

## 1.2 Health and Safety Policy

Our setting aims to provide a safe, healthy and hygienic environment for children and adults.

Insurance cover is for up to 10 sessions per week and is in accordance with the Pre-school Norfolk Early Years Support Network insurance.

There is a fenced outside play area, secured by a bolted gate, adjoining the Village Hall.

### 1.2.1 Health and Safety Procedure

At 0915 or 1245 on an afternoon session one member of staff remains at the entrance door until all parents/carers have left the hall. The chain is then put on the door until the end of the session.

No child leaves the hall until his/her name is called. This is not done until the parent/carer responsible has arrived to collect their child. On each child's admission form parents can record the names of four people who may collect their child/children from the Pre-school. We will need an example of each of the named person's signature for proof of identity.

Children are not allowed into the storage area. A door bars children's access to the storage area.

Clearing away is done, in the main, by helpers. However, all the children are encouraged to help put the toys into their boxes. These are then left at the cupboard door for the helpers and Staff to put away.

#### Accidents

The first aid box is kept in the toy cupboard. The Chairperson of the Committee checks the first aid box monthly to ensure it is in order.

The accident book is kept with the first aid book. All accidents are to be recorded by the Staff. The parent/carer of the child involved also signs the book.

The full name of the casualty, date, time and place of the accident, circumstances in which it occurred, nature of injuries, treatment given, whether medical aid was required, name of a witness and the person who dealt with the accident are all to be entered in the book.

All members of staff hold a current First Aid certificate.

### Serious Incidents

We report any serious incidents to the Health and Safety Executive.

An Incident book is maintained in which anything is recorded that is passed on from a parent/carer regarding an incident about their child. The Pre-School also record any incidents that occur within the setting. These may include; break in, burglary, fire, flood, gas leak, electrical failure, attack on staff or premises, a racist incident to staff or a family on the premises, death of a child, terrorist attack or the threat of one.

The Pre-School always employs a minimum of three staff so that in the case of an emergency there is always one person to deal with the incident, one to look after the rest of the children and another member of staff to help or call any required emergency services.

### Fire Drill

A copy of the fire drill is posted on the Notice Board in the Hall foyer

The Staff keep a record of all fire drills; to include day, time, duration, names of adults present, number of children and any difficulties encountered.

The nearest telephone is in the hall foyer.

Once the register has been taken at the beginning of a session, the number of children and adults is posted on the front door of the hall so that the emergency services are aware of the number of people inside.

A minimum of 4 fire drills are carried out each year.

### **1.2.2 Transportation policy**

No outings can be undertaken by a child without the parent/carer permission.

It is our policy to take children for walks during Pre-School sessions. Parents sign to say they consent to this on the admission form.

During these walks we will maintain a ratio of one adult to two children for the under threes and one adult to four children for those children three and over.

Walks are only undertaken in the surrounding area.

In the summer term the Management Committee organise an outing. All children have an opportunity to attend with their parents/carers or guardians. The committee organise transport via coach. It is their job to undertake risk assessment including checking MOT and insurance details from the coach company, checking appropriate seat belts are fitted and to provide information on first aid during the outing.

### **1.2.3 Administering Medicines policy**

**Prescribed medicines will be administered by parents where possible. When the setting is to administer medicines the following procedures will be followed -**

If medicines are to be administered, the parent/carer **MUST** hand the medicine to the Staff **ONLY**, with full instructions and a signed authority to administer. The medicine must be in its original container and clearly labelled.

If a child has been prescribed the use of an inhaler by their GP the Pre-School must have an inhaler for that child whilst they attend a session. It is preferred that a separate inhaler is obtained and held at the Pre-School

specifically for that child, alternatively the child can bring one each session they attend.

All medicines brought to Pre-School must be given to a member of staff and left in the named medicine box. They will be given out at the end of each session.

#### **1.2.4 Sick Children/Staff Policy**

**When a child becomes ill at our setting our policy is to send the child home to ensure the child has his/her needs met in the most appropriate setting and to protect other children and adults from the risk of infection.**

Children are not accepted into the Pre-school with infectious diseases.

##### Procedures

Upon the sudden illness of the child, the parent/carer is recalled to the Pre-school.

If no contact can be made with the parent/carer the child will be made comfortable at the Pre-school until contact is made and they can collect the child.

In extreme cases, the doctor is contacted directly.

In accordance with the Norfolk Early Years Support Network's guidance on communicable diseases we ask that after an illness of sickness or diarrhoea the child be given a 72 hour symptom free recovery period before returning to Pre-School.

In the event of a staff member being taken ill, one of the Committee will be recalled to the Pre-school to cover.

The Pre-school holds a record for each Staff noting the name of a contact in an emergency and the name of the Staff's doctor, the address and telephone number.

### **1.2.5 Smoking Policy**

The Pre-school operates a NO smoking policy on the premises during a Pre-school session.

### **1.2.6 Risk Assessments**

See separate folder.

### **1.2.7 Food and Drink**

Refreshments are kept in the Pre-school cupboard in the hall kitchen. Crockery and cutlery are washed and dried up in the kitchen when used.

Staff and helpers drink all drinks at the "hatch"

A selection of fresh fruit and vegetables is delivered each week by Paddock Farm, Mulbarton. Please refer to section [1.3.6](#) for our healthy eating policy.

### **1.2.8 Soiled Clothes**

Soiled clothes are removed and placed in a plastic bag and then in the child's bag. Spare clothing is retained by the Pre-School and used in place of the soiled clothing.

Children in nappies are accepted at the Pre-School, however, they must supply a change of nappy in their bag.

No parent helper is to take a child to the toilet or to change a child other than their own child's nappy.

### **1.2.9 Cleaning**

A village hall employee cleans the premises (including the toilets).

Toys and equipment are cleaned twice a year by the Staff and at other times as required.

### **1.2.10 Visitors**

Visitors wishing to attend a Pre-school session are welcome to do so at prior notice to either the Committee or Staff.

Any student wishing to attend Pre-school, as part of their training is welcome to do so and the Pre-school has had students group in the last year. However, it is important that they check with the Staff first with regard to possible convenient dates.

Visits to the Pre-school are organised by the Committee and Staff (i.e. Fire service, librarian, aerobics teachers, children's entertainers etc). Such visits are restricted to Pre-school sessions only, and are not open to the general public.

### **1.2.11 Equipment and Toys**

We believe that high quality early years care can be promoted by providing children with safe, clean, attractive, developmentally appropriate resources, toys and equipment.

Furniture, toys and equipment on the premises are in good repair and checked regularly and conform to BS EN safety standards or the Toys (Safety) Regulations (1995) where applicable.