



The Village Hall, Barking, Ipswich, IP6 8HP  
Tel: 01449 721634  
email: info.barkingpreschool@aol.co.uk  
Registered Charity No: 1159369

## **Health & Safety Policy**

Barking Pre-school promotes a healthy lifestyle and a high standard of hygiene in its day to day work with children and adults. We aim to achieve this as detailed below.

### **Risk Assessments**

A full risk assessment is carried out once a year by the Lead Trustee and Pre-school Manager to identify hazards and risks both indoor and outdoor. Decisions will be made for areas needing attention with development of action plans specifying the action required, time scale for action and person responsible for implementing the action.

The Pre-school Manager and staff will perform daily risk assessments and record and action any areas which may need attention before allowing entry to children and their families. Risk assessments are carried out throughout the session.

### **Insurance Cover**

Barking Pre-school has Public Liability Insurance and Employers Liability Insurance. The certificate is displayed on the pre-school notice board in the village hall foyer. Health and Safety issues are discussed with staff and parents during induction. Children in the setting are made aware of Health and Safety issues through discussions, planned activities and as part of the daily routine.

### **Children's Safety**

The Pre-school will only allow adults who have been checked by the Disclosure and Barring Service (DBS) and registered with Ofsted to supervise children in the setting. A minimum of two staff will be present when children are in the setting if ratios allow.

## **Health**

### **Food**

At least one member of staff per session will have a valid food safety training certificate with as many staff as financially possible completing the food safety training.

When cooking with children as an activity the adult will provide healthy, wholesome food promoting and extending the children's understanding of a healthy diet.



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## Outdoor Play

Children will have the opportunity to play in the fresh air throughout the year utilising the outdoor play area attached to the village hall. We aim to provide resources to promote all areas of development both indoor and outdoor when weather permits. Whenever possible, staff will offer free flow play. In extreme hot weather the setting will re-organise the session timetable to accommodate outdoor play before the hotter part of the day and for shorter periods of time.

## Sun creams and hats

Children must have adequate sun protection on before they arrive at pre-school. The staff are unable to apply sun cream for safeguarding reasons. Please also supply a named sun hat.

## Illness

Parents are asked to keep their children at home if they have any infection and to inform the Pre-school as to the nature of the infection so that the Pre-school can alert other parents and make careful observations of any child who appears unwell. **Please note:** All children who are taking anti-biotics are advised not to attend Pre-school until the full course has finished. This reduces the risk of further infections. Our recommendation is in these cases children are kept away from the setting for seven days.

Parents are asked not to bring any child into the Pre-school who has been vomiting or had diarrhoea **until at least 48 hours** has elapsed since the last attack as advised by the Health Protection Agency regarding communicable diseases. See Guidance on Infectious Diseases poster in the folder.

Administering medicine should be a rare occurrence in the setting; children should not attend if they are unwell.

**It is the Pre-school Manager's (in her absence, the deputy manager's) right and responsibility to refuse to admit a child that they feel is not well enough to attend.**

For any medication that may need to be given by the staff for long standing, on-going medical problems (e.g. inhalers) parents must provide staff with written permission, instructions and demonstrations (if applicable) about administering the prescribed medication.

In the case of broken limbs/bones it is the Pre-school Manager's right and responsibility to insist that the injury is adequately protected and that a risk assessment is completed with the parent/carer before the child is left in the care of pre-school staff. It is the carer's responsibility to bring any such injury to the attention of the Pre-school Manager.

To be reviewed March 2023

March 2022



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Cuts and open sores, whether adult or children, will be covered with a sticking plaster or other dressing. Suffolk County Council guidance stipulates that we are unable to remove foreign objects (i.e. splinters) that have entered the skin. In the event of this happening we will telephone the child's parents to attend the setting to either remove the foreign object or to collect them to remove it at home.

### **Covid-19**

Please see our separate Policy and Procedure for full details of Covid-19 guidance.

### **First Aid Kit**

At least 50% of staff will have a valid First Aid Certificate and will administer First Aid if required.

The Pre-school will ensure the First Aid equipment is kept clean, replenished and replaced as necessary by the designated person – Nina Goodchild. Sterile items will be kept sealed in their packages until needed.

The kit complies with Health and Safety (First Aid) Regulations 1981 and is kept in the kitchen therefore readily available to adults although out of the reach of children in the setting.

Written permission from parents is sought at the time of registration on emergency and medical treatment and advice. Parents are required to sign and date their consent.

### **Accident Records**

Records of any accidents are completed on Tapestry (online learning journey). A paper copy of the record will be printed off for the parent and staff to sign after sharing the details of the accident with the parent/carer and will be filed in the Health and Safety folder to be reviewed termly by the pre-school Manager to identify potential or actual hazards. Any staff accidents will be recorded in an Accident Book.

### **Information Sources**

Parents will have the opportunity to discuss health and safety issues with the Pre-school staff and will have access to information available to the Pre-school.

The Pre-school will maintain links with Health Visitors and gather information and advice from the local health information services and/or other health agencies.

### **Hygiene**

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To prevent the spread of all infection, adults in the group will ensure the following good practices are observed:

### **Personal Hygiene**

- Hands will be washed after using the toilet
- A large box of tissues will be available and children will be encouraged to blow and wipe their noses when necessary. Soiled tissues will be disposed of immediately and hygienically and hands washed after blowing nose
- Paper towels are used and disposed of appropriately
- Staff will wear disposable gloves whilst changing nappies or cleaning up a child to prevent cross infection. Hands must be washed after completing this task. (Alcohol gel and hand wash are available in the nappy changing area)
- Hygiene rules related to bodily fluids followed with particular care and all staff and volunteers aware of how infections, including HIV infection, can be transmitted
- Children with pierced ears are not allowed to try on or share each other's earrings

### **Cleaning and Clearing**

Any spills of blood, vomit or excrement will be wiped up and flushed away down the toilet.

Disposable gloves will always be used when cleaning up spills of bodily fluids. Floors and other affected surfaces will be disinfected using antibacterial spray used according to the manufacturer's instructions.

Spare laundered pants and other clothing will be available in case of accidents; however parents are encouraged to provide spare clothing for their child in a clearly named bag.

Polythene bags will be used to wrap soiled clothing in.

All surfaces will be cleaned daily with an appropriate cleaner.

### **Emergencies**

In the case of an accident to a child, the parent/carer will be informed as soon as possible and if unavailable the emergency contact will be informed.

If more serious, an ambulance will be called for and a member of staff will accompany the child if the parent is unobtainable, (staff ratio will be maintained with the parent helper/committee member).



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Signed: .....  
Lead Trustee

Date: 16<sup>th</sup> March 2022