**Health and Safety Policy**

Pegasus Childcare Centre believes that the health and safety of children and staff is a matter of paramount importance. Pegasus Childcare Centre has developed procedures and safe practices to ensure children’s health and safety is maintained, promoted and prevent the spread of infections. Staff are committed to providing a safe, healthy environment where children can learn and develop. Staff work closely with parents/carers and healthcare professionals to ensure all children access nursery facilities safely.

**Other policies and procedures that link to Health and Safety policies.**

In order to ensure the nursery maintains a high standard of health and safety the nursery has developed the following policies and procedures that all nursery staff follow:

* Accident and First Aid
* Arrival and departures
* Critical incident
* Equal opportunities
* Fire evacuation
* Healthy eating
* Illness and exclusion
* Intimate care
* Medication
* Missing person
* Outings
* Premises and equipment
* Staff induction
* Staff and Employment
* Settling in and child induction
* Risk assessments

These policies and procedures can be found in detail in the nursery office on request.

Throughout this policy and procedures it will cover:

* Supervision of children
* Risk assessment
* Food
* Allergies
* Fire safety
* Manual handling
* Toys, resources and equipment
* Electrical appliances
* Nursery practice
* Responsibilities
* Working in partnership with parents
* Staff training
* Animals

Supervision of children

Pegasus Childcare Centre staff ensure all children are supervised at all times, this includes children sleeping during nap time in the sensory den. Children get checked on during nap time regularly.

The Manager or Deputy Manager must ensure staff to child ratio and required space per child is maintained at all times.  It is essential that there are always two nursery staff present when children are on the premises.

Ratios -

1 adult for 4 children aged 2 years old.

1 adult for 8 children aged 3-4 years old.

Staff, Student or long term Volunteers can only ever be left alone with children once all relevant checks have been cleared - DBS and management are satisfied that the adult is comfortable to do so.

At no point is a child ever left alone without an appropriate adult.

Risk assessments

Staff identify and manage risks to children and adults through carrying out risk assessments. A risk is a likelihood of a hazard occurring and the hazard is anything that could cause harm to others. All activities need to be considered, significant risks are identified, measures are put in place to control or eliminate risks and all hazards.

Other risks that are identified must be controlled appropriately. For example, a child standing on a chair is a risk and must be controlled; however, this would not necessarily be recorded. All risks are dealt with promptly by the manager or deputy manager.

Risk assessments are required to be “suitable and sufficient “for our setting.

The whole setting is checked inside and out at the beginning of the day before children enter during breakfast club. These checks are completed by a staff member and recorded.

In the event that a risk is identified throughout the day or when opening up the setting, a risk assessment is carried out to determine the severity of the risk and appropriate course of action to control or eliminate that hazard. All risks that have been identified, big or small, are reported to Management.

Accidents and First Aid

A first Aid kit is always accessible in the main room where all staff , students and visitors can access when needed. This is regularly checked to make sure it is a safe and equipped first aid kit.

All staff are first aid trained and are confident in complete first aid as and when needed. Staff go on regular training when required.

A first aid kit is carried by a member of staff when going on outings with children. This is regularly checked to make sure it is a safe and equipped first aid kit.

Accidents are dealt with and recorded on an accident form and emailed over to Parents/Carers with the nature of the injury, who dealt with it and how the child is. Parents/Carers reply to this email with acknowledgement that they have read and understood.

Illness

Children who are showing signs of illness will be looked after by members of staff and if management feels the need to get in contact with Parent/Carer they will do so by phone call.

Families all receive illness charts which state when the child has to stay off and how long for ,if any.

Food

In order to ensure the food children are offered has been sorted, prepared and served safely staff attend training in basic food hygiene and/or ensure they follow hand washing and food handling procedures.

Children will be supervised at all times during food times at the setting

All utensils will be kept scrupulously clean and stored in a dust free area.

Fresh drinking water will be available at all times.

Fridge and Freezer temperature will be checked daily and recorded.

Kitchen facilities will be kept clean at all times.

Different utensils and chopping boards are used for different food types.

All uneaten food of children who are having packed lunches will be returned to the parents/carers in order that they are able to make judgments about their child’s diet.

Pegasus Childcare Centre will undergo regular checks/inspections from the Environmental Health Development

In the event of a member of staff having food poisoning, occupational health must be informed to determine the period of time that the person cannot handle food.

Allergies

In the event that a child suffers from an allergy the setting will refer to our Medication policy in order to develop a Health Care Plan for the child and make arrangements for any necessary training.

Fire Safety

The settings for fire extinguishers and fire blankets are checked on a yearly basis by an outside agency.

All Staff, Students and Children will undertake their first fire drill in their induction period.

All visitors will be told where the fire exists and where our fire points are.

At all times the fire escapes are kept clear.

Regular termly fire drill practice will be completed with staff and children.

Head counts of children and adults in the building are regularly done throughout the day and each person entering the building will be signed in and out.

Manual Handling

As it is impossible to eliminate manual handling altogether, correct handling techniques must be followed to minimize the risk of injury. A variety of injuries may result from poor manual handling and staff must all be aware and adhere to the nursery’s manual handling policy.

As with other health and safety, the most effective method of prevention is to eliminate the hazard - in this case to remove the need to carry out hazardous manual handling.

Where manual handling tasks cannot be avoided, staff must be assessed as part of a risk assessment. This involves examining the task and deciding what the risks associated with them are, and how these can be removed or reduced by adding control measures.

Toys and Equipment

Toys and equipment are regularly checked and cleaned and any broken or cracked toys or equipment is removed and reported to management.

All toys and equipment are age appropriate for the setting.

Electrical Appliances

All electrical appliances will be checked annually (PAT ) and recorded. Any faults are reported to the management and removed.

Any electrical items will be unplugged when not in use.

Electrical leads will be placed so that they do not trail in such a way as to be dangerous.

At no point will there be any liquid placed near any electrical appliances.

Building or Equipment

Any faults will be reported to the Management and they will contact the relevant person. Equipment will be checked and cleared at regular intervals within the cleaning routine.

General Tidiness

The setting must be kept tidy in order to reduce the risk of accidents. We “Tidy as we go” .

Hot drinks may only stay on the shelf near the office out of the main room or in the office.

Hot drinks can only be used if they are in a travel mug with a safe lid.

Staff may use a ‘normal’ ‘open’ mug if they are working in the office and no child is in there.

All storage areas will be kept tidy and equipment stored appropriately.

Hygiene

It is the responsibility of all staff to maintain standards of cleanliness.

We do this by

* Soap, running water and paper towels will be provided for hand washing
* Hands are washed after using the toilet, before handling food and after handling animals and on a regular basis.
* Toilet areas are regularly checked and cleaned to ensure a high standard of hygiene and safety.
* Different mops and buckets are to be used for toilets and the main room floors. Red is for the toilets and Blue is for general areas
* Disposable gloves and aprons are available to be worn when coming into contact with bodily fluids
* Young children are supported in the toilets
* Information will be contained from the environment health department on up to date legislations
* Tissues will be available for use: tissues will be disposed of appropriately after use and hands washed.
* Antibacterial spray will be used to clean surface for food prep and after use
* Different coloured cloths will be used for washing up, wiping surfaces, toilets and food.  Red cloth - Toilet area Green Cloth - Food areas  Blue - Kitchen area Yellow-Messy play areas

Storages of cleaning materials -

Any potentially dangerous substances will be kept out of the sight and reach of children in a locked cupboard/area in the disabled toilet. Screw top containers will be tightly closed. Cleaning materials will be sorted in original containers or labelled containers with instructions in the COSHH file.

At all times COSHH legislations will be followed.

Animals

Pegasus Childcare Centre will ensure that any animal visiting the setting is free from disease.

Children will be required to wash their hands before and after contact with the animal.

A full assessment will be taken before children come into contact with any animals and we will be mindful of children that suffer from pet allergies.

Where a child attending the setting has an allergy to a specific animal type, that animal will not be deemed suitable as a visiting pet on the day that the child attends. And the visit would be plan on a different day.

Parents/Carers will be informed of any animals coming to visit the setting.

Sun care

Sun Cream will be provided by parents/carers and will be enclosed in its original container and labelled appropriately.

Staff will put the children’s sun cream on if they didn’t have it on before attending the setting but this is heavily encouraged.

 Sun Cream will only be applied to children with prior written consent from parents/carers in the welcome pack.

We will endeavour to avoid exposure to the sun when it is at its strongest - between 12 - 3pm.

Sun hats must be worn and spare Pegasus hats will be provided.

Staff will make sure there is plenty of shade in the playground by using umbrellas, tents, materials, and parachutes.

***This Policy and Procedure has been adopted by Pegasus Childcare Centre***

**Signatures on behalf if the setting by:**

……… Machaela Heavens………………………. **Chairperson**

…………Paige Shackleton……………………. **Manager**

…………Emma Thornalley……………………. **Deputy Manager**

**Date of Implementation** - September 2021  **Date  Reviewed**- September 2021

**Date Reviewed** – April 2023              **Date Reviewed** - …………………