**Downham Market Children’s Centre**

**Snape Lane**

**Paradise Road**

**Downham Market**

**Norfolk PE38 9JE**



**Health and safety policy**

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| It is the policy of Clackclose Pre-School to comply fully with the requirements of European Community Law, the Health & Safety at Work Act 1974, and all other relevant statutory provisions.  The Pre-School has a responsibility to provide a safe environment for all children. The Committee, Manager and Practitioners of Clackclose Pre-School aim to:   * Involve and motivate Pre-School Practitioners in all matters concerning Health & Safety. * Prevent accidents, injuries and ill-health and to identify and eliminate hazardous situations. * Achieve a high standard of occupational health, safety, welfare and hygiene. * Control situations likely to be hazardous to health and safety in the Pre-School or cause damage to persons or equipment. * Provide a safe, healthy and clean environment. * Provide equipment that is safe and in good order and where appropriate will conform to British Standards. * Ensure that all practitioners are aware of the health and safety policy and understand its importance and where possible are trained in this area. * Risk assessments will be carried out both inside and outside prior to every session. * A minimum of two qualified First Aiders will be present in the Pre-School and appropriate first aid arrangements will be provided. * Employees will also have a responsibility to take reasonable care of their own health and safety and of the children in their care.   **All Practitioners will be responsible for ensuring the following:-**   * Keeping all fire exits clear at all times. * Keeping all electrical equipment well out of the reach of the children at all times. * Making sure that the internal door to the Children’s Centre and the gate are kept closed and locked at all times. |
| * All medicines are kept out of the reach of the children and stored away from any accessible areas. * All cleaning materials and equipment are kept locked away in their designated places. * All equipment is safe and in good condition. If not it must be reported to the Manager and removed. * Floors are mopped after all spillages or accidents. |

* All children are supervised by adults at all times and will always be within sight and/or hearing of an adult.
* All Practitioners are aware of the system in operation for children’s arrivals and departures and a Practitioner will be at the door during these periods.
* Children will only leave the Pre-School with authorised adults.
* Indoor and outdoor safety checks should be made before every session. (Activities such as cooking, woodwork and energetic play should receive close and constant supervision (refer to the Risk Assessment Policy).
* On outings near busy roads the adult ratio will be at least one to two (refer to the Transportation and Outings Policy).
* If a small group goes out, there should be sufficient adults to maintain appropriate ratios for practitioners and children remaining on the premises.

**First Aid Training**

At least two First Aiders are available at each session. All supervisors are to have First Aid Certificates. Each supervisor is to be responsible for keeping their certificate up to date.

**Accidents (please also see First Aid Policy)**

* The Committee must be informed of any accidents requiring medical treatment and an accident report completed.
* An accident book/form must be available to record any minor accident or incident, not requiring treatment in detail, e.g. time, place, practitioners present etc.
* Parent/carer should be informed about any accidents.
* The Pre-School will have a minimum of two qualified first aiders per session and where possible all Practitioners will be qualified first aiders. All Practitioners are to be aware of who the first aiders are.
* Accidents and Incidents are reviewed at the monthly Practitioners Meeting and at Committee Meetings. This enables us to put in place any extra safety measures required.

First aiders and Practitioners should ensure they: -

* Cover any cuts, grazes or scratches with waterproof plasters.
* Wear latex free barrier gloves when dealing with any kind of accident, e.g. cuts, sickness, urine or faeces.
* Double wrap and tie up in plastic bags any item used for cleansing.

**First Aid Box (Please also see First Aid Policy)**

* A fully equipped first aid box is readily available at all times and contains the following:
  + Disposable gloves
  + Sterile dressings
  + Bandages – crepe, cotton and triangular
  + Blunt ended scissors
  + Adhesive tape
  + Plasters
  + The contents of the first aid box must be listed and the contents routinely checked every half term to ensure everything is in date and that we do not run out of any equipment.
  + Drugs must not be stored, e.g. aspirin, paracetamol or antiseptic cream.

**Administration Of Medicines/Medicine Book**

* If a child is receiving prescribed medication the Pre-School require written consent from the parent/carer, this consent should contain details of times to be given dosage etc and completed on the appropriate form.
* All medications should be in their original packaging clearly named with details of the child, dosage and the name of the doctor who prescribed it. It will be stored in accordance with instructions in a locked cupboard or fridge.
* Any medicine administered in the session will be recorded on the appropriate form detailing the amount given, the time and the person who administered it. The parent/carer will be asked to sign the form on collection.
* If specific medical knowledge or training is needed to administer a medicine, then this will be sought from a qualified medical professional.

**Administration of Non-prescribed Medication / Paracetamol**

* Practitioners cannot administer non-prescribed medication.

**Illness/Disease**

* Parents are asked to keep their children at home if they have any infection or are unwell.
* Parents are asked to keep children at home if they have administered calpol/nurofen to their children prior to sending them to school.
* Children with plaster casts for broken limbs will be assessed on an individual basis. Practitioners will decide whether or not they feel it is safe enough for the child to attend Pre-School.
* Any member of Pre-school Practitioners/committee has the right to refuse to admit a child to a Pre-school session if they feel the child is unwell, and would not benefit from the session, or would cause a possible risk of infection.
* Parents should inform the Pre-School as to the nature of the infection so that Practitioners can alert other parents, and make careful observations of any child who seems unwell.
* Parents are asked, in the Pre-School Brochure and regular letters, not to bring any child into the Pre-School who has been vomiting or had diarrhoea until at least 72 hours has elapsed since the last attack.
* Practitioners will administer one emergency dose of paracetamol in the event of an unwell child with a high temperature, following discussions with a parent or other emergency contact. The parent will be asked to collect the child as soon as possible.

**Open Wounds/sores**

To prevent the risk of contamination or infection parents are asked to keep children with open wounds or sores at home unless the wound can be completely covered.

**Illness At Pre-school**

* A list of contact numbers for each child will be kept at Pre-school.
* If a child is taken ill during a session parents/carers will be contacted and asked to collect the child.
* If the child's Doctor or an Ambulance is required these will be contacted prior to contacting the parents. While waiting to be collected the child will be kept warm and comfortable.
* The Pre-school reserves the right to refuse entry to any child where it is felt they will not benefit from the session, Practitioners consider them a risk to others (through contagion) or at risk of infection.

**Exclusion Times For Specific Diseases**

Below follows a table for various diseases and shows how long a child should be kept away from Pre-school.

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| Disease | Incubation | Restriction/Exclusion |
| Chicken Pox | 2-3 weeks | Exclusion for a minimum of 5 days after spots first appear and spots become dry and scabbed over |
| Conjunctivitis | 24-72 hours | Until cleared up or following 24 hours of treatment |
| Glandular Fever | 4-6 weeks | Exclusion until clinically well |
| Hand, Foot and Mouth | 5/7 days | Exclusion until clinically well |
| Hepatitis A | 15-20 days | Exclusion until 1 week after jaundice appears and clinically well |
| Influenza | 1-5 days | Exclusion until well |
| Impetigo | 4-10 days | Exclusion for 48 hours after treatment commenced and lesions are scabbed and dry (with no visible weeping). Children may attend following the 48 hours if lesions can be fully covered. |
| Measles | 7-18 days | Exclusion until well |
| Mumps | 12-25 days | Exclusion until swelling has subsided |
| Ringworm | 10-14 days | Exclusion not necessary after treatment start |
| Rubella | 14-23 days | Exclusion for 7 days after onset of rash |
| Scabies | 2-6 weeks | Exclusion until the day after treatment |
| Scarlet Fever | 1-3 days | Exclusion until 48 hours after treatment |
| Slapped Face | 4-20 days | Exclusion until clinically well |
| Whopping cough | 7-10 days | Exclusion for three weeks from onset. If treated with antibiotics can return when clinically well |

**Contingency Plan (see Contingency Plan)**

**Practitioners Ratios**

At Clackclose Preschool we aim to meet the relevant adult:child ratios at all times. We also aim to ensure that training and qualifications requirements are met.

* There will be a minimum of six practitioners on duty at all times.
* The Senior Supervisors will hold at least a level 3 qualification.
* At least half of all practitioners on duty will have at least a level 2 qualification.
* Adult: child ratios will be maintained during outdoor play and on outings.
* All practitioners will have induction training to include health and safety and safeguarding training.
* In the event of practitioners illness or other emergency which threatens the adult: chid ratio the Contingency Plan will be followed.

**AIDS/HIV**

Practitioners, Parents, Carers, Children and helpers are under no obligation to tell anybody that they are HIV Positive and indeed may not know themselves if they have the virus. Information is given in confidence and will be respected and not passed on without consent.

**Special Needs Children**

Every care will be taken to take into account the special health and safety needs of any special needs child. Pre-school reserves the right to refuse a place to a special needs child if that child’s health and safety needs cannot be ensured.

**Hygiene**

* Hands should be washed after using the toilet.
* Hands should be washed before snack.
* Hands should be cleaned using the dispenser outside when coming in from outdoor play.
* A large box of tissues should be available and soiled tissues disposed of hygienically.

**Snack Routines**

* Ensure that children wash hands before snack.
* Use soap or liquid soap under warm running water (less than 60C).
* Tables should be washed with disinfectant before snack.
* Cups and plates should be thoroughly washed after use.
* Drying cloths should be changed frequently.
* Chopping boards should be washed thoroughly after use.

**Food Preparation**

* Adults will drink their hot drinks in the kitchen/office. Adult to child ratio will be upheld in the setting during this time.
* Kettles should not be used in the setting.
* Practitioners will be trained in food hygiene.
* Kitchen surfaces will be cleaned using antibacterial spray prior to snack being prepared.
* Practitioners will wear an apron and gloves when preparing snack.
* All food will be checked before use to ensure it’s in date.
* All food will be stored correctly in accordance with training.

**Healthy Snack (see Also Healthy Eating Policy)**

* All Preschool children will be provided with a snack and a drink during each session. This will usually comprise of bread/cracker/crumpet/wrap/cereal/yoghurt and some fruit or vegetables. The drink will be a choice of milk or water. The choice of food will naturally vary according to time of year and topic links.
* Water is available at all times during the session.
* Where possible fresh unprocessed foods will be given to the children.
* The Preschool will make every effort to help promote healthy eating through refreshments given.
* Any specific dietary requirements of the children will be adhered to.
* Any food allergies should be noted on the children’s records and those foods will be excluded.
* Many cultures have religious, moral or ethical grounds for not eating certain foods. These will also be adhered to.

**Cleaning**

**Pre-School setting/toilets: -**

* The Pre-School will be cleaned at the end of every day by a Practitioner. This will include: -
* Floors hoovered and washed with antibacterial solution
* Tables and chairs to be cleaned with antibacterial solution
* Kitchen work surfaces to be cleaned with antibacterial solution
* Toilets and sinks will be cleaned with antibacterial solution
* Toilets will be checked regularly throughout sessions by practitioners to ensure they are clean at all times. The member of practitioners will complete and sign the check list located on the back of the door.

**Nappy changing equipment: -**

* The changing mat will be cleaned with antibacterial spray following every use.

**Disposal of Rubbish**

* All rubbish will be disposed of in the bin.
* All nappies will be double wrapped and tied before being disposed of in the nappy bin at the front of the building.
* All bins are emptied at the end of the day by the cleaner.

**Shelves/storage cupboards**

* Are to be kept clean and tidy at all times.
* Toy equipment and storage areas to be cleaned in antibacterial solution or sterilising solution every week.

**Toys**

* Are to be thoroughly cleaned every half term using antibacterial solution or following an outbreak of sickness and/or diarrhoea.
* If a practitioner sees a child putting a toy in their mouth the toy will be cleaned with antibacterial solution.
* Toys will be cleaned following play in the sand, shaving foam, jelly, play dough etc.
* The water tray is to be cleaned once a week with antibacterial spray.
* A cleaning inventory is up kept recording the date each toy was cleaned. If a toy is broken or damaged it will be removed and this will be recorded on the inventory.

**Storage of cleaning materials**

Cleaning material will be stored in a locked cupboard. All cleaning materials will be stored in their original bottles complete with labels.

**Equipment**

* Equipment should be checked regularly and dangerous items repaired or discarded.
* The layout and space ratios should allow children and adults to move safely and freely between activities.
* All dangerous materials, including medicines and cleaning materials, should be stored in a locked cupboard.
* Children should not have unsupervised access to kitchens, cookers or any cupboards storing hazardous materials.
* Heaters/electric points/wires and leads should be adequately guarded.
* Large equipment should be erected with care and checked regularly.
* Equipment offered to children should be developmentally appropriate, recognising that materials suitable for an older child may pose a risk to younger, less mature children.
* Any broken toys/equipment should be disposed of.
* Bags belonging to practitioners are to be stored in a locked cupboard during every session.
* Clean water should be provided in the water tray for each session.
* Mobile phones with camera facilities are to be placed in the basket provided. No mobile phones should be used in the setting, apart from the Pre-School mobile or its grounds by practitioners or parents.
* The Pre-School mobile should only be used for texting and telephone calls. It should not be used to take photos.
* Sand should be cleaned and replaced regularly.
* Play dough should be changed frequently.
* Toys, dressing-up clothes and play equipment should be washed regularly.
* Be aware of babies visiting the pre-school and make sure that small pieces of equipment are out of reach.

**Outdoor play**

* Fences and gates should be secure at all times.
* The outside sand pit is kept covered when not in use.
* Climbing equipment should be used while under supervision and with appropriate safety mats.
* Outside play areas must be checked for broken glass or other dangerous litter.

**Storage of Equipment In Cupboards and Shed**

* Equipment will be stored safely and tidily.
* Outdoor toys will be stored safely in the shed.
* These will be put away by the supervisors. No children should be allowed in the shed. The shed will be locked when it is not in use.

**Exits**

* The gate must be kept always locked. A practitioner outside should always carry the key to ensure easy exit in the event of fire.
* All doors and fire exits must be always kept clear.
* The fire door should be always left unlocked.
* Large pieces of equipment should not be used near to the exits.

**Fire Procedures (see also Emergency Practices and Procedures Policy)**

In the event of a fire the Fire Evacuation Procedure should be followed.

* General fire safety instructions should be clearly displayed in the nursery
* All practitioners and children should be aware of the fire drill procedures.
* Fire doors should be always kept clear.
* Fire exits should be clearly marked.
* Fire drills are undertaken once a month.
* A register of both adults and children should be completed so that a record of all those present is available in any emergency.
* Fire extinguishers should be checked annually by an expert. Practitioners know how to use the extinguishers. The fire extinguishers are checked as part of the termly risk assessment to ensure the fire extinguisher check is not out of date.
* Fire alarms and smoke detectors are checked monthly by an expert.

**Evacuation Procedures (see also Emergency Practices and Procedures Policy)**

In the event of a non-fire emergency the Evacuation Procedure should be followed.

**Risk Assessments (see also Risk Assessment Policy)**

To enable Clackclose Pre-School to carry out a risk assessment a five-step process is followed: -

1. Identification of risk: where is it? and what is it?
2. Who is at risk: practitioners, children, parents
3. Assessment as to the level of risk as high medium or low. This is both the risk of the likelihood of it happening as well as the possible impact if it did happen.
4. Control measures to reduce/illuminate the risk: what will you need to do or ensure others will do to reduce that risk.
5. Monitoring and review: how do you know if what you have said is working or is thorough enough? Of it is not working it will need to be amended, or maybe there is a better solution.

At Clackclose Pre-School the following risk assessments are in place: -

* Daily
* Termly
* Water play
* Climbing Equipment
* Sand play
* Snow Covering
* All Outings

Risk Assessments are reviewed regularly and updated to include any new equipment.

**No Smoking / Vaping**

There is a strict no smoking (to include vaping) policy at Pre-school and in its grounds.

**Jewellery**

Practitioners

* Only suitable jewellery is to be worn. If earrings are to be worn, they should be small stud types.

Children

* It is preferred that children do not wear jewellery to Pre-school.
* If they do and practitioners feel that it is inappropriate, parents/carers will be asked to remove it before the child is left.
* While every care will be taken the Pre-school cannot accept responsibility for jewellery lost or broken during a session.

**Review**

The Health and Safety Policy is reviewed yearly. It will be revised in the light of experience, changes in the law or because of operational or organisational changes.

**Review Date: September 2025**