

Health and Safety Policy.

Health and Safety details and responsibilities.

Insurance:

Bunnies hold public and staff liability insurance, which is renewed on an annual basis. The certificate of insurance is displayed on the notice boards at the preschool for all to see.

Risk assessments:

Risk assessments are carried out daily, on arrival and opening of the premises on a tick sheet, (in register). The most senior person on shift is responsible for these checks being carried out. There are also daily visual checks done on children's toys as they are organised for play and use. Any found to be faulty/broken toys will be returned to the store and placed in the broken box for the attention of the manager and a substitute will be organised for that session.

Regular risk assessments (annually) of the building will also be carried out with the person responsible for this from the church.

Gas and Electricity:

The church is responsible for the carrying out of service and maintenance on the building and gas and electricity supplies. We do hold a copy of the boiler certificate for our own records.

All electrical equipment is checked regularly.

Smoke alarms are fitted in the hall and tested during fire evacuation practise times. There is also a carbon monoxide detector fitted, which is tested at this time.

Outside Area:

The outside area is checked as part of the daily opening risk assessment, and gate locks are again checked immediately prior to children entering the area to play and carry out activities.

Parents are requested to provide suitable protection from all weathers throughout the year, either warm waterproof clothing, or hats and sunscreen.

Children are encouraged to think about sun safety as part of the topic's covered.

Water activities:

Water activities are to be always supervised by staff. With a member of staff having visual on the activity.

Hygiene:

Through our opening risk assessment, we ensure the environment is safe and clean for the children to play in and staff to work in.

The premises are clean twice a week by the church contractors out of preschool hours of opening.

There are cleaning rotas for toys, dressing up and large equipment. All table surfaces are cleaned daily with anti-bacterial spray and cloth.

Children are asked to wear indoor only shoes whilst in the main hall at preschool, to help keep the floor, equipment, and carpet areas free from dirt.

In line with food hygiene guidelines, all equipment used for food preparation and consumption are washed after use and stored in a clean box until next required.

Children are encouraged to become independent in their personal hygiene under the supervision of staff; this is done through discussion, reminding and role modelling good practice where appropriate. We encourage independence for toileting, nose wiping and blowing, hand washing and drying ready for food consumption, and the correct use of hand gel. Where help and intervention are required, staff will do so.

Disposable gloves and aprons, nappy bags, baby wipes, tissues and hand towels are provided for such occasions and are to be disposed of into the nappy bin provided. This is emptied daily by the Duty manager at the end of the session.

For bodily fluids and blood staff must wear protective equipment whilst dealing with the incident and anti-bacterial cleaner and hot water must be used.

The preschool has a small supply of spare clothes for children who have accidents and need fresh clothes. Staff are encouraged to have spare clothes with them on site. These are washed after each use.

If pets and or animals are brought into the setting to aid the children's learning experiences, parent's consent will be sought prior to the event for their child to partake of the activity, and of any allergies they may have. This will be accompanied by a specific risk assessment for the activity.

Notifiable diseases:

Parents and staff are given a list of notifiable diseases, in their parent packs and during staff induction, and information regarding current cases in preschool will be on the parent notice board for all to see.

In line with legislation Ofsted will be informed about:

- any food poisoning affecting two or more children looked after on your premises
- any child having meningitis

- an outbreak on your premises of any notifiable disease identified as such in the Public Health (Control of Diseases) Act 1984.

Equipment:

At Banstead Bunnies all our play equipment and resources conform to the BSEN safety standards or Toys (Safety) Regulation (1995) and are safe and fit for purpose

We provide enough equipment and resources for the number of children in our care.

We provide resources that promote all areas of children's learning and development and encourage child-initiated play and activities as well as adult-led activities. Equipment is stored in such a way that children can choose their resources independently.

Our books, equipment, materials, and resources that promote positive images of people of all races, cultures and abilities, are non-discriminatory and avoid racial and gender stereotyping. Our play equipment and resources promote continuity and progression, provide sufficient challenge and meet the needs and interests of all children.

Our materials are clean, in good condition and safe for the children to use, whether man-made, natural, or recycled materials.

We try to offer exciting new challenges to our children as well as the security of routine.

Storage/COSHH (Control of Substances Hazardous to Health) Regulations 2002:

All cleaning chemicals are safely and securely stored in the store cupboard, where no children have access to. This store cupboard is locked.

Protective equipment is provided for staff that is required or need to use the substances for cleaning.

RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995):

Injuries sustained on the premises and within working hours are to be recorded on incident/accident form in line with the policy.

As in earlier part of policy any injuries, notifiable diseases and dangerous occurrences which are reported to Ofsted will also be reported to the Health and Safety Executive.