

VOYAGE @ FLASH LEY

HEALTH, SAFETY & HYGIENE POLICY

It is the intention of our childcare settings to provide and maintain safe and healthy conditions for children and adults. All staff members have responsibility for health and safety and take their role seriously to ensure that each department within the school complies with health and safety regulations.

AIM

We aim to make children, parents/carers and staff aware of health and safety issues and to minimise hazards and risks, therefore providing them with a safe environment. Our intention is promote a healthy lifestyle, a high standard of hygiene in our day to day work. We achieve this through meeting the safeguarding and welfare requirements, set out in the statutory framework for the EYFS.

OBJECTIVES

- All adults bring to the attention of the Nursery Teacher or Extended Services Manager any hazards which will affect the safety of those in the setting. Risk assessments are carried out regularly to ensure that the children are kept safe.
- Staff promote the good health of children who attend the setting.
- Staff are aware of and adhere to the fire and school evacuation policy.
- All hazardous and dangerous substances are kept out of the reach of children.
- External doors are kept locked during sessions.
- Accidents are recorded and entries witnessed. Casualties are cared for by a qualified first aider.
- In the event of sudden illness, the parent/carers are contacted. Contact details are updated and are readily available in case of an emergency.
- Children are not allowed access to store rooms or kitchens.
- All staff including students, temporary staff and volunteers are required to undertake Disclosure and Barring Service (DBS) declarations.
- Safety plugs are used in electrical sockets accessible to the children.
- Doors and windows are closed and secured at the end of the working day.
- Equipment is checked and cleaned on a regular basis.
- Children are made aware of health and safety issues through discussions, planned activities and routines.
- Wherever possible the children are include in our risk assessments. Knowledge that they are kept healthy and safe leads to a greater enjoyment and achievement for children.
- Systems are in place for the safe arrival and departure of our children.
- Our outdoor areas are secure and fit for purpose.
- Outdoor activities are supervised in accordance with the EYFS Statutory Framework.
- During outings or off-site activities, children are kept safe as staff adhere to the 'Evolve' Risk Assessment and Operating Procedures and are vigilant at all times.
- Safety in the sun is a priority in Voyage see Sun Protection Policy

FIRST AID

- Accidents are dealt with by a qualified first aider
- The first aid box is accessible, clean, and stock replaced and replenished as necessary
- Accidents are recorded in the accident file, dated and witnessed.

FOOD SAFETY

- When preparing snacks, attention is paid to children's dietary needs, and care taken to protect children with food allergies, or intolerance to specific foods.
- When preparing and serving snacks, particular attention is given to personal hygiene, cleanliness, food preparation and symptoms of illness.

HYGIENE STANDARDS

- The premises are cleaned regularly and checked daily, before the children arrive
- Staff members clothing should be of a clean and tidy appearance
- Frequent hand washing is encouraged, before snack or after going to the toilet etc.
- Any symptoms of illness should be reported to the extended services manager

HYGIENE MATTERS

- Nappies are changed when children the children are soiled, wet or at regular intervals. They are then disposed of in an appropriate manner (please see the Personal and Intimate Care Policy for further information)
- Hand soap and paper towels are available in all hand washing areas
- Anti-bacterial cleaner is to be used for table tops and surfaces.
- Staff members are to regularly clean the toys and equipment
- Staff members are expected to follow good hygiene practices when clearing up any spilt bodily fluids

ILLNESS

- We promote good health of children attending our setting
- We contact parents/ carers if their child is taken ill, and care for the child whilst they await collection.
- We inform parents / carers of any occurrences of infection.
- Prescribed medication may be administered (please see Drugs and Medication Policy) Including insulin, adrenaline and nebulisers. Staff training will be given where appropriate.

	Extended Services Manager	
	Deputy Manager	
	Chair of Governors	

