



## **Health and Safety Policies and Procedures**

### **Health and Safety Policy**

The Little Pennies Pre-School Board of Trustees, in acknowledging their duties under the Health and Safety at Work Act have produced the following Health and Safety statement:

**The Trustees will ensure as far as practicable the health, safety and welfare at work of all staff, students and volunteers and all persons within the premises for which the trustees are responsible.**

### **Safety Procedure**

The nominated Health and Safety officers are **Becky Wallworth & Ruth Meaden.**

Nominated Health and Safety officer to carry out a Risk Assessment on a regular basis making a written record of any action required. Also being responsible for reporting to the Health and Safety Executive (HSE) under the duties imposed by The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) contact phone number 01202 667219.

### **Safety Policy and Practice**

The safety of young children is of paramount importance. In order to ensure the safety of both children and adults The Little Pennies Pre-School will ensure that:

- All children will be supervised at all times and will always be in sight of an adult.
- Forms are available at each session for the reporting of any incident or accident, and the accident records will be checked regularly to monitor safety.
- All adults within the Pre-School are aware of the procedure for the arrival and departure of children and the door will be staffed during these periods.
- A register of children and adults is completed after arrival, so that a full record of those present is available in an emergency.
- Children will leave the session with only authorized adults.
- Safety checks, both indoors and out, are made daily.
- The front door to the premises is locked during the session, with a key pad entry system in use at all times.
- Low level glass is safety glass
- The outdoor play area is securely fenced
- Fire doors are never obstructed

- Electric points, heaters, wires, etc are adequately guarded
- All dangerous materials, including medicines and cleaning materials are stored out of reach of children
- Large equipment is erected with care and checked regularly
- Activities such as cooking, woodwork and energetic play are constantly supervised.
- Equipment offered is developmentally appropriate, recognizing that materials suitable for an older child may pose a risk to a younger or less mature child.
- The outdoor play area is securely fenced and the staff ratio will be maintained when using this area.
- The premises are checked before locking up at the end of the session.

### **Fire Policy**

We aim to ensure the safety of staff and children against the risk of fire and will do all in our power to prevent such an occurrence.

### **Fire Procedure**

The nominated Fire officer(s) are **Becky Wallworth & Ruth Meaden**.

**Ruth Meaden** is to ensure that fire drills are carried out at least twice a term.

The procedure to be followed in the event of a fire is to be displayed where staff, parents and children can read it.

### **No Smoking Policy**

There is a no smoking policy at all times. We do not wish to encourage children to smoke in any way or think that it is a healthy practice.

### **No Smoking Procedure**

No smoking is permitted inside the building by parents or staff.

No smoking signs are displayed prominently.

Should staff wish to smoke then this should only occur in any given break time outside of the building and not in view of the children.

### **Health Policy**

We aim to provide a healthy and safe environment for the children and for the staff to work in. We will do all in our power to prevent the spread of infection and to promote good health.

### **Health Procedure**

Infection in a Pre-School can spread rapidly, not only amongst children, but also staff.

Parents are required to keep their children at home if they have any infection and to inform the Pre-School Manager as to the nature of the infection to enable other parents to be alerted.

Any child who is obviously unwell on arrival at The Little Pennies Pre-School will not be accepted. If your child becomes unwell during the course of the day you will be contacted and, if necessary, asked to collect. If we are unable to contact you personally we will of course telephone the other numbers that you have given us as alternatives and make the child as comfortable as possible until somebody is able to collect them. It is therefore essential that you keep our emergency contact numbers up to date.

**The following procedures must be adhered to:**

- **Gastric Upsets** – Children must be excluded from the Pre-School for 48 hours after the last attack of Diarrhoea or sickness.
- **Conjunctivitis** – No exclusion is necessary.
- **Fever / Throat Infections** – 24 Hours after the fever has gone down.
- **Hand Foot and Mouth** – No exclusion from pre-school is necessary unless the child is unwell eg. temperature.
- **Head Lice** – If head lice are detected on a child, the Manager will speak to the parents to request that treatment is commenced as soon as possible to prevent the spread to others.
- **Impetigo** – Exclusion is necessary until there is no new blistering or no new crusts are forming
- **Chicken Pox** – Minimum period of exclusion is 5 days from the onset of rash.
- **Verrucae** – Children do not need to be excluded, but the verruca must be covered with a rubber sock, waterproof plaster or clear nail varnish when the foot is going to become wet or damp.
- **Threadworms** – Children can return to Pre-School once they have started treatment.
- **Measles** – Minimum period of exclusion is 5 days from the onset of rash.
- **Meningitis** – Children can return to Pre-School as soon as they feel well enough.

- **Mumps** - Minimum period of exclusion is 9 days after the swelling subsides.
- **Whooping Cough** - Children can return to Pre-School 5 days after starting antibiotics.
- **Scarlet Fever** - Scarlet fever is easily treatable with antibiotics, which must be taken for 10 days. Most people recover after four to five days
- **Slap Cheek (5ths Disease)** - Pregnant women without immunity can increase the risk of a miscarriage.

All infectious illnesses must be reported to the Pre-School Manager who will advise on the exclusion period necessary, and inform other parents. (This also applies to all staff)

This particularly applies to German Measles, as this can be extremely harmful to expectant mothers.

If you would like more information on symptoms and incubation periods of any infectious illness please speak to staff.

In case of an emergency The Little Pennies Pre-School reserves the right to remove a child to Hospital. Please refer to Parental Agreement.

### **Medicines Policy**

We will not administer any medicines without specific written instructions from the parent.

During the summer months, children should come into Pre-School with sun-cream applied, staff will then re-apply sun-cream if parental permission has been given.

### **Medicines Procedure**

We will administer medicine to control the effects of a non-serious illness or where a doctor has prescribed medication but only after receiving prior written instructions and consent from the parent.

Each time medication is given to a child a written record will be kept of this together with a witness' signature. See Administration of Medicines Policy.

### **First Aid Policy**

We aim to minimise any pain or discomfort suffered by a child or member of staff whilst in our care and will do all in our power to make them comfortable as quickly as possible.

### **First Aid Procedure**

The appointed person(s) for First Aid is **Rebecca Wallworth**.

She will ensure that the First Aid box is kept well stocked, is checked and re-filled every Half term. The First Aid box will be easily accessible at all times.

All staff will attend an appropriate course every three years so as to ensure they remain up-to date on first aid methods.

First Aid trained staff will ensure a written note is made of any accidents and that parents sign against this when collecting children to confirm they have been informed.

Parents to provide written detail of any illnesses or conditions, which the children suffer on a permanent basis together with, appropriate medication and instructions on how to administer e.g. asthma inhalers.

Parents to provide a list of any medication the child is allergic to.

### **Food and Drink Policy**

Any snacks and meals provided will be nutritious and as varied as possible. We also aim to reflect the multicultural and religious backgrounds of the children, and where possible to comply with parent's wishes. We try to make snacks and meals sociable occasions with the children sitting down together in small groups.

### **Food and Drink Procedure**

The kitchen is out of bounds to the children. A safety gate is fitted across the doorway. Children are to help prepare the snack at the low level counter outside of the kitchen with adult supervision.

- Staff and children are to wash hands before touching food
- Staff are to wear disposable aprons in the kitchen area before preparing food and are to ensure long hair is tied back
- Children are not to swap or share food with others in case of food allergies.
- Parents to provide written detail of any food allergies suffered by the child
- Kitchens to be kept clean and tidy
- Rubbish bins to be emptied regularly
- Never cough or sneeze over food
- Tea towels will be washed between each Pre-School session
- New dishcloths to be used daily
- All equipment will be washed in the dishwasher, where appropriate
- Staff are training in Food Hygiene.

### **Hygiene Policy**

We aim to provide a clean and hygienic environment for the children and staff, which minimises the spread of infection.

**Hygiene Procedure**

- Toilets are to be checked regularly and cleaned if necessary.
- Staff and children are to wash their hands after going to the toilet and before handling food.
- Latex gloves and disposable aprons are to worn by staff when taking children to the toilet.
- Regular checks to be carried out on any sandpits and the sand changed when appropriate.
- Tissues always available and children encouraged to blow and wipe their noses when necessary, and to dispose of the used tissue properly.
- Children are encouraged to shield their mouths when coughing.
- A cleaning routine is to be followed throughout the day to ensure the premises and equipment are kept hygienic.

**Cleaning and clearing**

Latex gloves to be worn when cleaning spills of bodily fluids. Floors and other affected surfaces disinfected using bleach diluted according to manufacturer’s instructions. Contaminated fabrics are to be washed thoroughly in hot water.

Any spills of blood, vomit or excrement wiped up and flushed down the toilet.

Spare clean pants and other clothing are available in case of accidents. Polythene bags available for wrapping soiled garments.

This policy was adopted at a meeting of Trustees on .....

And was checked and re-affirmed on.....

Signed on behalf of The Little Pennies Pre-School

..... (Chairperson)