



Health and Safety Policy	Date: January 2017	Revision No: 2	Page 1 of 4
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Policy Statement

Littleminds believes that the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, parent/guardians, staff and volunteers by assessing and minimising the hazards and risks.

We aim to make all persons involved, aware of health and safety issues and to minimize the hazards and risks to enable the children to thrive in a healthy and safe environment.

1. Procedures

The basis of this policy is risk assessment.

Our risk assessment process includes:

- Identification of hazards and risks indoors and outside, and in our activities and procedures.

Insurance cover

- We have public liability insurance.

Children's safety

- Children are made aware of health and safety issues through discussions, planned activities and routines.
- We ensure all staff employed has been checked for criminal records.
- Adults do not normally supervise children on their own.
- All children are supervised by adults at all times.
- Whenever children are on the premises at least two adults must be present.

Safety of adults

- Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.
- All warning signs are clear and in appropriate languages.
- The sickness of staff and their involvement in accidents is recorded.

Security

- Systems are in place for the safe arrival and departure of children. The times of the children's arrivals and departures are recorded.
- The arrival and departure times of adults - staff, volunteers and visitors - are recorded.

- Our systems prevent children from leaving our premises unnoticed.

Doors

- We take precautions to prevent children's fingers from being trapped in doors.
- We have gates installed in doorways.
- Parents and staff are encouraged to take care when opening doors and also expected to close all doors and gates behind them.

Floors

- All surfaces are checked daily to ensure they are clean and not uneven or damaged.

Outdoor area

- Our outdoor area is securely fenced.
- All outdoor activities are supervised at all times.

Activities

- 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 are regularly checked for cleanliness and safety and any dangerous items are repaired or discarded.
- All materials - including paint and glue - are non-toxic.
- Sand is clean and suitable for children's play and water during water play is changed daily.
- Physical play is constantly supervised.
- Children who are sleeping are checked regularly.

Animals

- Animals visiting the setting must be free from disease and safe to be with children, and do not pose a health risk.
- Children wash their hands after contact with animals.

Hygiene

- We regularly 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, toilets and nappy changing areas.
- 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, drying facilities and the disposal of nappies.
- Indoor shoes are only worn inside to prevent the spreading of bacteria.

- We implement good hygiene practices by:
 - o cleaning tables between activities;
 - o checking toilets regularly;
 - o wearing protective clothing - such as aprons and disposable gloves - as appropriate;
 - o ensuring sole use of flannels and towels

Food and drink

- Staff that prepare and handle food receive appropriate food handling training every three years and understand - and comply with - food safety and hygiene regulations.
- All food and drink is stored appropriately and only labelled food will be given to children.
- Snack and meal times are appropriately supervised and children do not walk about with food and drinks.
- We operate systems to ensure that children do not have access to food/drinks to which they are allergic.

Kitchen

- Kitchen is out of bounds for all children.
- All surfaces are clean and non-porous.
- Cleaning materials and other dangerous materials are stored out of children's reach.
- Fire blanket is in place.

Fire safety

- Fire doors are clearly marked, never obstructed and easily opened from inside.
- Smoke detectors/alarms and fire fighting appliances conform to standards, are fitted in appropriate areas.
- Our emergency evacuation procedures are approved by the Fire Safety Officer and are:
 - o clearly displayed in the premises;
 - o explained to new members of staff, volunteers and Parent/Carers
 - o practiced regularly.

Outings and visits

We have agreed procedures for the safe conduct of outings.

- Parent/Carers sign a general consent on registration for their children to be taken out as a part of the daily activities of the setting.
- Parent/Carers always sign consent forms before major outings.
- A risk assessment is carried out before an outing takes place.
- Our adult to child ratio is high, normally one adult to two children.
- Named children are assigned to individual staff to ensure each child is individually supervised and to ensure no child gets lost and that there is no unauthorised access to children.
- Outings are recorded:
 - o the date of outing;
 - o the venue and mode of transport;
 - o names of staff assigned to named children;
 - o time of return.
- Staff take a mobile phone on outings, and supplies of tissues, wipes, pants etc as well as a mini first aid pack, a snack and water. The amount of equipment will vary and be consistent with the venue and the number of children as well as how long they will be out for.
- A minimum of two staff should accompany children on outings and a minimum of two should remain behind with the rest of the children.

First aid and medication

At least one member of staff with current first aid training will be on the premises or on an outing at anyone time. The first aid qualification includes first aid training for infants and young children.

Our first aid kit:

- complies with the Health and Safety (First Aid) Regulations;
- is regularly checked by a designated member of staff and re-stocked as necessary;

- is easily accessible to adults
- is kept out of the reach of children.

At the time of admission to the setting, parents /guardians will give written permission for emergency medical advice or treatment. Parent/guardians sign a consent form at registration allowing staff to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that parent/guardians have been informed and are on their way to the hospital.

Our accident book:

- is kept safely and accessible;
- all staff and volunteers know where it is kept and how to complete it; and copies of all accidents are kept in the child's file.
- is reviewed at least every half term to identify any potential or actual hazards.

Records

We keep records of:

Adults

- names and addresses of all staff on the premises, including temporary staff who work with the children or who have substantial access to them;

Children

- names, addresses and telephone numbers of parent/guardians and adults authorised to collect children from setting;
- the names, addresses and telephone numbers of emergency contacts in case of children's illness or accident;
- the allergies, dietary requirements and illnesses of individual children;
- the times of attendance of children, staff, volunteers and visitors;
- accidents and medicine administration records;
- consents for outings, administration of medication, emergency treatment; and incidents.

Lost Child

In the highly unlikely event of a child becoming lost whilst at the centre we would carry out the following procedures:

- After a thorough search of the premises inside and out the police would be notified and the children's parents called immediately.