HEALTH AND SAFETY POLICY

The health and safety of the children in our care at Little Steps is paramount. We will therefore do all that is possible to ensure we keep them safe and promote good health.

General Health and Safety Procedures:

- Ensuring staff first aid certificates and first aid kits are up-to-date and that at least one member of staff on the premises holds a paediatric first aid certificate
- Public liability insurance will be kept up-to-date
- A behaviour policy and clear rules are in place
- Children will be taught about staying safe and how to avoid accidents or harm
- Children will be supervised at all times both indoors and while outside
- Safety gates are in place where needed
- All glass at the children's level will be coated with shatter proof laminate or be safety glass
- No children will be allowed in the kitchen area at any time
- Doors will be kept locked but accessible in an emergency
- Outdoor play area is checked at least twice daily to ensure it is safe before children are allowed out to play
- Toys are checked and cleaned regularly
- Harmful chemicals are kept out of the children's reach

Fire Safely Procedures:

- Ensuring smoke alarms are checked weekly and fire safety equipment is maintained as per the guidance of fire safety assessors
- A fire safety risk assessment is in place and includes an escape plan and drill records (see Emergency Evacuation Procedure)
- Fire drills will occur frequently to ensure the children understand what to do
- No smoking will be permitted anywhere on the premises, at any time.

Emergency Evacuation Procedure:

In the case of an emergency, the following will be performed in order to keep the children safe:

- Evacuation practice drills will be performed regularly to ensure all children know what to do in the case of an emergency.
- Children in the Toddler/Preschool room will line up using the 'walking chain' and exit the building, guided by staff, into the play area and to the fire safety point on the grassed area beyond the play area fence.

Reviewed: 12/03/2019

- The fire evacuation cots will be used in the baby room to safely transport children out of the building. They will exit into the play area to the fire safety point on the grassed area beyond the play area fence.
- All 'walking chains' will have a member of staff at either end to guide and supervise the children.
- On leaving the building, staff will collect the fire evacuation bag, containing a first aid kit and other essentials and collect the register and any medication required for the children (i.e. inhalers, epi-pens etc)
- The manager and senior staff will call the emergency services and, when safe to do so, will contact parents.

Security

- All doors into the building will be kept locked at all times.
- An intercom system will be used at the entrance to the children's areas in order to determine a visitor's identity before allowing access to the building.
- The outdoor play area will be fenced off to ensure the area is secure.

Sun Protection

The damaging effects of exposure to the sun on young skin have been well documented. We will do everything we can, working in partnership with you, to ensure that your child is protected. We will provide sun cream for the children, unless you would prefer to supply your own. In the summer months, please can you send your children with:-

- Sun cream already applied - we will top up throughout the day
- A sun hat
- A thin top/cardigan/t-shirt with long sleeves

We will ensure that your child has sun cream applied frequently and wears the hat you have provided. We will also avoid spending prolonged periods of time outdoors during the hottest part of the day and, when out, we will protect your child by finding shady areas. We will encourage your child to drink regularly to prevent dehydration.

You will be required to sign a permission form to apply sun cream, whether we provide it or you provide your own.

Infection Control:

Hand Hygiene

- All children will wash their hands before sitting down to eat at meal and snack times.
- All children will wash their hands after using the toilet.
- All children will wash their hands after being in contact with any animals.

Toilet and Potty Hygiene

- The toilets will be cleaned regularly.
- If a potty is used, it shall be cleaned and rinsed with disinfectant after every use.

Nappy and Clothes Changes

- When changing a child's nappy, disposable gloves will be worn and all soiled nappies will be bagged and placed in a nappy bin.
- The changing areas will be disinfected after every use to reduce the risk of spreading any infections
- If a child is to wet/soil themselves, disposable gloves will be worn when cleaning the child and any other area and all soiled clothing will be bagged in a nappy sack and returned to you on collection.
- If a child is sick, disposable gloves will be worn when attending to the child. Any area or equipment that has come in contact with the vomit will be cleaned with disinfectant. Any clothes will be bagged in a nappy sack and returned to you at on collection.

Food and Kitchen Hygiene

- All feeding equipment (plates, cups, bottles etc) shall be cleaned after every use and shall be kept within a clean and tidy cupboard.
- All high-chairs and tables at which the children eat shall be cleaned, after every use, with anti-bacterial spray/wipes
- Anti-bacterial soap shall be used to clean staff hands and the hands of the children before preparing or eating food.
- All work tops within the kitchen shall be cleaned with anti-bacterial cleaning fluid after each use.
- Different chopping boards are used for raw and cooked meat and also a separate board is used for fruit and vegetables.
- All foods shall be stored within the correct temperatures.
- All fruit and vegetables shall be washed before allowing a child to eat it.

Environment

- All play equipment will be cleaned in accordance to the frequency of use.
- All carpets shall be hovered on a regular basis.
- All hard floors shall be kept clean with anti-bacterial wash on a regular basis.
- All towels that the children use shall be replaced regularly.
- In order to be environmentally friendly, individual face clothes will be used for each child and washed after every use.

Diseases and injuries

- Guidelines of exclusion periods from day nurseries and playgroups shall be followed.

- When dealing with a child who has injured themselves and bleeding, disposable gloves will be worn while cleaning the wound and any blood.
- If a child seems unwell and contagious upon arrival we will not be able to care for that child and the parent will have to make alternative arrangements until the child is no longer contagious.
- If a child becomes unwell whilst at the setting, a parent or emergency contact shall be called in order to collect the child.

Waste Disposal

- All nappies shall be placed in a nappy bin which is emptied at least daily
- All food waste and general rubbish shall be placed in the correct bin which shall be emptied daily or more if required.
- Due to the recycling in the area children will be encouraged to learn what is placed in the different bins.
- Hands shall be cleaned in anti-bacterial soap after the handling of waste.