



HEALTH, HYGIENE & SAFETY

This policy covers: - Children's safety, Animals in setting, Accident book, First aid, Non-collection of child, Fire evacuation procedure, Garden evacuation, Liability Insurance, Mobile phones, Sick child procedure, Outings, Medication, Hall security, Smoking, Sun safety and COSHH.

Statement of intent:

Teston & Wateringbury Preschool believes that the health, hygiene and safety of children are 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, hygiene and safety issues and to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment.

Methods:

The member of staff responsible for health, hygiene and safety is the Pre-school Manager. She is competent to carry out these responsibilities and regularly updates her knowledge and understanding.

In alphabetical order:

ACCIDENT BOOK – See FIRST AID

ACTIVITIES

- The layout of play equipment allows adults and children to move safely and freely between activities.
- We ensure that equipment and resources are safe for the ages and stages of the children attending our pre-school.
- Equipment is regularly checked for cleanliness and safety. Broken items are discarded immediately.
- Children learn about health, safety, and hygiene through the activities we provide and the routines we follow.

Refer also to: EARLY YEARS FOUNDATION STAGE (EYFS) POLICY

ADULT SAFETY

- Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment
- The sickness of staff and their involvement in accidents is recorded. Records are reviewed to identify and address any issues.

ADVICE

For any child-protection advice we consult our Early Years Child Protection Officer when required on:
Maidstone area office 03301 651440

ANIMALS

Children can learn a lot from having contact with animals but certain procedures must be followed to ensure the safety of the children. For instance any animals visiting the pre-school must be safe to be in the proximity of children and must not pose a health risk. In addition:

- Parents are advised when an animal may be visiting the pre-school and asked to let the pre-school know of any allergies which may affect their child.
- Children are encouraged at pre-school to treat all animals with respect.
- Children must wash their hands after any contact with animals and understand the reasoning behind this.
- Children are taught to check with the animal owner before trying to stroke or handle the animal as not all animals are child friendly.
- Any animal food must be kept out of the reach of children and special care must be taken with the positioning of drinking and/or feeding bowls.
- The outdoor area is checked prior to the start of each morning session to ensure that no animal has fouled it. *See risk assessment list in kitchen.*

AWARENESS RAISING

- Our induction training for staff and volunteers includes an explanation of health, hygiene and safety issues, the need to adhere to the policy and the need for shared responsibility.
- As necessary, health and safety training is included in staff training plans and issues are discussed regularly at staff meetings.
- Children are made aware of health, hygiene and safety issues through discussions, planned activities and routines.

CHILDREN'S SAFETY

- Only persons who have been checked for criminal records by an enhanced disclosure from the Criminal Records Bureau and are registered with Ofsted as suitable, have unsupervised access to our children, including helping them with toileting.
- All children are supervised by adults at all times.
- No child is left in a room alone at any time.
- Children do not have unsupervised access to the kitchen.
- Cleaning materials are kept out of the reach of children.
- Electrical points and leads are adequately guarded.
- The children use their own sinks to wash hands to prevent scalding from hot water. The sinks in the toilets are used only with adult support.

COLLECTION/NON-COLLECTION OF CHILDREN

We have a specific legal requirement to only release children into the care of individuals named by parents. If anyone other than a person that has been named by parents on their registration form is to pick up a child we must have permission by the parent naming this individual and if we do not know the person a password must also be used. A child will not be allowed to leave with a "stranger." **See also SAFEGUARDING CHILDREN POLICY + ADMISSIONS POLICY.**

EVACUATION – See FIRE SAFETY - Fire/Evacuation Procedure

FIRE SAFETY

Fire doors are not obstructed. Fire extinguishers are regularly checked and certificates issued. Copy is displayed on the hall noticeboard.

Risk Assessment – Regular fire risk assessments are carried out by the Preschool Manager to identify any possible dangers and risks to anyone on the premises. As part of this fire risk assessment we record any risks, review escape routes and our emergency plan and then remove or reduce any risks identified through action planning and training with reviews as necessary.

Fire Drills – These occur at least twice a term and all staff, and children are informed of the procedure. To ensure a complete record of those present in the event of any emergency, the names of all adults and children attending the Pre-school, including any visitors, are entered on a register as they arrive and ticked off when they leave each day.

Fire/Evacuation Procedure - At the sound of three blasts of the whistle all children will be assisted to form an orderly queue at the most appropriate exit, all of which are suitable for wheelchairs. The Manager/deputy manager will collect the safety register. A member of staff will check the kitchen, committee room and toilets. All children and staff will gather outside the building - in the event of an actual fire, everyone will congregate on the Village Green - leaving by the front or rear gate, depending on the area of the fire. The safety register will then be called. If there is no danger, everyone will return to the hall. In the event of a fire the Manager will call the emergency services using a mobile phone once the building has been evacuated.

IN THE UNLIKELY EVENT OF A POSSIBLE INCIDENT WITHIN THE POST OFFICE STORES

If any member of staff become aware of any unusual activity within the post office area they are to immediately notify the Manager/deputy manager where upon the garden evacuation procedure will be followed immediately.

Garden evacuation procedure

A member of staff will shout '**story time**' to the children, all children outside will then be guided by staff and follow our routine to come inside through the front door. A member of staff will stand at the door and count the children as they come in. The door will then be closed and securely locked, curtains will be closed, and the children will be taken to the book corner where a full register will be taken by the Manager/deputy manager

Manager/deputy manager will assess situation and if necessary, will call the police using the Pre-school mobile.

FIRST AID

All members of staff hold a current paediatric first aid certificate. We have a fully equipped first aid box which is kept in the kitchen cupboard out of the reach of children. This complies with the Health and Safety (First Aid) Regulations 1981 and is regularly checked and re-stocked as necessary by the Pre-school Manager.

At the time of admission to the pre-school, parents' written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval – *See Appendix 3 ADMISSIONS POLICY*.

Our Accident Book is kept safely and accessibly in the locked grey cabinet. All staff know where it is kept and how to complete it. It is reviewed regularly to identify any potential or actual hazards.

FOOD AND DRINK

- Children do not have unsupervised access to the kitchen. The safety gate is always kept closed during the session.
- Adults should not walk about with hot liquids. Hot liquids must be kept in the kitchen and out of the children's reach.
- Staff who prepare snacks receive appropriate training and comply with food safety hygiene regulations.
- Snack and lunchtimes are appropriately supervised, and children do not walk about with food and drinks.
- Fresh drinking water is available to the children at all times.
- We operate systems to ensure that children do not have access to food/drinks to which they are allergic.

Refer also to: FOOD AND DRINK POLICY

FOOTWEAR

Parents are asked to send their children to pre-school in shoes suitable for both indoor and outdoor play. Open-toed shoes, sandals and Crocs-style shoes are NOT permitted for pre-school.

HIV/AIDS

- We believe that children and adults with AIDS or who are HIV positive should be welcome at our Pre-school.
- These children pose no risk to the others in our Pre-school as long as normal hygiene rules are followed.
- The Pre-school feels that children with AIDS or who are HIV positive will benefit from joining in our group and will be helped to enjoy a richer, more normal childhood.
- The positive effects of joining in far outweigh the risk of them picking up ordinary infections.
- Children and/or adults with AIDS or who are HIV positive need the Pre-schools help and understanding as well as the opportunities the pre-school will afford them. Affected families need the security of knowing they will not be discriminated against. Those who are HIV positive may have a desperate need to talk to someone – and they cannot talk to the Pre-school if they think doing so will lead to rejection by the Pre-school.

See also 'HYGIENE' below

HYGIENE

- Our daily routines encourage the children to learn about personal hygiene including washing hands after using the toilet, before eating, and after eating, shielding mouths when coughing and using and disposing of tissues for runny noses etc.
- We have a daily cleaning routine for the pre-school which includes the hall, kitchen and toilets.
- We clean our resources and equipment, dressing up clothes and furnishings regularly.
- We observe hygiene precautions aimed at prevention and control of all infectious illnesses. Such infections include not only the normal childhood illnesses, but also hepatitis B, meningitis and food poisoning such as salmonella and listeria.
- Good hygiene is important also to prevent the spread of HIV and AIDS. This virus is relatively weak and can live outside the body for only a short period of time. It is killed by the use of diluted chlorine/iodine bleach. HIV can spread only in specific circumstances – when the body fluids of an infected person come into contact with the body fluids of any person. The two main ways in which this happens are by the practice of unprotected sex and by the shared use of needles for drug use.
- To prevent the spread of all infection, adults in the Pre-school will ensure that the following good practices are observed:
 - * Washing up done thoroughly in hot water with detergent.
 - * Cups/beakers covered with a clean cloth, not stacked inside one another, and where possible air dried.
 - * Clean drying-up cloths changed every day.
 - * Different cleaning cloths for kitchen and bathroom, and separate cloths for the floor, all washed/disinfected or renewed regularly.
 - * Hands washed before and after handling food
 - * Hands washed after using the toilet.
 - * Cuts or open sores, whether on adults or children, covered with sticking plaster or other dressing.
 - * Any spills of blood, vomit or excrement wiped up and flushed away down the toilet. Rubber gloves always used when cleaning up spills of body fluids or dealing with minor wounds or handling soiled garments. Floors and other affected surfaces disinfected.
 - * Fabrics contaminated with body fluids washed by using the hot cycle in a washing machine or at the launderette.
 - * Children with pierced ears not allowed to try on or share each other's earrings.
 - * A large box of tissues available and children encouraged to blow and wipe their noses when necessary. Soiled tissues disposed of hygienically.
 - * Children encouraged to shield their mouths when coughing.
 - * Spare laundered pants, and other clothing, available in case of accidents.
 - * Polythene bags available in which to wrap soiled garments.

ILLNESS – See *SICK CHILD*

INSURANCE COVER

We have public liability insurance and employers' liability insurance. The certificate is displayed on our noticeboard in the hall.

MANUAL HANDLING – see *ADULT SAFETY*

MEDICATION

- All medications are kept in the kitchen cupboard. Prescribed medicines must be in their original bottle/container and must bear the manufacturers guidelines and dosage details from the doctor/pharmacy
- A form must be signed by the Parents giving permission to the Staff to administer any medicine each and every time it is required.
- This form is also signed by the member of staff when she has administered the medicine and again signed by the parent/carer upon collection of the child at the end of the session to show that the medication has been correctly administered.
- These forms are kept in the kitchen cupboard with the first aid box.
- Medicines will NOT be administered unless they have been prescribed for a child by a doctor, dentist, nurse, or pharmacist.

MOBILE PHONES

All mobile phones are kept in the kitchen for the duration of the session. Any calls must be answered in the kitchen area which is not accessible by the children.

OUTDOOR AREA

- The outdoor area is securely fenced.
- The garden area is checked by a member of staff every morning by completing a daily risk assessment and clearing any rubbish before it is used.
- All outdoor activities are supervised at all times
- A lock is placed on the front and back gates at all times.

OUTINGS

- Before a trip can take place, careful consideration is given to the venue. The venue is visited to see how suitable the location is for easy access, car parking, toilet facilities etc.
- The pre-school always ensures that there is sufficient parental/staff involvement before a trip is planned and organised.
- Written permission from parents is always sought prior to children taking part in pre-school outings.
- Staff must ensure that essential records and equipment ie mobile phone, first aid kit and contact numbers for parents are taken on the outing.
- At least one member of staff on the outing must hold a current paediatric first aid certificate.

RECORDS

- Before a child starts pre-school we find out from parents what immunisations their children have had, children's doctor and health visitor details, any long-term medical conditions, allergies, prescribed medications etc.
- We also ask parents to sign a consent form for emergency medical advice and treatment.
- Consent forms and records are kept in the locked grey cabinet.

Refer also to: RECORD-KEEPING POLICY and ADMISSIONS POLICY (Registration)

RISK ASSESSMENT

Regular risk assessments are undertaken to review indoor and outdoor issues.

Our risk assessment process includes:

- Checking for hazards and risks indoors and outdoors, and in our activities and procedures. Our assessment covers adults and children
- Deciding which areas need attention; and
- Developing an action plan which specifies the action required, the timescales for action, the person responsible for the action and any funding required.

At least once a year a full risk assessment is carried out.

SECURITY

- Systems are in place for the safe arrival and departure of children. All adults are aware of the system and an adult is at the door at all arrival and departure times to ensure no child leaves unsupervised or leaves with the wrong adult. During the session the main door is locked. The main gate is also secured when each session starts.
- Our systems prevent unauthorised access to our premises
- Our systems prevent children from leaving the premises unnoticed
- The personal possessions of staff and volunteers are securely stored during pre-school sessions.
- A poster is displayed reminding visitors that they must report to a member of staff immediately upon arrival to sign the visitors' book (Date/Name/Time In and Out, Purpose of visit) before carrying out their business. Visitors are accompanied at all times by a member of staff. The visitor must sign out again before leaving the premises. The Visitor's Book is kept in the locked grey cabinet.

SICK CHILD

In accordance with Health Protection Agency guidance, children who are ill or who appear to be ill should not be at pre-school even if they are not infectious.

Children with diarrhoea and/or vomiting should stay away from pre-school until they have been symptom free for 48 hours.

If a child arrives at pre-school with a disease or illness we believe to be infectious or that poses a risk to other children or the staff, the child will not be able to attend pre-school until he/she has been well for the recommended period of time. This is to minimise the risk of the transmission of an infection to other children and the staff.

Parents are asked to contact the Manager/deputy manager by phone or text if their child is unable to attend pre-school due to illness and to inform the Manager/deputy manager if their child has been in contact with any infectious disease.

If a child becomes ill whilst at pre-school, we will contact the parent or another emergency contact to ask them to collect the child as soon as possible. In the meantime we will do everything to make the child comfortable in a quiet area. A drink of water may be offered.

Parents are informed if there have been any outbreaks of infectious disease or head lice etc.

SMOKING

The hall is a non-smoking area. No smoking will be permitted on these premises at any time.

SUN SAFETY

We believe we have a shared responsibility with parents/carers to ensure that children in our care are protected from the harmful effects of the sun. Therefore we have developed a sun protection policy, based on Cancer Research UK's SunSmart guidelines, to ensure we can all enjoy the sun safely. We aim to work with parents and staff to achieve safe play in the sun by:

- Informing parents and children of the importance of sun protection
- Asking parents to send their children to pre-school with a named hat during the summer. We also provide spare hats when necessary (NB. These have to be washed by the parent/carer after use by their child)
- Selling pre-school legionnaire-style hats at cost and actively encouraging children to wear a hat when playing outside in the summer
- Providing a shaded area outside
- Asking parents to be responsible for applying sunscreen (Factor 30+) to their child/ren before the start of a pre-school session and asking parents to inform a member of staff upon arrival at pre-school if they have forgotten to apply sunscreen
- **Refer also to: ADMISSIONS POLICY (Registration)**

COSHH (The control of Substances Hazardous to Health Regulations)

Products containing chemicals are occasionally used for a variety of processes in the pre-school. To comply with the COSHH regulations a list of all hazardous substances that are used are listed on the back of the kitchen door where these are kept out of reach of children

All body fluids are also to be treated as substances hazardous to health and should be carefully dealt with using protective gloves and materials that can be safely disposed of.

In addition, all medicines are to be treated as substances hazardous to health and must be stored securely.

The Manager/deputy manager is to be informed of any hazardous substances brought onto the premises for use by employees, paid or voluntary or other users.

Any person(s) using such chemicals must observe the following guidelines:

- All substances, which are included on the COSHH list, including bleach and general household chemicals, are to be stored in a safe place out of the reach of children.
- All hazardous substances eg bleach, solvents, glues containing solvents are to be used with care.
- Always read the label before use and follow the manufacturer's instructions.
- Avoid inhalation, ingestion and skin contact of all chemical substances.
- Always wear appropriate protective clothing eg gloves etc.
- Products must never be mixed as this could give rise to hazardous by-products.
- Those handling the substance must be familiar with the First Aid procedures to be used in the event of an accident.

In the interests of Health and Safety, substances hazardous to health should only be used if there is no less harmful or harmless alternative.