Happy Days Pre School (Navenby)

Health & Safety Policy

It is the policy of Happy Days Pre School (Navenby) to create a safe environment and to encourage ways of working which will ensure the safety of children, employees and all other persons who come onto the premises.

The persons responsible for the general implementation of this policy is Caroline Stallwood & Michelle Nunn.

A health and safety poster will be clearly displayed within the provision. Annual premises audit will be carried out. Staff will undertake any relevant training to support Health and Safety within the provision.

All staff members have a responsibility to bring to the attention of the above named person any concerns with regards to Health and Safety. The above named person is responsible for recording any concerns raised and acting upon them. All new staff members will receive Health and Safety information as part of the induction process within the first week of their appointment.

All staff are responsible for their own safety and the safety of all children attending the setting. They have a responsibility to work in a way that ensures the Health and Safety of themselves and all other persons they come into contact with.

Risk Assessments
Risk assessment will be conducted to assess the environment and ensure that is safe and suitable for all children, parents, staff, volunteers and visitors.

- Written formal risk assessments will be kept on site and will be accessible at all times.
- Management will be a record of all safety issues and any action taken.
- Daily risk assessments will be carried out on the indoor and outdoor environment.
- The formal risk assessments will be carried out yearly or more frequently where the need arises.
- Specific risk assessments will relate to the inside and outside environments and outings.
- All staff will read the risk assessment as part of their induction

Insurance
Happy Days Pre School (Navenby) holds public and employer's liability insurance.
The public liability Insurance certificate is displayed on the notice board in the main hall.

Fire
The safe evacuation of the building is of primary importance.

- A written fire drill will be on display at all times. This will include information on 'raising the alarm' and the named place of safety away from the building.
- Exits will be kept clear. If it is necessary to lock any outside door this will be done by preferably bolt or Yale catch and not a key. If the door is locked by key, the key will be located on a hook beside the door.
- Fire doors will be kept shut at all times.
- A practice fire drill will be carried out twice every term. Routes and times/days will be varied and recorded.

- Fire appliances will be checked annually and the staff will be made aware of their position.
- All heaters will be guarded and nothing will be placed on top of fireguards.
- Matches will be inaccessible to children.
- New staff will take part in a fire evacuation drill, as part of their induction, within the first week of their appointment.

Electrical Appliances

- All electrical appliances will be checked annually (PAT) and recorded.
- Faults will be reported to the manager.
- Televisions, hi-fi's, computer's etc. 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.
- No liquid containers will be placed near to any electrical appliance.
- All electric socket points will have covers in place when not in use.

Building & Equipment

- Any faults will be reported to the manager who will contact the relevant person.
- Equipment will be checked and cleaned at regular intervals within cleaning routine and recorded.
- Equipment will conform to the required legislative standards.
- Staff should have regard to the manual handling policy when equipment and resources are being moved.

General Tidiness

- The premises will be kept tidy in order to reduce the risk of accidents.
- Hot drinks will not be consumed in the presence of children.
- All storage areas will be kept tidy and equipment stored appropriately.
- Steps will be provided for items stored on high shelving.

Car Parking

Great care will be exercised when cars are moved. This will be made clear to staff, parents and visitors.

Hygiene

It is the responsibility of all staff to maintain standards of cleanliness; the policy is to "clean as you go."

We will ensure that:

- Paper towels and soap will be provided for hand washing.
- Hands are washed after using the toilet, before handling food and after handling animals.
- Toilet areas are regularly checked and cleaned to ensure high standards of hygiene and safety.
- Disposable gloves and aprons are available to be worn when coming into contact with bodily fluids.
- Young children are escorted to the toilets and a step and toilet seat is provided for their use if required.
- Information will be obtained from the environmental health department on up to date legislation.
- Tissues will be available for use; tissues will be disposed of appropriately after use and hands washed.
- Antibacterial spray will be used to clean surfaces for food prep and after use.

- Toys are cleaned on a weekly rota system

Storage of cleaning materials etc.

- Any potentially dangerous substance will be kept out of the sight and reach of children in a locked cupboard/area.
- Screw tops of containers will be tightly closed.
- Cleaning materials will be stored in original containers.

Smoking

- There is strictly NO SMOKING allowed on the premises of Happy Days Pre School (Navenby) including the outdoor area.
- Staff members are not permitted to smoke during hours of duty and failure to observe this policy will result in disciplinary action.
- It is illegal to sell cigarettes to children under 18.
- It is illegal for children under 18 to smoke in public.
- No cigarettes are allowed on the premises.

Alcohol/ Other Substances

There is strictly NO ALCOHOL or any other substances allowed on the premises of Happy Days Pre School (Navenby)

- It is illegal for children under 18 to buy alcohol and drink in public.
- All staff/ volunteers are not permitted to work if under the influence of alcohol and or any other substances which may affect their ability to care for children and failure to observe this policy will result in disciplinary action. This includes both prescribed and non-prescribed drugs.
- Happy Days Pre School (Navenby) will not tolerate on the premises any parent/carer under the influence of alcohol or any other substance. Any parent under the influence of alcohol and or any other substance will be refused admission and Happy Days Pre School (Navenby) will determine if it is appropriate and safe for the child to leave with them.

Solvents

- There is strictly NO SOLVENTS allowed on the premises of (Setting name).
- It is illegal to sell solvents to children under 18.
- All glues etc. used at the setting will be safe to be used by children and children will be supervised in the use of them.
- Any child found in possession of any of the above will be EXCLUDED.

Animals

- Happy Days Pre School (Navenby) will ensure that any animal visiting the setting is free from disease.
- We will ensure that the setting pets are free from disease and safe for the children.
- Children will be required to wash their hands before and after contact with animals.
- A full risk assessment will be undertaken before children come into contact with any animals/pets.
- 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 setting pet or as a visiting pet.

  Supervision of children;
- Children will be supervised in accordance with adult: child ratios as set out in the EYFS requirements.
- In or out of the building, children will be supervised at all times.
- Headcounts will be conducted regularly throughout the day.

- When children are playing outside, if anyone uninvited enters the grounds the supervisor will ask them to leave. If the person (or persons) involved refuses to leave the grounds, then the children will be taken inside the building and appropriate action taken.
- Special care will be taken when children are using apparatus. All equipment will be checked to ensure it is stable and secure before use. All children will be taught the correct use and care of equipment.
- Children's arrival/departure time will be recorded.
- Records will be properly maintained in INK. Any required alterations will be by a single line through the original entry. No original entry will be erased.
- When children are taken off the premises their whereabouts will be recorded. Parents will always be informed and asked for written consent.
- Any vehicle used will have a current TAX, MOT certificate, insurance certificate and be in road worthy condition. All children will be restrained in an appropriate seatbelt. Vehicle details and a list of named drivers will be kept.
- A qualified lifesaver will always be present if swimming.

Sun Care

- No children will be exposed to sunlight unless their skin is adequately protected.
- Sun cream will only be applied to children with prior written consent from parents.
- All sun cream will be been supplied by the parent, enclosed in its original container and labelled appropriately.
- Parents will also be asked to provide sun hats and appropriate clothing for children to protect them from the sun.
- We will endeavour to avoid exposure to the sun when it is at its strongest - between 12 noon and 3pm.

Accidents and Sickness

- A minimum of one staff member holding appropriate first aid qualifications will be on duty at all times.
- Happy Days Pre School (Navenby) will have its own first aid kit on the premises.
- The contents of the first aid kit will be checked, replaced and updated regularly. The staff member responsible is Nikki Greenaway, but all staff are required to inform the responsible person when the 2nd to last item has been used.
- Any medication required to be on the premises will be stored appropriately in accordance with product instructions and must be within the original container in which dispensed.
- Accident, First Aid and Medication policy will be followed.

Food

- Children will be supervised at all times when eating.
- Adults will not be involved in the preparation of food if suffering from any infectious/contagious illness or skin condition.
- All staff involved in handling food will comply with regulations relating to food safety and hygiene.
- Staff members preparing food will hold the relevant food hygiene certificate.
- Food hygiene will be included in the induction process and on the job training/guidance provided.
- Different cloths will be used for kitchen, toys and toilet cleaning.
- Raw and cooked food should be prepared on separate surfaces.
- All fresh fruit and vegetables will be washed thoroughly before use.
- All utensils will be kept scrupulously clean and stored in a dust free container.
- Fresh drinking water will be available at all times.
- Drinking beakers will be washed in hot soapy water after use.

- Baby equipment will be sterilised if appropriate.
- Any cracked or chipped items will be disposed of immediately.
- All food will be kept in an airtight container or appropriately covered, labelled and stored safely.
- Kitchen facilitates will be kept clean daily with fridge, freezer, microwave etc cleaned within weekly cleaning routine.
- Fridge /Freezer temperature will be checked daily and recorded.
- If parents provide packed lunches these will stored safely and information will be given about appropriate foods.
- All uneaten food of children who are having packed lunches will be returned to the parent in order that they are able to make judgements about their child's diet.
- Happy Days Pre School (Navenby) will undergo regular checks/inspections from the Environmental Health Department
- In the event of food poisoning affecting two or more children looked after on the premises, we will inform the Environmental Health Department and Ofsted will be informed within 14 days of the event occurring.
- All plates and cutlery etc will be sterilized weekly

Legislation
We will endeavour to keep our information up to date; information will be obtained by referring to;
- Health and Safety Act 1974.
- Management of Health and Safety at Work Act 1992.

This policy has been adopted by Happy Days Pre School (Navenby

Signed on behalf of the setting by:

…….. Chairperson – Michelle Nunn

…….. Manager – Caroline Stallwood

Date: