



# Strawberry Hill Pre-School

## Health and Safety Policy

Strawberry Hill Pre-School takes the maintenance of health and safety extremely seriously as a matter of both legal and moral importance. All staff will be familiarised with the provisions contained within this policy as part of their induction and be expected to act in accordance with them at all times.

The setting aims to ensure the health, safety and welfare of all staff, children, visitors and other individuals who may be affected by the setting's activities and actual existence. The Health and Safety at Work Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992 and their associated Approved Code of Practice (ACoP) and guidance will be complied with at all times. The Owner and staff will always strive to go beyond the minimum statutory standards to ensure that health and safety remains the first priority.

### **Health**

Parents are requested to keep their child at home if they appear unwell. If a child shows signs of illness or receives an injury after they have been brought to the setting, the Leader will contact the parent/alternative contact, asking them to contact their child.

If a child has had vomiting or diarrhoea they should not be brought into the setting until at least 48 hours have elapsed since the last attack.

Written permission will be obtained from parents when their child begins at the setting to enable us to administer plasters, sun cream or any emergency treatment if we are unable to contact them.

At least half of the staff working during the session will hold a current paediatric first aid qualification (we are working towards everyone being qualified). A first aid box is available at all times and is regularly checked to ensure the equipment is in date and is correctly stocked.

The setting will inform Ofsted and the Local Safeguarding Children's Board of any serious accident, or injury to, or death of, any child whilst in their care immediately and act on the advice given.

If a child is known to be suffering from a notifiable disease identified by the Public Health (Infection Diseases) Regulations 1988, the setting will inform Ofsted. We will act on any advice given by the Health Protection Agency and inform Ofsted of the action.

A list of infectious diseases is attached and your child should be kept at home if they are diagnosed/ or you think they have any of these illnesses.

### **Safety**

The setting follows the following staff to children ratio each session.

Under 3's 1 Adult to 4 Children

Over 3's 1 Adult to 8 children

A risk assessment is carried out daily at the premises. All other assessments are carried out annually or as required. The assessments are carried out on all areas of the premises, outdoors, toys and equipment and outings undertaken and documented.

The equipment/toys are checked prior to them being used each session and repairs/broken items carried out or disposed of.

A fire drill is kept at the back of the register and displayed in the room. Visitors are asked to read when they are there during the session to familiarise themselves with the procedure. A practice is undertaken regularly and recorded. The recording includes any issues that arise and how they are resolved.

The children do not have access to the stage unless accompanied by an adult.

Fire exits are clearly identifiable. Fire extinguishers/fire blankets are checked annually, by the maintenance officer of the premises.

All accidents are recorded in a book and signed by a member of staff and the parent/carer at the end of the session. A pre-existing injuries book is used for accidents, which happen outside the setting.

To avoid risks the following health procedures will be implemented at all times:

- On the days the child/children attends the pre-school we will expect all parents to inform us if their child has been ill within 24 hours before a contractual period and respect our right to decide whether or not to accept a sick child for care.
- On the days the child/children attend the pre-school we will expect all parents to inform us of any medication that the child has been given before attending our setting.
- Sick children will not be expected to attend the pre-school and parents will be expected to respect the "sick child exclusion" policy written with guidance from the Health Protection Agency.
- Parents must agree to inform us of any accident or injury that the child may have suffered since last in our care so that we can record this in the child's records.
- Activities provided for the children will take into account children's health (allergies), dietary and physical needs.
- We will raise children's awareness of good hygiene practice and healthy living through daily routines, discussions and activities; this includes covering nose and mouth when coughing or sneezing, the use of disposable tissues (removed promptly and carefully) and hand washing frequently with soap and water to reduce the spread of the virus from hand to hand.
- We will regularly clean surfaces, equipment and toys using normal detergent, and rotate the stock of toys to ensure clean toys are always available.
- Sandpits will be inspected and outside ones will be covered to prevent animals using.

- We will wear disposable gloves & aprons when changing nappies or attending to open wounds or vomit or diarrhoea.
- Soiled nappies will be put in tied bags and disposed of.
- Parents will be kept informed of any infections such as flu, head lice, scabies, worms, impetigo or any childhood infectious disease that may affect other children or parents.
- If we have an animal visitor, children will be encouraged to handle the animals and help care for them in the appropriate manner; hands will be washed after handling pets.
- No smoking on the premises; we comply with the Health Act 2006 which prohibits smoking at places of work. As a registered childcare provider, we will comply with this.
- We will follow the guidance set out by the Health Protection Unit on guidance for infection control.
- We will report any communicable diseases to the Infectious Control Nurse Team on 020 8812 7850.

Policy written on 19 November 2010 by Lisa Neagle.

Reviewed on 8.9.11, 8.9.12, 8.9.13,

*Updated September 2014, reviewed July 2015*

*Next Review July 2016*

*All Staff have signed to say that they have read and understood this policy*