Health and Safety Policy

This is the Health and Safety Policy statement of intent: -

• Our overall objective within this policy is to make the contents of this document intrinsic to our working practices on a day to day basis by following The Statutory Framework for the Early Years Foundation.

• To provide adequate control of the health and safety risks arising from our work activities.

• To regularly review any risks and check that control measures remain adequate.

• To consult with all employees on all matters affecting their health and safety.

• To provide and maintain safe environment and equipment.

• To ensure safe handling use and storage of any substances.

• To provide the necessary instruction, training, information and supervision for all staff, to ensure the competence of all staff.

• To prevent accidents/ill health through good risk assessment processes

• To create a culture of ‘thinking safety’ where staff regularly bring forward any observations/concerns.

• To provide adequate funds to rectify any health and safety issues.

• To review and revise this policy as necessary at regular intervals.

Signed: Date:

Responsibilities

Overall and final responsibility for health and safety is that of the owner.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Manager/Officer in charge

All employees have to:

• Co-operate with supervisors and managers on health and safety matters.

• Not interfere with anything provided to safeguard their health and safety.

• So far as is reasonably practicable safeguard the safety and welfare of these persons who they are supervising;

• Take reasonable care of their own health and safety; and

• Report all health and safety concerns to an appropriate person (as detailed in this policy statement)

Risk assessments will be undertaken by the managers and if necessary reported to the owner (see separate policy/folder)

The managers will be responsible for identifying all substances which need a COSHH assessment (see separate sheet within folder)

The Health and Safety Law poster is displayed in the office.

Supervision of students will be arranged and monitored by the manager.

Induction training will be provided for all employees.

Training records are kept by the manager and any further training will also be identified, arranged and monitored.

Objectives for our setting

It is our objective to make our settings the safest, most hygienic environment for the children, staff, students and visitors. This can be achieved through continuous awareness of potential dangers.

* Children to be supervised at all times. Ratios: under 2 years old 1:3, 2- 3 years 1:4, over 3 years 1:8
* Safeguarding and promoting children`s welfare
* First Aid boxes located in:
* Staff to be aware that children are adequately clothed
* Baby wipes/disposable tissues are used to clean children`s faces.
* *Childrens toothbrushes/paste kept in separate open topped cup, stored in the bathroom/sluice. Toothbrushes are requested to be replaced by parents/carers every 3-6 months, depending on attendance.* ***(Suspended practice currently)***
* Children will be taught correct toilet hygiene and hand washing. Hand hygiene information in Infection Prevention folder, page 76, point 6.
* The premises both indoors and outdoors are to be kept safe and secure.
* To follow specific legal requirements as set in the Statutory Framework for the Early Years Foundation Stage.
* We will follow the guidelines set in the Infection Prevention and Communicable Disease Guidance, this is situated in the office.
* Temperature should be kept between 18-21\*
* Thermostats/radiator guards to be used. Exposed heating pipes are insulated where children are.
* Cleaning of individual rooms to be adhered to and records kept (examples available)
* All bins to be lined and have a lid.
* Employers liability and public insurance cover is situated in the entrance hall.
* Plug sockets covers to be used.
* Curtains/blind cords must be securely fastened and out of children`s reach.
* No hot drinks to be permitted in rooms where children are present.
* Aprons provided for staff and children participating in messy activities
* Regular safety checks on equipment and cleaning records
* External and internal doors to be kept closed (except Kindergarten bathroom)
* Regular safety and inspection checks will be carried out by professionals on the following: heating/electrical/fire/general maintenance.
* Environmental health inspections reports carried out yearly (view most recent in this folder)
* Protective clothing (PPE) is provided for staff to wear when dealing with accidents or if assisting with toileting/changing
* Staff to adhere to dress code stipulated in terms and conditions.
* Staff are to be aware of individual children’s cultural influences regarding their hygiene.
* There are qualified first aiders on the premises at all times.
* Animals- any parents/carers collecting their child with their pet will not be allowed into the building with their animal and must never leave their animal unsupervised on the premises.
* If there is an outbreak of gastroenteritis - play sand/dough/water should be suspended and disposed of.
* Fire exits not to be obstructed and clearly signposted.
* Encourage children to tell a member of staff if the sun is obstructing their play and staff to make sure young babies and children are not positioned in direct sunlight. (use blinds)
* Always mop/dry any water or drink spills
* When parent/carers/visitors leave the building, always escort them, closing the front door securely.
* Dry floors after mopping, use warning signs.
* Ensure tabletops/shelves are not overloaded to cause any injury.

Following applies to Kindergarten:

* Office/kitchen windows to be closed when leave the room
* Make sure the chain is on after premises are exited.
* Keep gate to cloakroom locked (use second gate lock if necessary)

Following applies to nursery:

* Outhouse to be kept locked
* No children allowed in kitchen, always make sure gate is closed

Policies/information are available to view within this folder-refer to contents page

* Smoking policy
* Accident procedure (Inc. RIDDOR forms)
* Medication/allergy procedure and policy
* Sand policy
* Food hygiene (including pest control and waste management)
* Nappy/toileting procedure
* Security policy
* Sickness policy for children
* Outings policy
* Sun protection policy
* Risk assessment policy (assessments kept in separate folder)
* Body fluid spillages info
* Operational Plan

Extension to Health & Safety to minimize spread of transmission of coronavirus

**Reducing the size of classes & keeping children in small group**

* Children to be grouped into smaller groups in line with EYFS child:staff ratio (groups to remain the same as much as possible). Each group will have designated area/room
* Physical layout of rooms/outdoor area to allow small groups of children to kept at a safe distance apart (ideally 2M).

**Frequent Hand Cleaning & Good Hygiene Practice**

* Staff to promote daily & practice good hygiene habits through Games, songs and repetition. Encourage children to follow ‘Catch it, Bin it, Kill it approach- during circle time/ actively encourage when children are handwashing
* Children/staff should be handwashing (20 seconds) or using hand sanitizer regularly throughout the day i.e. on arrival/meal times/ after outdoor play/after toileting/after sneezing/coughing. Younger children may require assistance when handwashing
* Handwashing/ hygiene & Social distancing posters displayed in entrance and every room

**Toilet Area**

* Each group have designated toilet cubicle
* Toilets and taps cleaned after each use

**Staggered breaks & lunchtimes for staff to maintain social distancing.**

**Drop Off & Collection for Children**

* Times requested from parents to highlight pick up and collection times for their child
* Parents informed of door to use (Baby Room/Main Entrance)
* Only one parent should attend
* Busy Periods may need staff member on gate to monitor social distancing to entrance

**Frequency Of Cleaning**

* Surfaces to be cleaned more frequently
* Toys used in sessions to be cleaned after every use (Indoor & outdoors)

**Reducing the use of shared items**

* Remove unnecessary items in individual areas
* Remove soft furnishings/soft toys and toys that are hard to clean
* Children to have access to own designated creative resources -pencil crayons/paintbrushes etc. These are to be cleaned after each use/end of day

**Staff/Children Shielding & High Risk Groups**

* If Child/staff lives with person clinically Extremely Vulnerable they should remain at home as they are advised to shield-so should not to attend setting
* If Child/staff lives with person clinically vulnerable parents are to follow medical advise to whether they can return to setting

**Staff will be required to ensure that their uniform is laundered daily.**

**Staff/Children who use public transport**

* Staff to wear facemask and gloves on public transport. Dispose of once they enter setting setting. Bag up (Double) in Nappy Sack and dispose of in bin. Facemasks are not recommended for children under 2.
* Staff to change into uniform when they get to setting
* Maintain social distancing whilst using public transport

**PPE**

PPE provided for staff (Aprons/Gloves/facemask) if a child becomes ill with coronavirus symptoms whilst waiting for parent to collect. Child will be isolated in unused area. Area will be thoroughly cleaned when child has left the premises.