Health and Safety Policy

At Gravenhurst and Villages Pre-School we aim to promote a healthy lifestyle and a high standard of hygiene and safety, strongly believing that a child who feels safe in our environment will thrive.

To ensure this happens we have a designated Health and Safety Officer who undertakes relevant training and advises other members of staff on health and safety issues. Currently **Alice Redman** is our Health and Safety Officer and **Kath Cullen** is Assistant Health and Safety Officer.

We also have a Physical Activity and Nutrition Co-ordinator (PANCO) **Kath Cullen.**

Health

Food

Before Admission - staff discuss with parents the child's dietary requirements, preferences, food allergies, and any special health requirements. This information is recorded on BabysDays and appropriate arrangements made to meet any needs.

Snack Time

- We aim to provide a nutritious, balanced snack which covers a range of food groups (carbohydrates, fruit/vegetables, and protein/dairy) to ensure that children's dietary needs/allergies are adequately provided for within the menu plan, as well as fostering a positive relationship with food that supports children trying new foods.
- All Educators have a Level 2 food Hygiene certificate.
- A two week rota is produced each term for snack, ensuring that children are introduced to new food experiences. We will ensure that there is a selection of foods from various cultural backgrounds.
- All children wash their hands/sanitise prior to snack and then again afterwards.
- Children's independence will be encouraged as they choose their own snack items from a healthy selection provided, as well as pouring their own drink (milk or water) when physically able from a jug provided. Afterwards they will be encouraged to clear away their rubbish and wash their plate and cup where appropriate.
- Children are encouraged to drink from an open topped cup, which are available at all times, but may drink water from a drinks bottle provided from home. Squash and juice from home can only be drunk at lunch time due to the damage frequent sipping of sugary drinks causes to oral health.
- Adults will positively encourage children to try new foods and praise them for doing this.
- All foods provided by the setting are outlined on the food allergens list displayed in the kitchen.

Lunch

- The setting will provide parents with information on healthy food suggestions to be provided in packed lunch boxes. (See PANCO information pack)
- Staff will encourage children to eat food from a range of food groups and any remaining food will be sent home in the lunch box
- Water will be provided by the setting during lunch time (and at all other times of the day).

- Staff sit with children at lunch to model and encourage good social skills. We will ensure that all children can be seen and heard whilst eating to reduce likelihood of choking and anaphylaxis reaction.
- Parents/carers will be informed if we believe a child has a decreased appetite compared to usual.
- Children will be encouraged to help tidy the lunch area by sorting their rubbish at the recycling station and packing away their lunchbox.
- If a child refuses to eat, positive encouragement will be used, but the child will never be forced to eat something or their lunch in a particular order. We will ensure that the child drinks and the child will be monitored in case they become unwell. If needed additional support can be arranged for the child/parents to discuss any food/eating concerns.

Cooking and other Food

- Staff who are responsible for handling and preparing food are required to undertake a Level 2 food hygiene qualification, and the kitchen area is suitable for the hygienic preparation of food.
- Water is accessible at all times on the breakfast bar via jugs and open cups.
- The dietary rules of religious groups and also of vegetarians/ vegans are known and met.
- Milk is provided for children at snack times (pasteurised whole milk for under 3's and semi skimmed for 3+ when available)
- All meals and snacks provided are nutritious, avoiding large quantities of fat, sugar, salt, additives, preservatives and colourings.
- Ofsted will be notified of any food poisoning affecting two or more children cared for on the premises. Notification will be made as soon as possible but at least within 14 days of the incident.
- Practitioners will work with parents to provide them with information on Healthy food and lifestyle, see our Physical Activity and Nutrition Statement.

Outdoor Play

- Children will have the opportunity to play outside throughout the year (either in the setting's own outside play area, or in the main school grounds/woodland, or on outings to parks or other community play spaces).
- We operate a free flow policy where children have access to the garden for most of the session
- Parents are advised to send their child/ren with appropriate clothing i.e. suitable clothing for the season, however no child will be excluded from the garden if these have not been provided as spares will be provided. .
- Safety checks are done each morning on the outside and inside environment. If there are any poisonous or dangerous plants on or brought onto the premises appropriate safety procedures will be followed which may include removal of the plant and parents/carers will be informed.
- Whilst we have free flow play to the garden, during extreme weather conditions such as heat, cold or wind, play in the garden will be monitored for children's safety. Children will be encouraged to come inside to have drinks in hot weather (and drinks will be provided in the garden) or to warm up in cold weather etc...

Sun Protection –

- All children will be actively encouraged to wear a hat (spare ones will be available) and suitable clothing to protect them from the sun.
- Parents will be asked to sign to approve the use of the setting sun lotion. Any children with sensitive skin can provide their own.
- Additional shade will be provided by gazebos in the garden during summer months.
- Drinking water will be made available in the garden during the summer.
- Staff will set good examples by wearing hats and sun lotion.
- Equipment such as the slide, hosepipe or outdoor mats are physically checked by practitioners to ensure they are not exceeding suitable temperatures.

Find out more information at www.sunsmart.org.uk.

Illness and Attendance

- ▪Parents are asked to keep their children at home if they have any infection, and must inform the setting as to the nature of the infection. This will allow the setting to alert other parents as necessary and to make careful observations of any child who seems unwell.
- ▪Following sickness and/or diarrhoea parents/carers shall be asked to allow **48 hours after** the last bout before returning their child/ren to the setting.
- ▪If a child does become ill during the session, then they should be made comfortable and the parents/carers contacted to take them home. The child should be kept under regular observation and temperatures and any change of physical appearance to be noted in the first aid book.
- ▪If a child is sent home with a high temperature (above 38 degrees) that child should not return to Pre-School until they are able to maintain a normal body temperature (37 degrees) without the use of calpol or other medicines.
- ▪If the children of setting staff are unwell, the children will not accompany their parents/carers to work in the setting.

First Aid

- ▪Cuts or open sores, whether an adult or children, will be covered with sticky plaster or other dressing. Parents sign permission for this on child's admission.
- ▪The setting will ensure that the first aid equipment is kept clean, replenished and replaced as necessary. The first aid box will be checked by **Kath Cullen** every half term. Sterile items will be kept sealed in their packages until needed.
- ▪There will always be on the premises at least one qualified first aider trained to administer first aid to children.
- ▪The Defibrillator is situated at the Village Hall, this may be accessed on advice from the emergency services.

Medicines

- ▪If the child is on prescribed medication please see separate **Medication Policy**.
- ▪Asthma inhalers are considered by most insurers to be oral medication and therefore must be included in the guidelines of this policy as if they are prescription medicines.
- ▪With regard to the administration of life saving medication such as insulin/adrenaline 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-schools insured with Royal & Sun Alliance, this will be through the Insurance Section at Pre-school Learning Alliance National Centre.) If specialist knowledge is required, staff involved in administering medication will receive training from a qualified health professional. Procedures will be put in place for each individual child for dealing with an emergency, where life saving medication is required. This should be discussed and agreed with the parent or guardian of the child and confirmed in writing. This could include a list of symptoms, a procedure to call 999 and call an ambulance stating that the child has collapsed with a particular condition, an emergency contact telephone number for the parent, an emergency medication supply to be provided by the parent for the ambulance crew to administer.

Any other conditions that do not fit into the remit of this policy will be dealt with on an individual basis.

Asthma

If a child has Asthma or an inhaler to relieve the symptoms of Asthma, a long term medication form shall be completed to show how the child will be cared for and how to use their inhalers during a suspected asthma attack or when we have concerns over their breathing. Parents are asked to sign this with urgency and provide a named/prescribed inhaler that can be used by Educators in these scenarios.

Following any Asthma attack within the setting we will undergo a review to evaluate our practice and the environment to check how we responded. Within this review we shall assess air quality as a factor in attributing to the attack.

All Educators are trained how to use an inhaler in their Paediatric First Aid Course.

Emergency Paracetamol

To administer paracetamol to your children in the setting a Permission form on Babysdays must be signed.

Emergency Paracetamol will be given in 1 of 2 incidents:

1) a child has a temperature of over 38.5 degrees and we have gained verbal consent on the phone as we wait for them to arrive
2) A child has had a serious accident such as breaking a bone and needs some pain relief

The Paracetamol will be given in the form of Calpol. We will store an 'infant' and a 'SixPlus' bottle on the premises and will administer the age appropriate medicine and correct dosage to the child.

Information sources

- Parents will have the opportunity to discuss health issues with setting staff and will have access to information available to the setting.
- The setting will maintain links with health visitors and gather health information and advice from the local health authority information services and/or other health agencies.
- Information on infectious diseases and common childhood diseases can be found in the Parents file kept on site.
- See www.hpa.gov.uk for more information from the Health Protection Agency
- See www.nhsdirect.nhs.uk for more information on health issues.

Physical Intervention

At some occasions in the setting physical intervention may be necessary to prevent harm to the children.If at any point to ensure your child's safety we have had to use physical intervention such as back slaps to dislodge a piece of food, or lifting a child out of the way of danger. A physical intervention form will be completed on BabysDays so you can see why and what has been done.

Reporting Injuries and Incidents

RIDDOR (reporting of Injuries, disease and Dangerous Occurrences Regulations 1995) Reporting accidents and ill health at work is a legal requirement. The information enables the Health and Safety Executive (HSE) and local authorities to identify where and how risks arise and to investigate serious accidents.

What type of accident needs reporting:

Accidents to employees need to be reported, such as accidents which result in death or major injury and accidents which prevent the injured person from continuing at his/her normal work for more than three days.

Major injuries – Amputation, Fracture other than to the finger, thumb and toes, Dislocation of the should, hip, knee or spine, Loss of sight (temporary or permanent), A chemical or hot metal burn to the eye or any penetrating injury to the eye, Any injury resulting from an electric shock or electrical burn (including any electrical burn caused by arcing or arcing products) leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24hrs, Loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent, acute illness which requires medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material, illness or loss of consciousness from absorption of any substance by inhalation, ingestion or through skin

Any other injury... leading to hypothermia, heat induced illness or unconsciousness, requiring resuscitation or requiring admittance to hospital for more than 24hrs.

HSE must be notified of fatal and major injuries without delay (eg by telephone: **0845 300 99 23**). Within ten days the telephone call must be followed up with a written report on Form 2508. Other accidents do not need to be notified immediately, but they must be reported in writing to HSE on Form 2508 within ten days. For more information go to www.hse.gov.uk/riddor. **Ofsted** must also be notified.

COSHH (Control of Substances Hazardous to Health Regulations 2002)

Using chemicals or other hazardous substances at work can put people's health at risk, so the law requires employers to control exposure to hazardous substances to prevent ill health. Pre-school must protect both employees and others who may be exposed by complying with the Control of Substances Hazardous to Health Regulations 2002 (COSHH). Guidelines are given in 'COSHH A brief guide to the regulations'. Pre-school will ensure that any chemicals used will be made known to all staff/volunteers and their risks assessed and what risks these present to staff.

Physical Intervention

At some occasions in the setting physical intervention may be necessary to prevent harm to the children. This will be done according to the risk assessment already in place and will be logged on an incident form in case any injury has been incurred.

Hygiene

The Pre-School is cleaned generally daily, and toileting/nappy change areas are cleaned multiple times a day. Toys and resources are cleaned frequently.

Safety

The Pre-School Environment - To ensure our premised is safe:

- safety checks on both the indoor and outdoor environment are done at the beginning and at the end of the day to reduce the likelihood of danger
- Main door is locked and chained at all times
- Low level glass must be safety/toughened glass adhering to current British safety standards
- The layout and space ratios will allow children and adults to move safely and freely between activities
- All dangerous materials, including medicines and cleaning materials will be stored out of the reach of children.
- Internal safety barriers and gates will be used as necessary
- All equipment will be developmentally appropriate for the range of children
- Large equipment will be erected with care and checked regularly.
- All broken toys will be discarded.
- All equipment has a written risk assessments and spot risk assessments are also done on setting up new activities.

Special Considerations - Some areas and activities pose particular hazards and so...

- Children playing with or near water will be continuously supervised.
- All cooking activities involving heat will be continuously supervised.
- Children will be supervised at all times for snack time and lunch time, and we will ensure that there faces can be seen so we can be alert to signs of choking or anaphylaxis. .
- In shared premises, stored equipment belonging to other organisations will be checked for potential hazards.
- Systems will be in place to ensure that children are not at risk from swinging doors and that no child can leave the premises unattended.
- Legionnaires checks are done 6 monthly by an outside agency and temperature monitored monthly.

Fire Safety

- Fire doors will never be obstructed and fire exits will be easily identifiable.
- Fires/heaters/electric points/wires and leads will be adequately guarded.
- There will be adequate systems and equipment for the detection and control of fire doors which will be **serviced biannually.**
- A record will be kept of any checks by the fire safety officer and also of fire drills and servicing of fire equipment. Any recommendations by the fire safety officer will be carried out.
- There is NO SMOKING anywhere on the premises this includes vaping.
- Fire drills will be held once a week ensuring every child and staff member experiences a drill.
- An annual PAT test will take place.
- The Internal Wiring test will be undertaken every 5 years.

Supervision

- Children will leave the setting only with authorised adults nor will they have unsupervised access to kitchens/cookers or cupboards storing hazardous materials including matches.
- All children will be supervised by adults at all times and will always be in sight or hearing of an adult.
- On outings, the adult: child ratio will always be in line with the statutory requirements as a minimum and may be increased under due consideration by the leader.
- If a small group goes out, there will be sufficient adults to maintain appropriate ratios for staff and children remaining on the premises.
- Whenever children are on the premises at least 2 adults will be present.

Adult Safety

- All adults in the group, both staff and visitors, will be aware of and respect the group's safety policies.
- Adults in groups will have access to advice on safe lifting, and will form part of the induction process of new staff.
- If adults need to reach up for stored equipment they will be provided with something safe to stand on. Heavy materials will not be stored above head height.
- Adults will keep hot drinks in the kitchen area
- All adults, including parents and other carers, will be made aware of the systems in place for children's arrival/departure and a staff member will be at the door during these periods.
- Any member of staff who arrives at work who is thought to be under the influence of drink or drugs will be asked to leave. Disciplinary procedures will then begin.
- Staff will be trained to work safely at heights by our Health and Safety Officer who has a working at heights certificate.
- Staff medical needs will be assessed and a risk assessment will be put in place to support them.

Child Safety

- A register of children will be completed as people arrive and leave so that a complete record of all those present is available in any emergency.
- Accident/incident forms will be available each session for the reporting of any accidents/incidents, these will be stored with the child/staff file whether that be electronically on babysdays or paper form.
- Regular safety monitoring will include checking of the accident records as a basis for risk assessment.
- When answering the door, adults must ensure that they only allow those known or expected. If unsure, the security chain should remain on the door and ask for identification. The chain will be removed once proof of identification can be given.

First Aid

- A correctly stocked first aid box will be available at all times both outdoors, indoors and on the Minibus.

Safer Sleep

Whilst few children will sleep at Pippins, there may be the occasion when a child needs a nap or becomes unwell and falls asleep.

To ensure the children are safe as they sleep we have the following procedures in place:

- Sleeping space is in the Book Corner , this not only gives the child a bit of protection from other playing children, it also is not near a radiator or in direct sunlight.
- The portable 'bed' that we used is firm and flat and is to British safety standards. A fitted sheet is provided along with optional loose bedding and a pillow and only given to the child if they are able to roll confidently.
- The child will be encouraged to sleep on their back to support the opening of their airways.
- The child and the temperature of the space are then constantly monitored to ensure that the child does not overheat (temperature to be kept between 16-20 degrees) or become entangled in the bedding

All periods of sleep shall be recorded on Babysdays for parents to see.

Safer Eating
Adults will sit with children at times when food is consumed in a way that all children can be seen and heard. Due consideration will be given to the child's individual food intolerances or allergies and the cutting of fruit and vegetables will be done so in accordance with the guidance to avoid choking.

Risk assessments- EYFS
On the spot risk assessments are actively done throughout the day. We also have written risk assessments in the office file.

This policy aims to cover not only within the setting but preschool outings too.

The setting works closely with the healthy and safety officer from the council and partakes in regular audits with our HR consultant – Kroner.

This policy was adopted on:.....

Signed on behalf of the setting……..

Date of next review:.....