

Health, Hygiene and Safety Policy

Statement of Intent

The health and safety of young children and their families is of paramount importance. The Eduplay mobile crèche, MFC crèche and the FFB Service works within and has regard for the Health and Safety Policy as set by Health for All (Leeds).

Our named Health and Safety Officer for Health for All (Leeds) is Richard Lancaster who has undertaken appropriate training, continues to regularly update his knowledge and understanding of Health and Safety and is competent to carry out these responsibilities.

Our health and safety poster is displayed in the main offices upstairs at Middleton Family Centre.

In order to ensure the health and safety of both children and adults we aim to make everybody aware of health, hygiene and safety issues. We promote a high standard of hygiene in our day-to-day work alongside any health and safety measures to minimise risks and hazards. To enable the children to thrive in a healthy and safe environment we will ensure that:

Risk Assessment

Risk assessments are carried out at all our mobile crèche venues, MFC and FFB locations. In order to check for hazards and risks both indoors and outside.

Any concerns or identified risks will be logged and addressed immediately. When this is in relation to a mobile crèche venue the customer will be informed in writing about them.

To ensure we assess and address health and safety issues that may occur we carry out daily, weekly, termly, 6 monthly and or annual checks to assess the following:

- Safety and security of the venue/location.
- The overall environment (heating, lighting, size of room etc)
- Fixtures, furniture and fittings, including windows, doors and floors.
- Equipment and resources.
- Large equipment will be erected with care and checked regularly.
- Equipment offered to children will be developmentally appropriate, recognising that materials suitable for an older child may pose a risk to younger/less mature children.
- Throughout the session staff will tidy up on a regular basis.

Insurance cover

We have public liability insurance and employers' liability insurance. The certificate is displayed in the reception area and main upstairs office of Middleton Family Centre and will be sent to mobile crèche or FFB customers as required.

Awareness Raising

- Our induction process for staff, students and volunteers includes providing a copy of and explaining our Health, Hygiene and Safety policy to ensure they understand the shared responsibilities around health and safety. Induction will also include information regarding safe lifting and manual handling.

- Signed copies of our induction checklist are kept to confirm that staff, students and volunteers have taken part.
- Health, hygiene and safety issues are discussed with parent/carers and customers to ensure they have an awareness and understanding of their responsibilities.
- As necessary internal and external health and safety training sessions will be made available.
- Health and safety is discussed regularly at team meetings.
- We have a no smoking policy.
- Children are made aware of health and safety issues through discussion, planned activities and routines.

Children's Safety

We ensure that all staff, students and volunteers have undergone an enhanced CRB check prior to working within our mobile crèche, MFC crèche or FFB service. We will also:

- Ensure all children are supervised by 2 adults at all times and will always be within sight of an adult.
- Ensure that children only leave our crèches with authorised adults.
- All parents/carers complete the declaration of consent section on our registration form for their child/ren to be taken out for local walks as part of the daily activities at any of our crèche provisions.

In the unlikely event that a child goes missing from our mobile crèche or MFC crèche or on an outing our Lost/Missing Child policy will be implemented

Adult Safety

- When adults need to reach up to access/store away equipment they are provided with appropriate equipment to do so
- Staff who may choose to work alone within a Health for All building must adhere to the Lone Working policy as set by Health for All (Leeds),
- The sickness of staff and their involvement in any accidents are recorded. These records are reviewed regularly to identify any issues that need to be addressed.

Security

Systems are in place for the safe arrival and departure of children. These include:

- Recording the arrival and departure times of children.
- Recording the arrival time of adults - staff, students, volunteers, parents/carers and visitors
- A door security system at Middleton Family Centre
- A CCTV system at Middleton Family Centre.
- Recording and observing security systems in place at our mobile venues including main access into the building and the crèche area
- Appropriate staff supervision onboard the Funky Fun Bus.

Kitchen

Children do not have unsupervised access to the kitchen at our MFC crèche. Staff members will ensure that:

- All surfaces are clean and non-porous.
- There are separate facilities for hand washing and for washing up.
- Cleaning materials and other dangerous materials are stored in the laundry room out of children's reach.

When children take part in cooking activities, they:

- Are supervised at all times.
- Are kept away from hot surfaces and hot water.
- Do not have unsupervised access to electrical equipment.

Fire safety

- Our fire alarms are tested once a week and fire drills carried out once a month.
- Our fire doors are clearly marked, never obstructed and easily opened from the inside.
- Smoke detectors/alarms and fire fighting appliances conform to BSEN standards, are fitted in appropriate high risk areas of the building and are checked annually. Records are maintained to evidence these procedure and kept in the main upstairs office at MFC
- Our emergency evacuation procedures are approved by the Fire Safety Officer and are:
 - Clearly displayed in the premises.
 - Explained to new members of staff, students, volunteers and parents/carers.

Electrical/gas equipment

- All electrical/gas equipment at MFC crèche conforms to safety requirements and is checked regularly.
- The boiler/electrical equipment/meter cupboard is not accessible to children.
- The temperature of hot water is controlled to 43 deg C, to prevent scalds.
- There are sufficient sockets to prevent overloading.
- Lighting and ventilation is adequate in all areas.

Storage

- All resources and materials from which children select are stored safely.
- All equipment and resources are stored and stacked safely to prevent them from accidentally falling or collapsing.

Outside area

Children will have the opportunity to play outside where possible throughout the year either at our crèche venues or on outings to parks and community play spaces. To ensure children's safety within our mobile crèche or MFC crèche outdoor play areas we will ensure:

- Our outdoor area is securely fenced.
- The outdoor area is checked and cleared of any rubbish before children are allowed outside.
- Where water can form pools on equipment, it is emptied before children start playing outside.
- All outdoor activities are supervised by at least 2 members of staff, and adult to child ratios are adhered to at all times.

To ensure children's safety when on local walks and outings we will observe and adhere to the General Outings policy.

- Standard forms are available at each session for the reporting of any accidents/incidents.

Activities

- Before purchase or loan, equipment and resources are checked regularly to ensure that they are safe for the ages and stages of the children who access our mobile crèche,

MFC crèche and FFB service and any dangerous items will be repaired/replaced or removed.

- The layout of play equipment allows adults and children to move safely and freely between activities.
- All materials - including paint & glue - are non-toxic.
- Sand is clean and suitable for children's play.
- Physical play is constantly supervised.

Outings and visits take place in accordance with our General Outings policy.

Food and drink

The Eduplay Mobile Crèche, MFC crèche and the FFB Service will observe current legislation regarding food hygiene. In particular each adult will:

- Always wash hands under running water before handling food and after using the toilet.
- Not be involved with the preparation of food if suffering from any infectious/contagious illness or skin trouble.
- Never smoke indoors.
- Never cough or sneeze over food.
- Ensure that all food and drink is stored appropriately.
- Not have hot drinks within crèche areas.
- Ensure children do not walk about with any food or drinks at meal/snack times.
- Provide fresh drinking water for children at all times.
- Put systems in place to ensure that children do not have access to food /drinks that they are allergic to.

Animals

- Animals visiting MFC crèche are free from disease and safe to be with children and do not pose a health risk.
- Children wash their hands after contact with animals
- Outdoor footwear worn to visit farms is cleaned of mud and debris and should not be worn inside.

First aid

- At least one member of staff who is first aid trained will be present during our mobile crèche, MFC crèche or FFB sessions. This also applies to outings.
- A correctly stocked first aid kit will be available at all times during our mobile crèche, MFC crèche and FFB sessions.
- Our first aid kits will be easily accessible to all adults but kept out of reach of children
- Our kits will be checked regularly by Eduplay staff and reception staff at Middleton Family Centre.
- During the registration of a child within any of our crèches, we ensure that we have written permission from parents/carers to administer first aid or emergency treatment if required
- Regular safety checks will include checking of the accident records as a basis for risk assessment.
- Our accident/incident forms are kept safely and are easily accessible. All staff, students and volunteers know where they are and how to complete them. These are reviewed regularly to identify any potential or actual hazards.

Ofsted and the Operations Manager of the trading arm of Health for All are informed of any injury requiring treatment by a general practitioner or hospital treatment or the death of a child or adult. A full report will also be submitted to the Health and Safety Executive using the format for the reporting of Injuries, Diseases and Dangerous Occurrences.

Dealing with incidents

We meet our legal requirements for the safety of our employees by complying with RIDDOR (the reporting of Injury, Disease, and Dangerous Occurrences Regulations). We report to the Health and Safety Executive (HSE):

- Any accident to a member of staff requiring treatment by a general practitioner or hospital
- Any dangerous occurrences. This may be an event that causes injury or fatalities or an event that does not cause accident but could have done, such as a gas leak.
- We keep an incident log for recording incidents including those that are reportable to the HSE which may include:
 - Break in, burglary, theft of personal or company property.
 - Fire, flood, gas leak or electrical failure
 - Attack on a member of staff or parent on the premises or near by
 - Any racist incident involving staff or family on the premises.
 - Death of a child

In the unlikely event of a child dying whilst in our care the emergency services are called and the advice of these services are followed.

- Terrorist attack or threat of one.

In the unlikely event of a terrorist attack we follow the advice of the emergency services with regard to evacuation, medical aid and contacting children's families. Our standard Fire Evacuation procedures will be followed.

The incident log allows us to record the date and time of the incident, nature of the event, who was affected, what was done about it - or if it was reported to the police, and if so a crime number. Any follow up or insurance claim made, should also be recorded.

All reporting would be done in conjunction with the Health for All (Leeds) Health and Safety Officer.

Administration of medication

- Only prescribed medicine may be administered. It must be in-date and prescribed for the current condition.
- Children taking prescribed medication must be well enough to attend our mobile crèche, MFC crèche or FFB sessions.
- Prescribed medication is stored in their original containers, is clearly labelled and is inaccessible to the children.
- Parents/carers give prior permission for the administration of medication. This states the name of the child, names of parents/carer, date the medication starts, the name of the medication and prescribing doctor, the dose and time, or how and when the medication is to be administered.

- The administration is recorded accurately each time it is given and is signed by a member of staff. Parents must also sign the record to acknowledge the administration of a medicine.
- If the administration of prescribed medication requires medical knowledge, individual training is provided for staff members by a health professional.
- Parents will usually be responsible for the administration of medication during our mobile crèche sessions unless the parent goes offsite and gives prior written consent.

Sickness of children

Please refer to our Infectious Diseases policy for details of illnesses in children.

- Children with head lice are not excluded from any of Eduplay's services, but must be treated to remedy the condition.
- Parents/carers are informed of head lice in any of our settings.
- Parents/carers are informed of any infectious disease, such as chickenpox.
- HIV (Human Immunodeficiency Virus) may affect children or families who attend our sessions. Staff may or may not be informed about it.
- Children and families are not excluded from any of our services because of HIV.

Records

Health's for All's trading arm keep records of:

- All adult names and addresses of all staff, including temporary staff, volunteers and students who work with children or who have substantial access to them.
- All records relating to staff employment within our settings, including application forms, references, results of any checks undertaken etc.

In accordance to The Early Years Foundation Stage Framework (EYFSF) and Every Child Matters Eduplay services also keep records of:

- Names, addresses and telephone numbers of parents and adults authorised to collect children from our MFC crèche.
- The names, addresses and telephone numbers of emergency contacts in case of children's illness or accident in our mobile crèche or MFC crèche provision.
- Any allergies, dietary requirements and illnesses of individual children in our mobile crèche or MFC crèche provision.
- The times of attending children, staff, volunteers and visitors.
- Accidents and medicine administration records.
- Consents for outings, administration of medication, emergency treatment and incidents.

General Health

- Cuts or open sores, whether on adults or children, will be covered with sticking plaster or other dressing.
- The Eduplay mobile crèche, MFC crèche and the FFB service will maintain links with health visitors, and gather health information and advice from the local health authority, information services and/or other health agencies.

Hygiene

To prevent the spread of infection, adults within our crèches will ensure that the following good practices are observed.

- Our daily routine encourages children to learn about personal hygiene.

- We have a daily cleaning routine for the MFC setting which includes play rooms, kitchen, toilets and nappy changing areas.
- We have a termly schedule for cleaning resources and equipment, dressing up clothes and furnishings.
- The toilet and nappy changing areas at our MFC crèche has a very high standard of hygiene including hand washing and drying facilities and the safe disposal of nappies. Within our mobile crèche provision if there are no suitable bins for the safe disposal of nappies these are double bagged and returned to parents/carers to be disposed of safely at home.

We implement good hygiene practices by:

- Cleaning tables between activities.
- Checking toilets /nappy changing area regularly.
- Ensuring that adults and children wear protective clothing - such as aprons and gloves - as appropriate.
- Providing tissues and wipes.
- Ensuring sole use of flannels and towels at our MFC crèche sessions.
- Ensuring that hands are washed after using the toilet, carrying out nappy changing duties and before and after handling foods and baby feeds.
- Encourage children to blow and wipe their noses when necessary and to dispose of soiled tissues hygienically.
- Ensure hygiene rules related to bodily fluids are followed with particular care and all staff and volunteers are aware of how infections, including HIV infection, can be transmitted.
- Ensuring that any spills of blood, vomit or excrement is wiped up and flushed down the toilet. Rubber gloves are always used when cleaning up spills of body fluids. Fabrics contaminated with body fluids thoroughly washed in hot water.
- Ensuring that any soiled garments are doubly wrapped in polythene bags and returned to the parent/carer.

Special consideration.

Some areas and activities pose particular hazards. All staff will be aware of these and will ensure that:

- Children who are sleeping are checked on a regular basis.
- Children playing with or near water will be continuously supervised.
- In shared premises, stored equipment belonging to other organisations will be checked for potential hazards.
- Access to dangerous areas such as stairways will be physically restricted and closely supervised.
- Systems will be in place to ensure that children are not at risk from swinging doors.
- Systems will be in place to ensure that no child can leave the premises unsupervised.