

Health and safety policy and procedure

Our commitment is to provide an environment which maintains quality pre-school facilities in which the health and safety of the employees and the children in our care are paramount.

Health Policy

- All food will be stored under refrigeration, or in a cool area.
- Parents are asked to keep their children at home if they have any infection, and to inform management as to the nature of the infection, so that we can alert other parents and monitor other children in our care.
- Cuts, open sores and abrasions must be covered at all times.
- If a child is on medication, it is our policy that the parent administers medicine. If this is not possible then clear written instructions must be provided, and written authority given to management to allow medicine to be administered.
- A first aid kit will be maintained and regular checks will be carried out to ensure fitness for purpose.
- Personal hygiene will be explained to all children in our care, and they are encouraged to wash hands after using the toilet and before having any food.
- Tissues are provided for the use of the children, and soiled tissues are hygienically disposed of.
- Staff are aware of the hygiene rules necessary to prevent the spread of infectious diseases, and rubber gloves are used when cleaning up spills of body fluids.
- Floors and other affected surfaces are disinfected to prevent the spread of disease.
- We observe current legislation regarding food hygiene.
- Clean towels and cloths are provided for each session, and all utensils will be kept clean and stored in a closed cupboard.
- Paper towels are provided for the use of both children and staff.

Safety Policy

- All children will be supervised at all times.
- Children will leave the group only with authorised adults.
- Routine safety inspections will be carried out.
- The outdoor play area will be fully fenced.
- Equipment is checked routinely and either repaired, or discarded, if found to be damaged
- Fire exits are clearly identified.
- Fire extinguishers are checked annually.
- Regular fire drills are held.
- All fires, heaters and electric points are guarded to prevent accidental contact.
- Dangerous materials are stored out of the children's reach.
- Children will not have access to kitchens, cookers or any cupboards storing hazardous materials.
- All outdoor equipment is routinely checked for fitness for purpose.
- All buildings used for child care are maintained as smoke free.
- On outings the correct child to adult ratio will be maintained.
- Teaching equipment used is appropriate for the age of the child.
- A number of our staff are qualified for first aid.

