viral haemorrhagic fever, including Lassa fever and Marburg virus
- Whooping cough
- Yellow fever

Medication

1. If possible, the child's parents will administer medicine. If not, then medication must be clearly labelled with the child's name, dosage and any instructions. Where local regulations require it, guidance will be sought from social services before other people other than parents agree to administer medicines. **ONLY PRESCRIPTION MEDICATION WILL BE ADMINISTERED.**
2. Written information will be obtained from the parent, giving clear instructions about dosage, administration of the medication and permission for a member of staff to follow the instructions.

3. All medications will be kept in a lockable cupboard.
4. A medication form will be available to log in: name of child receiving medication; times that the medication should be administered; date and time when medication is administered, together with the signature of the person who administered each dose.
5. With regards 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. (In the case of pre-school insured with Sun Alliance, this will be through the insurance Officer at the Pre-School Learning Alliance National Centre) Administration training will also be sought from a health care professional with the agreement from parents.
6. The pre-school will ensure that first aid equipment is kept clean, replenished and replaced as necessary. Sterile items will be kept in their packages until needed and expiry dates checked regularly.

Information Sources

1. The pre-school will maintain links with health visitors and gather information and advice from the local health authority information services and/or other health agencies. These numbers are available on request and are also posted on the Notice Board and in leaflets.
2. Parents will have opportunity to discuss health issues with pre-school staff and will have access to the above information available to the pre-school.

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

1. Hands washed after going to the toilet.
2. Children with pierced ears will not be allowed to try on or share each others earrings.
3. A large box of tissues will be made available and children will be encouraged to blow and wipe their noses when necessary. Soiled tissues will be disposed of hygienically.
4. Children encouraged to shield their mouths when coughing.
5. Individual towels available or paper towel used and disposed of appropriately.
6. Hygiene rules related to bodily fluids followed with particular care and all staff and volunteers aware of how infections, included HIV infection, can be transmitted.

Cleaning and Clearing

1. Any spills of blood, vomit or excrement wiped up and flushed away down the toilet.
2. Rubber gloves always used when clearing up spills of body fluids. Floors and other affected surfaces disinfected using chlorine bleach diluted according to the manufacturer's instructions. Fabrics contaminated with body fluids thoroughly washed in hot water.
3. Spare laundered pants, other clothing available in case of accidents and polythene bags available in which to wrap soiled garments.
4. All surfaces cleaned daily with an appropriate cleaner.

Nappy Changing

1. If a nappy change is needed, the child will require privacy and their dignity respected, nappy changing will occur in the cloakroom, with the door to the main classroom closed.
2. Nappy changing will take place on a clean intact changing mat positioned on the floor to avoid any danger to the child falling.
3. The changer should ensure all equipment required is to hand.
4. The changers should wash their hands before and after each nappy change (including after the disposal of the nappy). And gloves will be used.

5. Appropriate protective clothing should be worn and fresh paper towels placed on the mat for each nappy change.
6. Creams and lotions should only be used when supplied by the parent/guardian, with a consent form filled in. Creams and lotions should never be used between children.
7. The changer should not use fingers to remove creams or lotions from the containers but a clean disposable spatula each time.
8. On completion of the nappy change, the nappy should be placed in an individual plastic bag (i.e. nappy sack) before putting them in a bin lined with a second plastic liner.
9. Any surface soiled or touched during nappy changing must be cleaned with a detergent solution followed by a disinfectant and then dried.
10. All surfaces cleaned daily with an appropriate cleaner.
11. The Nappy Changing form will be filled in and signed by the staff member who changed the child. This is stored in the child's individual file.

This policy was adopted at a meeting of the pre-school held on (date).....

Signed on behalf of the pre-school.....