



## HEALTH AND SAFETY POLICY

It is the intention of Bolnore Village Pre-School is to provide and maintain safe and healthy working conditions for all employees and children.

### **SAFETY**

- The Business and Welfare manager, Holly Armstrong has overall responsibility for ensuring that this policy is implemented. On the days that she is not at the Pre-School the responsibility rests with the Care and Education Manager, Fay Flude. However, final responsibility for the safety of the building rests with the **Woodside Management**.
- It is the responsibility of all adults in the group to ensure the working environment is safe and to identify and report any hazards that could lead to injury or damage. Identified safety hazards should be removed or dealt with immediately
- Risk assessments will be completed daily
- The outside play area must be checked for hazards daily
- Staff should inform the Manager(s) of any lack of safety equipment immediately
- All water activities are closely supervised at all times
- Hazardous indoor and outdoor plants will not be kept on the premises
- Accessible windows must be secured by locks and/or restricted opening bars, and glass doors must be furnished with safety glass
- Cleaning products must be kept out of children's reach
- When cleaning, all walkways must be kept clear and all cleaning materials e.g. Mops, buckets, etc. must not be left unattended
- Gas, electrical and other appliances and fittings conform to safety requirements and do not pose a hazard to children

A competent person to check equipment

- In the interest of safety, staff should consider the suitability of clothing and footwear



- Staff and children **should not wear looped pierced earrings** that could be caught on clothing or equipment. Clothing and footwear should also be suitable for climbing and active pursuits
- A member of staff should accompany all visitors or parents from the premises and ensure doors are securely fastened. If anyone is staying in the group he/she will be asked to sign the visitor's book
- The manager of the session is responsible for taking the register at the beginning of every session and at the end of the session
- Children are not allowed in the kitchen
- Unless we have been notified children are not allowed home with anyone other than the parent/carer
- Safety mats to be used when appropriate
- All entrances and exits to be kept clear
- Children to be supervised at all times, both inside and out, ensuring that there is sufficient cover in all areas. This may require higher than required adult/child ratio to ensure safety
- Staff should accompany children to the toilet and if appropriate be aware of children using the toilet independently
- Signed permission must be obtained from the parent/carer if children are taken off the premises and a ratio of 1 adult to 2 children will be maintained. (Regular trips to the MUGA will be within a 1:4 ratio). Letters regarding outings will be sent out separately. Transport will comply with legislation and insurance requirements
- Hot drinks must be kept out of children's reach at all times and in thermos mugs with lids.
- When setting up and clearing away equipment, staff should work together and never lift heavy furniture alone. Every care should be taken that staff lift correctly to minimise back strain. Staff should never stand on chairs or tables to access high boards/ surfaces.



## HEALTH

- Children will be taught basic hygiene rules and hands will be washed before eating/cooking activities and after using the toilet. Adults will lead by example
- Premises, toys and equipment to be washed and checked regularly
- Plastic gloves and aprons are supplied and will be worn by staff when cleaning wounds, changing nappies and also when dealing with blood and bodily wastes
- Soiled nappies will be sealed in a bag and taken home by the child to be disposed of
- Soiled clothing will be placed in a bag and secured, ready to take home
- The first aid box must be complete and comply with registration requirements. Staff should check regularly and advise the Manager if any items need replacing
- Parents will be notified, or will notify the Pre-School, of any infections. A notice will be placed on the door. Any serious illness will be notified immediately and appropriate action taken
- We will notify OFSTED of any children or staff contracting any communicable diseases as defined by the Health Protection Agency
- We will only administer prescribed medication and written permission must be obtained from the parents/carers to do so. Medicines to be clearly labelled by the parents and be kept in the kitchen (fridge if necessary). Written records to be kept and parents to counter sign these. Staff must be trained to administer certain medication and this must comply with insurance regulations.
- Any cuts, on child or staff, to be covered to avoid infection.
- Staff must inform Holly Armstrong of any changes in their personal health which could ultimately affect their ability to manage the children in their care. They will then take guidance from OFSTED.
- The first aid box and accident / incident book is to be kept in the wheeled box by the main exit. All accidents to be entered in by a staff member and signed by the person collecting the child. The name of any child who comes in with significant existing injuries is also to be entered and details of the injuries explained and signed by the parent.



- 75% of staff (of which one is always present) holds first aid certificates.
- Any child with spots, sickness, diarrhoea or conjunctivitis should be isolated and parents contacted to collect the child who should not attend the group again until they have been clear of symptoms for 48 hours.
- We realise that some people amongst us may knowingly or unknowingly carry viruses. To prevent any risk of spreading infection all agreed precautions will be taken by all staff, students and other helpers. Support will be given to anyone who asks for it. Confidentiality will be maintained.

### **IF A CHILD BECOMES UNWELL**

- We will inform parent/carer and ask that they collect the child immediately.
- In the event of the parent not being available the emergency contact should be informed of the situation and asked to collect the child.
- If necessary the child's temperature will be taken and recorded.

#### **Care of a sick child.**

- A member of staff should stay with the child and care for the child appropriately.

The child should be made comfortable

### **IF A CHILD HAS TO BE TAKEN TO HOSPITAL**

- Reassure the child
- Inform the parent or emergency contact by telephone
- Ring for an ambulance if necessary
- One person other than the driver must accompany a child if taken by car. (make sure driver has appropriate insurance)
- If taken by ambulance, one person from the group should accompany the child even if a parent is present. A member of staff should check with the ambulance driver the name of the hospital the child will be taken to.
- If understaffing occurs due to the accident every effort should be made to contact another member of staff or a parent to maintain adult/child ratios.



## **Flu pandemic**

Emergency plan in the event of a flu pandemic.

- Should we have flu outbreak within the Pre-School we will take advice from the health authority as to the best course of action.
- If the risk is felt too great to provide a safe environment for the staff and children we will close until instructed to reopen.
- The needs of all the children and staff are our first consideration in such an event.