

HEALTH AND SAFETY POLICY

General awareness.

All staff are made aware that safe conditions have to be maintained whilst children are at the Centre.

Registration and collection.

The documented registration and collection procedures are made known to all staff and parents/carers.

Accidents.

All accidents must be reported by staff to the child's class teacher, or a senior member of staff **and** to the child's parent/carer. Parents/carers collecting the child sign the form referring to their child's accident. If the child is attending another group later, the forms must be completed and passed on to relevant personnel as the child moves on through the Centre. Any major accident must be recorded in the Accident Book, located in the Head of Centre's office.

If further treatment is thought to be required, the emergency contact should be called and information given concerning the need for attention.

If immediate medical attention is required, an ambulance should be called and the emergency contact informed.

Unsafe Equipment.

Unsafe equipment should be reported to the Head of Centre, marked as unsafe and withdrawn from use until repaired.

Emergency Procedures.

Emergency procedures for evacuation of the building are displayed in each area and all staff are made aware of them. Fire drills are held twice each term. One drill is with prior warning and one without prior warning.

First Aid.

First Aid equipment is kept in all rooms in a labelled cabinet and is equipped in accordance with current legal requirements.

The names of staff members who hold current certificates are displayed on the First Aid Box and in Reception.

One of the named, qualified staff must be consulted in the event of a major accident or query.

Any minor cuts, grazes or bruises may only be treated with cold water, applied with the gauze kept in each area for the purpose. No other substance is to be applied.

Medicines.

Medicines may only be administered in accordance with the LEA guidelines, and OFSTED national standards. See Policy for Administration of Drugs and Medicines

Curriculum substance safety.

No toxic or dangerous substances may be used in centre activities: only water-based markers, approved paints and glues are to be used and pen-tops must be checked for safety holes.

All children's allergies are recorded on children's information forms and made aware to staff. Special attention is paid to allergy to foodstuffs and natural materials: any cooking ingredients or foodstuffs given to the children are checked against the list of allergies. Photos of children with allergies, listing details, are displayed for staff information.

Care is taken to ensure that the garden/outside areas are safe and that plants are non-toxic.

Basic hygiene.

Children are introduced to the basic rules of hygiene and encouraged to maintain daily use.

Parents are informed about safe shoes and clothing and staff monitor the wearing of these.

Any jewellery worn by children and staff must be perceived as safe by Head of Centre and senior management. The governing body has agreed to allow the wearing of stud earrings. Any jewellery perceived to pose a danger to a child or other children should be reported to the senior member of staff, who will deal with the situation on an individual basis.

School visits.

A general Consent Form for off-site visits, in accordance with the 'School Visit' policy, is signed as each child is registered for the Centre.

A further permission slip is signed for journeys requiring transport.

All parents have access to the LEA conditions of insurance.

Only approved contractors are used for school visit transportation.

Fire prevention.

The Centre is equipped with properly maintained fire extinguishers and fire blankets, strategically placed. Staff are aware of their positions and operation.

All staff follow fire prevention procedures:

- Cooking with any source of heat is supervised,

- Warm air heaters are not restricted by clothing, paper or other materials,

- Incendiary materials (matches, lighters) are stored out of view and reach of children.

- Flammable materials are stored away from class areas.

All staff are aware of the fire procedures:

- Close all doors and windows if fire alert is raised,

- Exit by the nearest marked fire exit.

Infectious diseases.

A list of infectious diseases and their symptoms is kept in the Head of Centre's office. Parents are informed of the need to withdraw children in the event of a notifiable infectious disease until the child is declared clear of infection on the advice of a medical practitioner.

In the event of an epidemic, the school informs parents and advises that children are kept away if the first signs of infection appear.

Hazardous substances.

Hazardous substances are kept in secure storage, away from children and staff. They are only used by persons who have knowledge of the substances, their proper use, recognition of and treatment of adverse effects and emergency procedures associated with them.

Road safety.

As the site is multi-user and vehicles access the site at all times during the day, emphasis is placed on road safety with children and carers/parents.

Contractors.

All contractors working on site must report to Reception and sign in. If any work is to be carried out in or on the building, the Asbestos Log must be signed.

If any work is carried out during the times when children are on site, children must be kept away from the works, and all equipment made safe and secure. If children can approach the works, they must be supervised at all times to prevent access.

Ofsted will be informed of any major illness, accident or notifiable infectious disease. Ofsted, Early Years Directorate, Eastern Regional Centre, 2nd Floor, Field House, Station Approach, Harlow, Essex, CM20 2FS

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