



Humpty Dumpty Pre-school

St. John's Church hall, The Glebe, Felbridge, Surrey. RH19 2QT
Registered Charity: 1017357



Surrey County Council
Early Years Quality Improvement Award

Health and Safety Policy

Aim

Humpty Dumpty Pre-school aims to create a safe and healthy environment for children, staff, parents and any other visitors to the setting. We have procedures in place in order to identify, report and deal with any accidents, hazards and faulty equipment.

We endeavour to teach the children health and safety awareness and minimise hazards and risks to help them stay safe. Parents are also informed of health and safety procedures.

Risk Assessments

The Manager has overall responsibility for risk assessments being completed for outings but all staff are responsible for the day to day risk assessment carried out each morning and during each session. This includes removing faulty equipment, trip/slip hazards and maintaining a safe environment. The daily risk checklist is located in the kitchen on the red clipboard.

An annual risk assessment of the whole setting is carried out and updated as necessary. All staff and regular volunteers must read and sign every risk assessment to ensure Health and Safety requirements are met. Staff, volunteers and students are informed of the health and safety procedures in the setting during their induction procedure. Parents are emailed risk assessments prior to any outing and are kept informed of health and safety issues either by email or by way of notices/leaflets displayed on the parent's notice board. Any relevant health and safety concerns are also discussed with the children. Risk assessments are on-going.

Insurance

We have public liability insurance, currently with the Pre-school Learning Alliance, and the certificate is displayed on our main notice board. We lease the premises which are owned by the church to which they have the responsibility to register with the environmental health, have all relevant kitchen appliances PAT tested and ensure all gas and electricity servicing is carried out annually. Humpty Dumpty Pre-school has the responsibility to service/PAT test any privately owned electrical equipment.

Outside Area

A daily risk assessment is carried out on the outside play area ensuring any faeces, dangerous plants or other hazardous objects are removed and all equipment is in good repair. Fences are checked to ensure they are secured appropriately. The sand tray is covered every day after play to prevent contamination from animal faeces and the sand is changed regularly. Any water play is always supervised.

Sun Safety

We are a Sun Safety Pre-school and information relating to this is sent out in the registration pack. Parents must apply sun cream before their children arrive and we ask that they wear a sun hat, t-shirt, and sunglasses if necessary, although we have a supply of legionnaire's hats and t-shirts at the setting. If for any reason children do not have sun cream on, parents are required to inform us so we can keep the children in the shaded area. Staff are not permitted to apply sun cream to the children. Staff are required to be good role models and also practice positive sun safety. Children are taught to be safe in the sun by way of visual posters, discussions and activities. Although our outdoor area has a good cover of shade all morning we provide extra shade by way of a camouflage net and ensure activities that may provide long periods of attendance are set up in the shade. We ensure the children have a fresh supply of cold water to drink and that they do not over heat.

Hygiene

We implement good hygiene by labelling kitchen/bathroom mops and buckets, cleaning tables and toilets when needed during and after each session, by wearing protective clothing such as disposable gloves and aprons when

changing nappies and cleaning up hazards such as bodily fluid, providing clean clothing to children when necessary and by providing tissues and wipes.

When cleaning up bodily fluids or blood spillages, children will be supervised to stay away from the area, disposable paper towels will be used to clean the area first after which it will be thoroughly disinfected. All waste will be bagged and disposed of in the landfill bin. Any equipment that has been contaminated will be deep cleaned. Disposable aprons and gloves will be worn by any person cleaning which will also be bagged and disposed of in the landfill bin. Children will be cleaned and their clothes changed. Soiled clothes will be bagged and sent home.

Staff/students are informed of all hygiene procedures during their induction procedure and by constant updates and training.

At the end of every session the tables, toilets and sinks are cleaned with anti-bacterial spray. The snack plates and cups are washed and kitchen surfaces are wiped down. The hall is swept and kitchen and bathroom floors are mopped. We have a nappy changing policy and procedure in place which ensures the prevention of cross-contamination. Nappies are placed in a nappy sack and then disposed of in the landfill bin outside.

Humpty Dumpty has a nominated person who is responsible for ensuring there is always a stock of cleaning products, paper towels and disposable aprons and gloves. Staff are informed of where these products are located during their induction.

To promote children's awareness of good hygiene and healthy living our routine ensures that all children wash their hands, either with support or independently, before handling food such as cooking activities or eating snack, as well as after going to the toilet. We encourage the children to independently use a tissue to wipe their nose and to cover their mouth when coughing and to again wash their hands afterwards. We openly discuss and remind the children why hand washing and good hygiene is very important.

Children are also encouraged to help tidy away every day at the end of a session and will sometimes help clean the toys with soapy water in order to promote hygiene in a fun way.

All staff will hold a level 2 in Food Hygiene (e-learning) within 3 months of starting their employment at Humpty Dumpty Pre-school and will follow the procedures required when preparing food.

In regard to the children coming in to contact with animals, be it at the setting or when on an outing, strict hand washing guidelines are enforced. Parents are informed of these guidelines and children are supervised to ensure they do not put their fingers in their mouths after touching the animals.

A poster of notifiable diseases is displayed on the main notice board in the setting as well as the 10 point lifting plan. Any health alerts are displayed as and when they occur on the parent's notice board.

Humpty Dumpty Pre-school will notify Ofsted as soon as possible or within 14 days of any food poisoning that has affected two or more children being looked after at the setting, any child having meningitis or an outbreak of one of the notifiable diseases identified as such in the Public Health Control of Diseases Act 1984.

Equipment

As a setting we ensure all equipment and resources conform to the BSEN safety standards or Toys Regulation (1995) and are age appropriate to the children who attend the setting.

There is always adequate resources and equipment put out every day for the children to play with which promotes their development and learning in all aspects through child-led and adult-led activities. Equipment and resources are selected to promote positive images of people of all races, cultures and abilities, are non-discriminatory and avoid racial and gender stereotyping. Equipment and resources will be selected on a daily basis in accordance with boy, girl ratios and is provided to challenge and meet the interests of all children attending the setting.

The equipment provided is always clean and safe to use and consists of recycled, man-made and natural materials.

Adult-led activities and supervision ensures all areas of the setting and equipment is used appropriately.

Labelled storage trolleys are available which enables the children to have free choice of resources and staff will make available any resources on request.

All equipment is checked every day, when setting up, as part of the daily risk assessment and any equipment/resources that become damaged are removed as necessary during the session.

Damaged equipment/resources will be mended or replaced, if possible, and dirty equipment/resources will be cleaned immediately.

All equipment and resources are stored in a locked cupboard when not being used.

A photographic inventory is kept of all resources and equipment and the setting has appropriate insurance cover to replace them should the necessity arise.

In addition to our own equipment/resources we use East Grinstead Library to provide a wider selection of books.

Premises

Humpty Dumpty Pre-school leases its premises from St John's Church. Although the church have the responsibility of ensuring the premises are fit for purpose, a premises check is carried out each day and any faults/damage to the property are reported back to the Church Wardens. Any major fault/damage to the premises that would be detrimental to the health and safety of persons attending the setting would result in closure until the issue had been resolved. All necessary persons would be informed of the closure and the reason why.

Storage/COSHH (Control of Substances Hazardous to Health) Regulations 2002

All cleaning products are stored either out of reach from the children in the cleaning cupboard or in the kitchen to which the children do not have access.

Staff use anti-bacterial wipes or spray to clean the bathrooms and tables and occasionally disinfectant to clean up hazardous spills.

Humpty Dumpty Pre-school complies with the regulations set out by COSHH (Control of Substances Hazardous to Health, 2002).

RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 1995)

Any death, work related disease or specific injury caused at Humpty Dumpty Pre-school will be reported to RIDDOR within 10 days of the incident occurring.

Specific injuries include:

Injuries to workers which result in their incapacitation for more than 7 days.

Injuries to workers/non-workers which result in their being taken directly to hospital for treatment.

Fractures (not fingers, thumbs or toes).

Serious burns or scalds that cover more than 10% of their body.

Crush injuries that cause damage to the brain or internal organs.

The specified injury list was updated in 2013 and can be found on the RIDDOR website.

Reports must be made on-line to: www.hse.gov.uk/riddor/report.htm#online

Fatal or specified injuries only, can be reported by telephone: 0345 300 9923 (Mon- Fri. 8.30-5pm)

Any report made to RIDDOR should also be made to Ofsted.

This policy was adopted by Nikki Harris for Humpty Dumpty Pre-school on Friday 3rd July 2015.

It was reviewed and updated on 5th August 2017

Signed: (Chair)

Date:

