



Rainbow Teddies Pre-school Policy Document

Health and Safety

Safety and Welfare Requirements:

1) Child Protection

3) Staff Qualifications, Training, Support & Skills *(first aid/info' sources/Administering Medicine/ manual handling)*

6) Health *(including: food and drink/Accident or injury/hygiene/illness/first aid/cleaning & clearing/supervision)*

8) Safety and suitability of premises, environment and equipment *(including: safety/smoking/premises/risk assessment/outings/activities & resources/outdoor play/fire safety)*

EYFS Key Themes and Commitments:

A Unique Child

Positive Relationships

Enabling Environments

*Learning and
Development*

This policy was adopted at a meeting on:

Review Date:

Signed: on behalf of the Management Committee

Print Name: Position:

Signed: Pre-school Manager



Rainbow Teddies Pre-school Policy Document

Health and Safety

Rainbow Teddies Pre-school believes that the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, parents, staff and volunteers. We aim to make children, parents and staff aware of health and safety issues and to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment.

- The person responsible for ensuring that health and safety requirements are adhered to is: Nanda Lee
- All staff are aware of their own responsibilities in ensuring and maintaining a healthy and safe pre-school environment
- We display the necessary health and safety poster in the Terrace Room (cupboard door)
- We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed in the cloakroom
- Rainbow Teddies Pre-school strives to promote a healthy lifestyle and a high standard of hygiene in its day-to-day work with children and adults.

Food

- At least one person has an in-date Food Hygiene Certificate.
- Staff involved in food preparation are competent and knowledgeable about the rules of basic 'food hygiene practices'- achieved through discussion and the reading of appropriate information sheets.
- Before food preparation, after using the toilet and after 'messy' activities, persons will always wash their hands with antibacterial soap, under running water and dry with paper towels,
- No one will be involved in the preparation of food if suffering from any infectious/contagious illness.
- Adults know to never cough or sneeze over food and regularly remind children of this.
- Adults use different cleaning cloths/mops for kitchen and toilet areas.
- Raw and cooked foods are prepared on separate boards.
- Food will be kept covered and either refrigerated or piping hot.
- Persons will ensure that waste is disposed of properly and out of reach of the children.
- A lid will be kept on the dustbin and hands washed after using it.
- Fresh fruit and vegetable, where necessary, will be peeled and washed thoroughly before use.
- Any food or drink that requires heating will be heated immediately prior to serving and not left standing.
- No food or drink will be reheated.
- Tea towels will be kept scrupulously clean and replaced between each session.



Rainbow Teddies Pre-school Policy Document

- All utensils will be kept clean and stored in a dust-free place, e.g. closed cupboard or drawer.
- Cracked or chipped china will not be used.
- Once opened, all dried foods will be stored in sealable containers.
- We use reliable suppliers for the food we purchase.

- Food is stored at correct temperatures and is checked to ensure it is in-date and not subject to contamination by pests, rodents or mould.
- The fridge temperatures will be monitored and recorded (*Daily Health & Safety Checklist*)
- The fridges will be cleaned on a regular basis and cleaning record kept (*wall near fridge*)

- Packed lunches are stored in a cool place; un-refrigerated food is served to children within 4 hours of preparation at home.

- Food preparation areas are cleaned before use as well as after use.
- There are separate facilities for hand-washing and for washing up.
- All surfaces are clean and non-porous.
- Cleaning materials and other dangerous materials are stored out of children's reach.

- When children take part in cooking activities, they:
 - are supervised at all times;
 - understand the importance of hand washing and simple hygiene rules
 - are kept away from hot surfaces and hot water; and
 - do not have unsupervised access to electrical equipment such as blenders etc.

Reporting of food poisoning

Food poisoning can occur for a number of reasons; not all cases of sickness or diarrhoea are as a result of food poisoning and not all cases of sickness or diarrhoea are reportable.

Where children and/or adults have been diagnosed by a GP or hospital doctor to be suffering from food poisoning and where it seems possible that the source of the outbreak is within the setting, the manager will contact the Environmental Health Department and the Health Protection Agency, to report the outbreak and will comply with any investigation.

Where cases of food poisoning affecting two or more children looked after on the premises have been confirmed, the setting will also notify Ofsted as soon as is reasonably practicable, and always within 14 days of the incident.



Rainbow Teddies Pre-school Policy Document

Diet

The sharing of refreshments can play an important part in the social life of the pre-school as well as reinforcing children's understanding of the importance of healthy eating. Rainbow Teddies Pre-school will ensure that:

- A mid session snack is offered to all children.
- Children's medical and personal dietary requirements are respected.
- A variety of multi-cultural and international snacks are offered, especially on topic based occasions (this will ensure that children from all backgrounds encounter familiar tastes and that all children have the opportunity to try unfamiliar foods).
- The dietary rules of religious groups and also of vegetarians/vegans are known and met in appropriate ways.
- Milk is provided for children, which will be semi-skimmed and pasteurised.
- Drinking water is always available for children to access during session.

Activities & Resources

- Before purchase or loan, equipment and resources are checked to ensure that they are safe for the ages and stages of the children currently attending the setting.
- The layout of play equipment allows adults and children to move safely and freely between activities.
- All equipment is regularly checked for cleanliness and safety and any dangerous items are repaired or discarded.
- All materials, including paint and glue, are non-toxic.
- 'Safety Data Sheets' for particular products are kept for reference (*re: COSHH*)
- Sand is clean and suitable for children's play.
- Physical play is constantly supervised.
- Children are taught to handle and store tools safely.
- Children who are sleeping are checked regularly.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.
- Any faulty equipment is removed from use and is repaired. If it cannot be repaired it is discarded.

Outdoor Play

- A 'Daily Health & Safety Sheet' is completed for outdoor environment.
- Children will have the opportunity to play in the fresh air every day throughout the year, unless weather conditions are deemed to be 'unsafe' (see *Out Door Play Policy*)
- Our outdoor area is securely fenced.



Rainbow Teddies Pre-school Policy Document

- Our outdoor area is checked for safety and cleared of any rubbish before it is used.
- Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides.
- Where water can form a pool on equipment, it is emptied before children start playing outside.
- Our outdoor sand pit is covered when not in use and is checked daily for animal faeces/rubbish
- All outdoor activities are supervised at all times.

General Hygiene

- We seek information from the Environmental Health Department and the Health Authority to ensure that we keep up-to-date with the latest recommendations.
- Our daily routines encourage the children to learn about personal hygiene.
- We have a daily cleaning routine for the setting which includes play room(s), kitchen, rest area and toilets (see '*Daily Health & safety Checklist*' sheets)
- We have a schedule for cleaning resources and equipment, dressing-up clothes and furnishings.
- The toilet area has a high standard of hygiene including hand washing and drying facilities and the disposal of nappies.
- We implement good hygiene practices by:
 - Using different coloured cloths and mops for different areas of the setting
 - cleaning tables between activities;
 - cleaning and checking toilets regularly;
 - wearing protective clothing - such as aprons and disposable gloves - as appropriate;
 - providing sets of clean clothes;
 - providing tissues and wipes (separate bins for the disposal of used tissues, in each room)

Personal Hygiene

- Before each session staff will check that the toilets are clean and ready for use (*Daily Check List*)
- Hands will be washed under running water after using the toilet, before eating and taking part in cooking activities.
- Children with body piercing will not be allowed to try on or share each other's earrings/nose rings etc.
- Tissues will be available and children encouraged to wipe their own noses; dispose of tissue appropriately; and then wash hands.



Rainbow Teddies Pre-school Policy Document

- Soiled nappies are appropriately bagged and disposed of in nappy bin (see *Toileting Policy*)
- Soiled tissue will be disposed of hygienically, in a lined bin (*one in each room*)
- Children will be encouraged to shield their mouths when coughing and sneezing.
- Paper towels will be used and disposed of appropriately.
- Where necessary, baby wipes will be used unless otherwise advised by parents/carers
- Hygiene rules relating to bodily fluids will be followed with particular care and all staff and volunteers will be made aware of how infections, including HIV and hepatitis, can be transmitted.
- All staff will be advised to always use disposable gloves when cleaning up children.
- Antibacterial gel is available for staff to use (as appropriate) in both rooms.

Illness

- Parents/carers will be asked to keep their children at home if they are unwell, and to inform the pre-school as to the nature of the infection so that the pre-school can alert other parents/carers and make careful observations of any child who seems unwell.
- Parents/carers will be asked not to bring into the pre-school any child who has been vomiting or had diarrhoea until at least **48 hours** has elapsed since the last episode.
- If the children of pre-school staff are unwell, the children will not accompany their parents/carers to work at Rainbow Teddies Pre-school.
- Cuts and open sores, whether on adults or children, will be covered with hypoallergenic sticking plaster or other dressing.
- Staff will be requested not to come into the pre-school if they have been vomiting or had diarrhoea - until 48 hours has elapsed since the last episode.
- All permanent staff have paediatric first aid training and certificate.
- First aid equipment will be kept clean, replenished and replaced as necessary. Sterile items will be kept in their packages until needed and disposed of once opened.
- The contents of the first aid box will be routinely checked
- First Aid boxes can be found in both rooms; appropriate notices are displayed

If a child or adult has a 'non-excludable' illness (as defined by the local Health Protection Agency-HPA) the pre-school reserves the right to exclude them for a short time, if it is deemed appropriate in order to help reduce the possibility of widely spreading the infection to others, for example in the case of severe conjunctivitis- fees will still be payable in such instances, as applicable.

Administering Medicine/Life Saving Medication

- Staff will undertake training from professional medical staff for the administration of life saving drugs.
- With regard to the administration of such medication as insulin/adrenaline injections or the use of nebulisers, the position will be clarified by reference to Rainbow Teddies Pre-schools insurance company.
- Full details on administering medicines can be found in the *Administering Medicine Policy*

HIV/AIDS

- A child with HIV/AIDS will not be excluded from pre-school. The matter will remain confidential excepting all members of staff.
- Anybody who has any concerns regarding HIV/AIDS can refer to the pre-school Manager



Rainbow Teddies Pre-school Policy Document

Information Sources

- Parents/carers will have the opportunity to discuss health issues with Rainbow Teddies Pre-school staff and will have access to information available to the pre-school.
- Rainbow Teddies Pre-school will maintain links with health visitors and gather health information and advice from the local health authority information services and/or other health agencies.

Cleaning and Clearing

- All toys/equipment will be cleaned by the staff on a regular basis through-out the year
- Any spills of blood, vomit or excrement will be wiped up and flushed away down the toilet, OR double-bagged and disposed of appropriately
- Appropriate gloves and apron will be worn when cleaning up spills of body fluids.
- Floors and other affected surfaces will be disinfected and fabrics contaminated with body fluids will be either washed at very high temperature (off-site) or disposed off appropriately
- Spare laundered pants, and other clothing will be available in case of accidents and polythene bags will be available in which to wrap soiled garments.
- All eating surfaces will be cleaned daily with an appropriate cleaner.

Safety

- Rainbow Teddies Pre-school will give regard to the Health and Safety at Work Act 1974 and amendment
- Risk assessments will be undertaken to ensure the safety of everyone involved with the pre-school.
- Risk assessments will be reviewed on: daily; weekly; termly; and annual basis as appropriate, to ensure safe systems of practice and to identify any areas in need of improvement
- All staff will be responsible for raising possible risks/concerns with the manager.
- Separate risk assessments may be written for specific events and/or outings

Supervision

- All children will be supervised by an appropriate number of adults at all times.
- Accident sheets will be available at each session for the reporting of any accident/incident.
- If a child presents with an injury at the start of the session, then a member of staff should ask the parent/carer for details of this injury and details should be recorded on an 'Existing Injury' form.
- Regular safety monitoring will include the reviewing of children's: accident, Incident and attendance records.
- All adults will be made aware of the system(s) in operation for children's arrivals and departures - an adult will be at the classroom door and pre-school gate during these periods.



Rainbow Teddies Pre-school Policy Document

- Children will leave the group only with an authorised adult.
- When children are involved with visits to school or working in the school hall, the register will be annotated when the children leave and when they return.
- The Lead Adult accompanying the children will take a list of the children involved.
- On outings beyond the perimeter, the adult: child ratio will be at least one to two (see *Outings Policy*).
- If a small group goes out, there will be sufficient adults to maintain appropriate ratios for staff and children remaining on the premises.
- Sleeping children will be checked regularly.
- Activities which may pose a heightened risk such as cooking, woodwork and energetic play etc. will receive close and constant supervision.
- Whenever children are on the premises at least two adults will be present.

Equipment and Premises

- Safety checks on premises, both outdoors and indoors, will be made before every session.
- Equipment will be checked frequently and any dangerous items repaired/discarded.
- Toys regarded as unsuitable for under 3s will be stored safely out of reach.
- The main doors to each classroom have security features; when 'shut' they cannot be opened from the outside; to get in.
- Low-level glass is covered, or has been replaced with safety glass.

Fire Safety

- Fire doors/exits are kept clear
- Fires/heaters/electric points/wires and leads will be adequately guarded and regularly checked by a qualified electrician (PAT)
- Fire fighting equipment will be checked annually (**under main school contract**)
- Children will not have unsupervised access to kitchens, cookers or any cupboards storing hazardous materials including matches.
- Fire drills will be held in tandem with Manorbrook Primary School or independently as appropriate. Instructions will be posted at various points around the setting (*See Fire Drill Notice and Fire Drill and Emergency Evacuation Policy*)
- In line with government legislation **there is a No Smoking policy** at Rainbow Teddies (see *No Smoking Policy*)
- A register of both adults and children will be completed soon after people arrive so that a complete record of all those present will be available in any emergency.
- Staff remaining on site over lunch time will be recorded on the Lunch Registers.
- Visitors will be recorded and the Record of Visitors Sheet kept with the register.

Manual Handling

- Staff will be instructed and advised as to how to lift heavy items.
- A poster is displayed showing correct lifting techniques
- A step is available for reaching higher items on shelves.



Rainbow Teddies Pre-school Policy Document

- Boxes are not to be over loaded.
- Care will be given to stacking boxes etc. to avoid items falling from a height.
- Chairs will not be stacked more than 5 high.
- Staff will be advised to seek help when lifting large play equipment.

Other Procedures

- All dangerous materials, including medicines and cleaning materials will be stored out of reach of children.
- Adults do not walk about with hot drinks or place hot drinks within reach of children.
- Visitors will be signed in/out and reason for visit recorded on 'Visitor Record Sheet'.
- Equipment erected will be checked before use.
- Equipment offered to children will be developmentally appropriate, recognising that materials suitable for an older child may pose a risk to younger/less mature children.
- Internal safety gates/barriers will be used as necessary.
- A 'Daily Health & Safety Checklist' is completed before and end of the session.