

ST JOHN'S SUNSHINE PRE-SCHOOL

HEALTH, SAFETY AND HYGIENE POLICY AND PROCEDURES

Sunshine believes that the health and safety of all children, parents and visitors to the Pre School is important and that they are visiting a healthy, hygienic and safe environment.

Health

To ensure that all children, staff and visitors are kept healthy at Pre School we ask that you help us by taking note of the following;

- Children to be encouraged to use tissues for coughs, sneezes and colds and to wash hands afterwards.
- We ask that if your child is going to be absent for any reason that you please contact the Pre School as soon possible via text message or phone call to the Pre School Mobile.
- Parents and carers are asked to keep children away from the Pre School for 48 hours after the last episode of sickness and/or diarrhoea.
- Parents are asked to keep children away from Pre school for 48 hours after the last high temperature, a child's normal temperature should be between 35.5c to 37.5c
- Children who become ill whilst at Pre School will be comforted by a member of staff and the parents will be contacted for immediate collection.
- Any cut or open sores on any member of staff or child will be covered by a plaster.
- The administration of life saving medication will be done so as per the Pre School's medication policy.
- The Manager will ensure that the first aid box is filled with the correct materials and that these are in date.
- The Manager will check the first aid box monthly and replenish as required
- If any child has a contagious illness such as chicken pox we ask that you keep your child at home and contact your child's GP. We ask that you inform us of their illness for us to inform all other parents of signs and symptoms to look for.

Hygiene

To support good hygiene, we will follow these procedures;

- Encourage children to wash their hands after going to the toilet or having their nappy changed.
- Encourage children to wash their hands before eating.
- Staff will ensure that soap for washing hands and paper towels for drying hands are always provided.
- Ensure that tissues are available and are accessible by all.
- Ensure that a bin is provided for used tissues.

ST JOHN'S SUNSHINE PRE-SCHOOL

- Ensure that toys and equipment are cleaned on a regular basis and that records are kept as to when they were last cleaned.
- Ensure the fridge is at the correct temperature.
- Ensure that milk is placed into the fridge as soon as possible.
- Ensure that dishcloths are clean prior to the start of the day.
- Ensure that dates are checked on all food items and are stored correctly.
- Ensure food safety guidelines are followed when preparing food.

Safety

To ensure the safety of all children, parents, staff and visitors to St. John's Sunshine Pre School we ensure the following;

- Ensure that a daily risk assessment of the Pre School is carried out prior to the children entering the hall.
- Ensure that there is always a member of staff with a valid and relevant First Aid certificate within the Pre School.
- Ensure that a Register is taken of all children and staff at the start of the session and that if any child or adult leaves the setting they are marked out on the register.
- Ensure that when children are leaving the setting they leave with a known adult or the procedure for new person collecting has been followed.
- Any visitors to the Pre School are signed in with a time and time when left, also that they are told where fire exits, toilets are and have turned off their mobile phones.
- Fire doors will be checked to ensure that they are free from obstruction.
- That the main door is kept shut and locked during the session.
- Ensure that all staff hold a current DBS and that any visitors, volunteers and students are asked to not take children to the toilets and that they are not left on their own with any child at any point.
- Any unknown visitors to the Pre School such as Ofsted will be expected to show ID and if not completely satisfied no entry will be given until evidence has been provided.
- Ensuring that no sharp knives are left in easy reach of any child
- Ensure that the Accident book is out
- Ensure the First Aid box is out and contains the correct items

ST JOHN'S SUNSHINE PRE-SCHOOL

Notifiable incident, non- child protection

Staff respond swiftly, appropriately and effectively in the case of an incident within the setting. Notifiable incidents in this procedure are those not involving child protection.

A 'notifiable' incident' could include:

- fire or suspected arson
- electric or Gas fault
- burst pipe, severe leak or flooding
- severe weather that has caused an incident or damage to property
- break-in with vandalism or theft
- staff, parent, carer or visitor mugged or assaulted on site or in vicinity on the way to or from the setting
- outbreak of a notifiable disease
- staff or parent threatened/assaulted on the premises by a parent or visitor
- accidents due to any other faults (that are reportable under RIDDOR)
- lost child
- any event or information that becomes known, that may have implications for the setting or the wider organisation in the future use

The designated health and safety officer or another named person:

- has all emergency services numbers immediately to hand
- has a list of contacts for maintenance and repair
- ensure that members of staff know what to do in an emergency
- risk assess the situation and decides, with the owners/trustees/directors, if the premises are safe to receive children before any children arrive or to offer a limited service

ST JOHN'S SUNSHINE PRE-SCHOOL

Emergency evacuation

In most instances, children will not be evacuated from the premises unless there is an immediate risk or unless they are advised to do so by the emergency services.

- There is an emergency evacuation procedure in place which is unique to the setting and based upon risk assessment in line with others using the building.
- Emergency evacuation procedures are practised regularly and are reviewed according to risk assessment (as above).
- Staff evacuate children to a pre-designated area (as per the fire drill), unless advised by the emergency services that the designated area is not suitable at that time.
- Once evacuated, nobody enters the premises, until the emergency services say so.
- Members of staff will always act upon the advice of the emergency services.

Emergency Closure

The circumstances under which the setting may be closed due to an incident include:

- The committee make the decision to close – thereby withdrawing the service.
- A third party makes the decision to close for example:
 - the emergency services
- A parent/carer makes the decision for their child not to attend.
 - If a parent/carer makes the decision for their child not to attend due to a critical incident, the child's fees are due as normal.
 - Further consideration of individual incidences must be done in consultation with the committee.

Recording and reporting

- On discovery of the notifiable incident, the member of staff reports to the appropriate emergency service, fire, police, ambulance, if those services are needed.
- The member of staff ensures that the setting manager and/or deputy are informed (if not on the premises at the time) and that the committee are informed.

ST JOHN'S SUNSHINE PRE-SCHOOL

- The setting manager completes and sends an incident record to the committee, who, according to the severity of the incident notifies Ofsted and/or RIDDOR.
- If the incident indicates that a crime may have been committed, all staff witness to the incident should make a written statement.
- Staff do not discuss the incident with the press.

RIDDOR reportable events include:

- Specified injuries at work, as detailed at www.hse.gov.uk/pubns/indg453.pdf
- Fatal accidents to staff, children, and visitors (parents/carers).
- Accidents resulting in the incapacitation of staff for more than seven days.
- Injuries to members of the public, including parents/carers' and children, where they are taken to hospital.
- Dangerous 'specified' occurrences, where no-one is injured but they could have been. (these are usually industrial incidents).

This may include:

- a member of staff injures back at work through lifting and is off for two weeks
- a parent/carer slips on a wet floor near the water tray and is taken to hospital
- a child falls from a climbing frame and is taken to hospital
- the ceiling collapses
- an outbreak of Legionella

The setting manager informs the committee and completes an accident and/or incident record; witness statements are taken as previously detailed.

- If the incident is RIDDOR reportable, the setting manager telephones HSE Contact Centre on 0345 300 9923 or reports online at www.hse.gov.uk/riddor/report.htm
- RIDDOR Reportable events require reporting to RIDDOR within 15 days of the event occurring.

The local authority investigates all reported injuries, diseases, or dangerous occurrences. They will decide if there has been a breach in health and safety regulations and will decide what measures will be taken.

The committee review how the situation was managed, as above, to ensure that investigations were rigorous, and that policies and procedures were followed.

ST JOHN'S SUNSHINE PRE-SCHOOL

If an insurance claim is likely:

- Incidents such as fire, theft or flood are notified to the insurance provider immediately.
- The setting does not admit liability.
- If broken or faulty equipment is involved, it must not be repaired, destroyed, or disposed of, in case it is needed during the investigation.
- If communication from a solicitor is received on behalf of the injured party, this is sent directly to the insurance provider; the setting manager will then write to the solicitor to confirm that the letter has been passed on.
- The incident is not discussed with any outside persons, or other parents/carers, no matter what questions they may ask about their own child's safety in relation to the incident, as it is regarded as confidential under the Data Protection Act.