



Little Cherries

Health and safety general standards

Policy statement

Little Cherries believes that the health and safety of children and adults is of paramount importance. We aim to make children, parents, staff and volunteers aware of health and safety issues and to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment.

- Our member of staff responsible for health and safety is *Anita Yates*.
- We display the necessary health and safety poster in the kitchen area.

Insurance cover

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed on the display boards in the main corridor.

Procedures

Awareness raising

- Our induction training for staff and volunteers includes a clear explanation of health and safety issues, so that all adults are able to adhere to our policy and procedures and they understand their shared responsibility for health and safety. The induction training covers matters of employee well-being; including safe lifting and the storage of potentially dangerous substances.
- Records are kept of these induction training sessions and new staff and volunteers are asked to sign the records to confirm that they have taken part.
- Health and safety issues are explained to the parents of new children, so that they understand the part played by these issues in the daily life of the setting. For example, clothing, sickness procedure, medication, mobile phone policy, collection of children, accident & incident procedures.

- As necessary, health and safety training is included in the annual training plans of staff and health and safety is discussed regularly at our staff meetings.
- We operate a no-smoking policy.
- Children are made aware of health and safety issues through discussions, planned activities and routines.

Children's Safety

- We ensure all staff employed have been checked for criminal records by an enhanced disclosure from the Disclosure and Barring Service (DBS) and that suitable references have been obtained.
- Statutory staff/child ratios are always maintained. Staff move flexibly with children in the group. However, there is at least one member of staff in each open area.
- If at any time a child remains on the premises - for example due to late pick up - at least two adults must be present (see uncollected child policy).
- We carry out risk assessments to ensure children are not made vulnerable within any part of our premises, nor by any activity.
- Volunteers and visitors are not allowed to be left unattended with children.

Security

- Systems are in place for the safe arrival and departure of children.
- The times of the children's arrivals and departures are recorded (a tick for normal times and an exact time for late arrivals and early/late departures.)
- The arrival and departure times of adults – staff, volunteers and visitors – are recorded.
- Our visitors policy aims to prevent unauthorised access to our premises.
- Our procedures for securing the outside area aim to prevent children from leaving our premises unnoticed.
- The Bewick Bridge school premises have CCTV monitoring.
- The personal possessions of staff and volunteers are securely stored during sessions.

Safety of adults

- Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.
- When adults need to reach up to store equipment or put up displays, they are provided with safe equipment to do so.
- We ensure that all warning signs are clear and in appropriate languages.
- Adults do not remain in Little Cherries on their own unless the school and site manager has been informed. Staff working alone should then inform the school /site manager of their departure from the building. (See lone working policy)
- When it is dark, staff working alone should leave by the main school doors.
- The sickness of staff and their involvement in accidents is recorded. The records are reviewed termly to identify any issues that need to be addressed.

Control of substances hazardous to health

- Our staff implement the current guidelines of the *Control of Substances Hazardous to Health Regulations (COSHH)*.
- We keep a record of all substances that may be hazardous to health - such as cleaning chemicals and where they are stored.
- Hazardous substances are stored safely away from the children.
- We carry out a risk assessment for all chemicals used in the setting. This states what the risks are and what to do if they have contact with eyes or skin or are ingested.
- We keep all cleaning chemicals in their original containers.
- We keep the chemicals used in the setting to the minimum, in order to ensure health and hygiene is maintained.

We do not use:

- bleach;
- anti-bacterial soap/hand wash, unless specifically advised during an infection outbreak such as Pandemic flu; or
- anti-bacterial cleaning agents (except in the toilets, nappy changing area and food preparation areas). Anti-bacterial sprays are not used when children are nearby.
- All members of staff are vigilant and use chemicals safely.
- Members of staff wear protective gloves when using cleaning chemicals.

Windows & doors

- Low level windows are made from materials that prevent breakage or we ensure that they are made safe.
- Our windows are secured so that children cannot climb through them.
- Any blind cords are secured safely and do not pose a strangulation risk for young children.
- We take precautions to prevent children's fingers from being trapped in doors for example the use of finger guards.

Floors and Walkways

- The floor surface is a non-slip surface.
- Walkways are left clear and uncluttered.
- All floor surfaces are checked before the start of every session to ensure they are clean and not uneven, wet or damaged.
- Any wet spills are mopped up immediately.
- Mats/rugs have rubberised edging, or are taped down where necessary to prevent tripping.

Electrical equipment

- All electrical equipment conforms to safety requirements and is checked regularly.
- Heaters, electric sockets, wires and leads are properly guarded and the children are taught not to touch them.
- There are sufficient sockets to prevent overloading.
- We switch electrical devices off from the plug after use.
- The temperature of hot water is controlled to prevent scalds.
- Lighting and ventilation is adequate in all areas including storage areas.

Storage

- All resources and materials, which are used by the children, are stored safely.
- All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

Outdoor area

- Our outdoor area is securely fenced. All gates and fences are childproof and safe.
- Our outdoor area is checked for safety and cleared of rubbish, animal droppings and any other unsafe items before it is used.
- Adults and children are alerted to the dangers of poisonous plant, herbicides and pesticides.
- We leave receptacles upturned to prevent collection of rainwater. Where water can form a pool on equipment, it is emptied and cleaned before children start playing outside.
- Our outdoor sand pit is covered when not in use and is cleaned regularly.
- We leave receptacles upturned to prevent collection of rainwater. Where water can form a pool on equipment, it is emptied and cleaned before children can start playing outside.
- We check that children are suitably dressed for the weather conditions and type of outdoor activities e.g. ensuring that sun cream is applied and hats are worn during the summer months.
- All outdoor activities are supervised at all times, particularly with careful supervision of children on climbing equipment.

Hygiene

- We seek information from the Public Health England (PHE) to ensure that we keep up-to-date with the latest recommendations.
- Our daily routines encourage the children to learn about personal hygiene.
- We have a schedule for cleaning resources and equipment, dressing-up clothes and furnishings.
- The toilet area has a high standard of hygiene, including hand washing and drying facilities and disposable facilities for nappies.
- We implement good hygiene practices by:
 - cleaning tables between activities;
 - cleaning and checking toilets regularly;
 - wearing protective clothing - such as aprons and disposable gloves - as appropriate;
 - providing sets of clean clothes;
 - providing tissues and wipes.

Activities, resources and repairs

- Before purchase or loan, equipment and resources are checked to ensure that they are safe for the ages and stages of the children attending the setting.
- The layout of our play equipment allows adults and children to move safely and freely between activities.
- All our equipment is regularly checked for cleanliness and safety, and any dangerous items are repaired or discarded.
- Any areas that are unsafe because a repair is needed are made safe and separate from general use.
- All our materials, including paint and glue, are non-toxic.
- We ensure that sand is clean and suitable for children's play.
- Physical play is constantly supervised.
- Children are taught to handle and store tools safely.
- If children fall asleep in-situ, it may be necessary to move or wake them to make sure they are comfortable.
- Children who are sleeping are checked regularly.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.
- Any faulty equipment is removed from use and is repaired. If it cannot be repaired it is discarded. Large pieces of equipment are discarded only with the consent of the manager and the management team.
- Water play is overseen by staff.
- Risk assessments are carried out prior to off premises activities.
- We keep a full inventory of all items in the setting for audit and insurance purposes.

Jewellery and accessories

- Little Cherries staff do not wear jewellery or fashion accessories, such as belts or high heels, that may pose a danger to themselves or children.
- Parents must ensure that any jewellery worn by children poses no danger; particularly earrings which may get pulled, bracelets which can get caught when climbing or necklaces that may pose a risk of strangulation.
- Little Cherries ensure that hair accessories are removed before children sleep or rest.

Food and Drink

- Staff who prepare and handle food receive appropriate training and understand – and comply with – food safety and hygiene regulations.
- All food and drink is stored appropriately.
- Adults do not carry hot drinks through the play area(s) and do not place hot drinks within reach of children. During a session hot drinks are kept in the kitchen.
- Snack and meal times are appropriately supervised.
- Fresh drinking water is available to the children at all times.
- We operate systems to ensure that children do not have access to food/drink to which they are allergic.
- Menus are available showing any allergens that are present.

Animals

- If animals or creatures are brought in by visitors to show the children, they are the responsibility of their owner.
- The owner, along with the manager, carries out a risk assessment, detailing how the animal or creature is to be handled and how any safety or hygiene issues will be addressed.
- Animals visiting the setting are free from disease, safe to be with children, and do not pose a health risk.
- We teach children the correct handling and care of the animal or creature and supervise them at all times.
- We ensure that children wash their hands after handling the animal or creature and do not have contact with animal soil or soiled bedding.

First aid and medication

- At least one member of staff with a current first aid training certificate is on the premises at any one time. The first aid qualification includes first aid training for infants and young children.

Our first aid kit:

- Is regularly checked by a designated member of staff and re-stocked as necessary.
- Is easily accessible to adults.
- Is kept out of the reach of children.

- Staff and volunteers know where it is kept.
- At the time of admission to the Pre-School, parents' written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval.

Administering medicines - see separate policy

Illness - see separate policy

- We expect the children to be kept at home if they have any type of infection, and ask parents/carers to inform the pre-school so other parents may be informed.
- We accept children back into the group 48 hours after an attack of sickness/ diarrhoea.
- We accept children back into the group 48 hours after commencing antibiotics to allow for adverse reactions.

Sun Safety

- In the summer months we ask parents to apply sun cream before they arrive at Little Cherries. In addition to this parents can supply sun cream which can be reapplied later in the session
- All children and staff are asked to wear a sun hat outside on hot and sunny days.
- We ask parents to dress children in tops that cover their shoulders (vests and strappy tops are discouraged).
- We provide areas of shade outside.
- Children are encouraged to frequently access fresh drinking water which is available at all times.

Cold Weather Clothing

- In the winter months we ask parents to send their child with appropriate layers of warm clothing for their child when playing outside.
- We assist children to put on coats, gloves, hats, boots etc. to keep them warm.
- Staff wear appropriate warm clothing when supervising the children outside.

Associated Little Cherries policies:

- Recording and reporting of accidents and incidents policy
- Risk Assessment policy

- Security of the outside area procedure
- Smoking policy
- Administering medicines policy
- Managing children with allergies, who are sick or infectious
- Emergency evacuation of the premises

Legal framework

- Health and Safety at Work Act (1974)
- Management of Health and Safety at Work Regulations (1999)
- Electricity at Work Regulations (1989)
- Control of Substances Hazardous to Health Regulations (COSHH) (2002)
- Manual Handling Operations Regulations (1992 (As Amended 2004))
- Health and Safety (Display Screen Equipment) Regulations (1992)

Further guidance

- Health and Safety Law: What You Need to Know (HSE Revised 2009)
- Health and Safety Regulation...A Short Guide (HSE 2003)
- Electrical Safety and You: A Brief Guide (HSE 2012)
- Working with Substances Hazardous to Health: What You Need to Know About COSHH (HSE Revised 2009)
- Getting to Grips with Manual Handling - Frequently Asked Questions: A Short Guide (HSE 2011)
- Public Health England: East of England: Telephone: 0300 303 8537

This policy was adopted at a meeting of Little Cherries Committee

Held on

Date to be reviewed April 2022

Signed on behalf of the management committee

Name of signatory Jennie Peacock

Role of signatory Chairperson