



## ***Cairndow Community Childcare Ltd Policy No.20*** **Health and Safety Policy**

This policy was drawn up in consultation with *committee and staff of Cairndow Community Childcare.*

### **Aims**

It is the policy of this establishment to ensure that the safety of both young children and staff is of paramount importance.

The aim of this establishment is to create an atmosphere of carefulness both in and out of school by all users.

This carefulness includes:

- The ability of each individual to protect him/herself
- Concern and consideration for the safety of others
- Knowledge of what to do in certain circumstances
- Alertness and control
- Cultivation of good habits

The policy is holistic and should be integrated throughout the whole of pre-school education provision and includes general observation of statutory obligations.

This establishment follows closely the guidelines contained in the Argyll and Bute Standard Circulars and other relevant Health and Safety circulars:

- No. 1.24 Fire Precautions
- No. 1.25 General Instructions on Fire Precautions
- No. 1.28 Health and Safety at Work (Educational Establishments)
- No. 1.21 Early Closure – Abnormal Temperatures
- No. 1.22 Early Closure – Inclement Weather

### **Procedures**

This establishment will ensure that:

### **Supervision**

- All children are supervised by adults at all times and will always be within sight of an adult.
- All staff are aware of the system in operation for children's arrivals and departures and an adult will be at the door during these periods.
- The outside doors are locked
- Children will leave only the establishment with authorised adults.
- Indoors and outdoors safety checks will be made before every session.
- Activities such as cooking, woodwork and energetic play will receive close and constant supervision.

- If a small group goes out there will be sufficient ratios of adults to children. Those left behind in the nursery will also be supervised by sufficient ratios of staff to children.

### **Accidents**

- The Head of Centre will be informed of any accidents and an accident report will be completed.
- The accident book will be available at all times.
- Parents/Carers will be informed of any accidents.

### **Medication**

- If a child is to receive medication we will follow the guidance laid out in the Care and Welfare Policy.
- All medications will be kept in a safe place out of the reach of children, in a locked cupboard.
- Cuts or open sores, whether on adults or children will be suitably covered e.g. dressing secured with adhesive tape.

### **First Aid Box**

This establishment will ensure that the first aid equipment is kept clean, replenished and replaced as necessary. Sterile items will be kept sealed in their packages until needed.

A fully equipped first aid box will be available at all times and will contain the following:

- Disposable gloves
- Sterile dressings
- Bandages – crepe, cotton and triangular
- Blunt ended scissors
- Adhesive tape

The contents of the box will be listed and the contents routinely checked against the list.

**Drugs will not be stored, e.g. aspirin, paracetamol or antiseptic cream.**

### **Hygiene**

- Hands will be washed after using the toilet
- Toothbrushes should be air dried and stored carefully
- A large box of tissues will be available and soiled tissues disposed of hygienically
- Spillages of blood, vomit or body fluids, will be cleaned up immediately by staff wearing disposable gloves and the area disinfected.
- Any waste (wipes, pads, paper towels etc) will be placed in a disposable bag and fastened securely.
- Any children's clothes will be placed in a plastic bag and fastened securely ready to take home.

## **Snack Routines**

- All children will wash their hands before eating their snack.
- Soap or liquid soap will be used in water less than 60C.
- Tables will be washed with detergent or disinfectant spray before snack.
- Cups and plates will be sterilised weekly.
- Drying cloths will be changed daily and washed at a minimum of 60C.
- Chopping boards will be cleaned daily with hot soapy water or disinfectant solution.
- Aprons will be worn for food preparation and baking.
- Adults will not walk about with hot drinks or place hot drinks within the reach of children.
- Kettles will be used with great care and supervised at all times.
- All cleaning materials will be kept out of the reach of children.

## **Outdoor Play**

- Fences and gates will be secure at all times.
- Outside sandpit will be covered when not in use.
- Climbing equipment will be used with appropriate safety surface underneath (bark, grass, rubber tiles etc)
- Children will not be allowed to pick berries or fungi that they find.
- Outside play areas will be checked for broken glass or other dangerous litter.

## **Smoking**

This establishment operates a no smoking policy.

## **Fire Procedures**

- General fire safety instructions will be clearly displayed throughout this establishment.
- All staff and children will be aware of the fire drill procedures.
- Fire doors will be kept clear at all times.
- Fire exits will be clearly marked.
- Monthly fire drills will be part of a whole school/establishment training programme.
- A register of both adults and children will be completed daily, so that a record of all those present is available in an emergency.
- Fire extinguishers will be checked annually and all staff will know how to use them.

## **Contingency Arrangements**

In the event of an emergency the Head of centre must:

- Ensure that all staff and children are moved to a place of safety outdoors.

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*September 2005*

- Phone 999 for the emergency services.
- Check the evacuation procedure has been followed.
- Remain at the front of the establishment to meet the emergency services and direct them to the incident.

### **Inclement Weather or Abnormal Temperatures**

If the temperature is below 16 degree centigrade staff will contact the Committee who will advise what action to take and follow the emergency closure policy if appropriate.

### **Monitoring and Review**

It is the responsibility of the Head of Centre along with the staff to monitor, evaluate and review the above arrangements and to adjust them according to need.