

HEALTH AND SAFETY ARRANGEMENTS

Risk Assessments

- A risk assessment will be maintained for each setting premises and reviewed annually or as any changes are identified. Any additional identified hazards are managed at supervision.
- A full set of activity risk assessments are maintained.
- All hazard controls will be shared with new employees as a part of their induction.
- Any hazard control updates will be shared with the staff team at team meetings.

COSHH

- We will utilise only products which satisfy our COSHH risk assessments.
- As new products are introduced into the setting, we will add them to our COSHH records.
- COSHH records will be reviewed and monitored.
- Increasingly we seek to reduce the number of substances that are used which may be hazardous to either people or planet.

Manual Handling

- During induction, all staff members will review and be given support to understand the key messages about "Manual handling". Links are provided to relevant supporting information in the induction programme. Staff are encouraged to remind each other about safe handling procedures.

Provision of Childcare

- All activities will be planned and undertaken with an appropriate level of supervision with a minimum staff ratio as dictated by OFSTED regulations.
- When playing outside at least one practitioner will be in line-of-sight or hearing, maintaining appropriate ratios.
- A responsible manner towards others will be actively encouraged and all dangerous behaviour discouraged.
- Children will be encouraged to take Risks in their play, when risk assessed by a supervising member of staff, appropriate to their stage of development and the prevailing situational circumstances.

Fire Drill

- There will be regular fire drills carried out at least twice per year.
- Fire drills will be logged in the Fire Log.
- All staff will be trained so that they know and understand the fire drill.
- A No Smoking and vaping policy is adopted.
- All fire fighting and alarm equipment will be checked in line with the fire equipment maintenance contract.
- All children, staff and visitors will be registered as present on the premises.
- The role of Fire Warden will be allocated to an appropriate member of the staff team.
- Fire safety awareness will be provided to all members of staff through induction and at debrief following drills.
- The premises fire risk assessments are made by the owner of each premise – Action for Children are responsible on the Daisy Play Centre site in partnership with us, KEVICSF is responsible on the Mansion site.

Accidents and Incident Logs

- All accidents will be fully reported in the Accidents and Incidents registers held in each setting.

- STAFF and Visitor accident records will be maintained separately from those of the children and users of the setting using the specified staff accident and incident book – records will be kept in the office.

Child accidents and incidents

- Any accidents or incidents reported as happening immediately prior to the provision of childcare will be logged by parents and witnessed by staff on an existing injuries log.
- All incidents of vomiting or symptoms of infectious conditions resulting in a child leaving the session early will be logged and reported on the Sickness Register.
- Any accidents or incidents affecting a child's physical wellbeing will be logged on the setting Accident and incident Form, witnessed and then signed by the carer.
- A head injury observation and reporting process will be completed and shared with parents and a head injury form handed in person to the carer.
- Records will be made of any significant incidents that involve children hurting others and are shared with the parents.
- Any major accidents will be brought to the attention of the setting manager and CEO.
- The Accidents and Incidents Folder will be checked and monitored by the setting manager.
- Incident Records will be maintained to account for incidents that happen in the setting which may impact upon health and safety i.e., ant infestation, flooding taps, H and S visits.

Child Safeguarding

- Child protection training will be given to each employee.
- All volunteers and employees will be checked by the Disclosure and Barring Service and employment will be conditional upon receipt of an enhanced disclosure.
- The door security system will be in operation during all childcare sessions.
- All perimeter gates will be kept bolted.
- Children will be dismissed from sessions only into the care of the recognised parent/guardian or carers given prior parental/guardian consent.
- For further information specific to child safeguarding see the Safeguarding Policy [Rainbow Nursery Totnes Ofsted Reports and Policies - Daisy and Rainbow Childcare Totnes](#)

First Aid

- All staff will be expected to undergo Paediatric First Aid training, which is renewed every three years.
- First Aid will be administered in line with current training.
- First aid will be administered as appropriate using the designated first aid box.
- We have a designated First Aider at Work rep for both premises.
- In the event of a major accident the appropriate emergency services will be contacted immediately and the parent/guardian as soon as possible.
- A qualified team member will accompany/take the child to hospital if the parent/guardian has not arrived prior to the necessary moment of departure.
- First Aid boxes will be checked by staff teams at least termly and items replaced as used.
- We have access to a First Aid manual which is available to staff teams to use to refresh knowledge or may be delivered during a team meeting. All staff are encouraged to download the Red Cross First aid app to their personal phones. The app is downloaded to the site mobile phones. [Free first aid apps | Adult and baby | British Red Cross](#)

Medication

- Initial details of ongoing medical conditions will be noted on the child's registration form.
- Details of children with additional needs will be recorded in their records.
- A completed medical declaration form highlighting full medical histories and on-going needs will be expected from the parent/guardian prior to admission – parents will be requested to keep us informed of any health need changes.

- Any child who has a medical diagnosis which may require medical intervention whilst the child is at the setting, will have a labelled "Care Box" containing their care plan and any necessary medication or equipment that may be required i.e. Asthma spacers, Epi pens.
- A copy of each Care Plan will be retained in the Care Plan folder and kept in a known acceptable place within the room.
- All essential drugs brought to the setting will be handed to the keyperson and will be clearly labelled with the child's name and dosage to be given and expiry date.
- Staff will administer prescription medicines only when they have been prescribed by a medical practitioner- doctor, dentist, nurse, or pharmacist.

The exceptions to this

- is with the use of paracetamol suspension which may be administered with prior parental consent in place to manage teething pain and temperature control. Parents will be phoned in these circumstances to inform them.
- Ointments bought over the counter which provide relief when a child has conjunctivitis.
- Medicines will only be administered in accordance with the printed in-date dosage instructions.
- All children's medicines will be stored safely away from children.
- All records of medications administered within the day will be notified on a medication record form.
- Staff members will only administer medication for children with the prior written consent of the parent / guardian, and when witnessed by another member of staff.
- We will expect all parents of children who have a known history of asthma to make the necessary inhalers and spacers available to the childcare team when the child is under our care. These will be kept on the premises.
- No other medications will be dispensed.
- No child, known to be currently receiving Paracetamol or Brufen medication will be accepted into a childcare session until the condition has been resolved, except for teething or post vaccination treatments.
- We will give Infacol / gripe water to any baby whose parent advises us that it is their wish to reduce baby feeding discomfort. The parent will give written consent and provide the preparation.
- No child known to be currently receiving antibiotics and still demonstrating symptoms of the complaint will be accepted for childcare until the condition is successfully resolved.
- A child in receipt of ongoing medication to support a chronic, serious, or long-term condition will be admitted only with a full healthcare plan in place, agreed between the guardians, health care professionals and appropriate member of staff.
- We will seek the support of a relevant healthcare professional to assist staff training and knowledge when we are presented with specific children's needs i.e., asthma, diabetes, epilepsy, and anaphylaxis.
- In the case of refusal to take medication the parent will be contacted.

Food Preparation and Hygiene

- We will use the "Safer Food Better Business" pack as a reference point for our procedures.
- We will induct all new employees using our Food Hygiene and Infection Control Induction pack.
- Staff will wash their hands thoroughly prior to food preparation.
- The kitchen area will always be maintained to a high standard.
- Good hygiene standards will be promoted within each session.
- Any food intolerances will be recorded in personal records and clearly displayed in the food preparation area; wrist bands may also be utilised.
- The use of nuts in the food preparation areas will be prohibited.
- At the close of each week, the fridge contents will be checked, and any short-dated food items disposed of.
- Fridge and freezer temperatures will be logged daily and maintained at the regulation temperature.
- The fridge and freezer will be defrosted as necessary but at least termly.

- Food hygiene practice logs will be maintained and retained for record.
- Staff members will secure their hair and wear an apron when involved with food preparation.
- Certificated Basic food hygiene training will be given to members of staff as appropriate to their job description; ensuring one team member becomes qualified each year who will then update our review processes.
- Any volunteers will be supported to understand and work to our principles of effective food preparation and hygiene.
- We will work closely with the local authority environmental health team.

Pre-school Lunch Club

- Parents will be advised that we do not have enough fridge space for lunch box storage.
- Parents will be given information about high-risk foods.

Premises

- The setting interior will be cleaned and checked daily and after each session.
- Non-slip, absorbent mats are provided inside entrances opening onto potentially slippery surfaces and will be maintained to reduce risks of slipping.
- The Risk Assessments will be utilised to inform practice.
- The exterior grounds and premises will be checked daily and maintained as necessary.
- Premises temperatures will be maintained above 16 °C.
- The garden areas will be checked before usage by the children – check for excrement, sharp items, litter, stagnant water, any uncovered play items.

Play Equipment

- Play equipment will be checked before each use.
- Faulty, damaged, or hazardous equipment will be removed from play.

Personal Property

- We will not allow children to bring sharp implements or imitation weapons into the setting.
- We will advise parents not to dress their children in any items of potentially dangerous jewellery or clothing i.e., heeled shoes, flip flops, rings, hooped earrings, necklaces.
- All staff and adults will be requested to keep their personal property out of the reach of the children, space will be provided in the office, kitchen, or store.

Exposure to Sun light

- The management of the settings recognises and values the benefit to all children in being able to play outside.
- Weather permitting children will have the opportunity to play outside daily.
- During the months May – September both children and staff will always wear a hat in full sunshine.
- The shaded area will be used, and any portable shade erected at times when the sun is most powerful, June to August, 11am – 3pm.
- Parents will be asked to provide a named hat for their child. Spare hats will be kept on the premises.
- Parents will be expected to apply sunscreen to their child prior to Pre-School/Nursery. A contribution towards sunscreen will be requested from parents to enable re-application later in the day.
- Children who do not have sun cream applied will be allowed out only if covered by long sleeves and long trousers otherwise they will be excluded from playing outside.
- It is our duty of care policy that we have consent to apply necessary hypoallergenic, high factor suncream lotions.

Nappy changing

- No child will be excluded from care as the result of wearing a nappy; however, the following procedures will be adhered to reduce risk of infection.
- Parents will be requested to provide the nappies/pull-ups themselves in a labelled bag and in sufficient quantity for the day's needs.
- Staff will change a nappy only in the toilet areas.
- Disposable gloves and a white disposable apron will be worn for the duration of the procedure.
- If the child is considered too large to be placed on the appropriate change table, a change mat on the floor will be used instead.
- Change mats and surfaces will be cleaned with a detergent and then antibacterial cleaner afterwards.
- Any parent who wishes cream to be used on their child will provide it in a labelled container.
- Dirty nappies and gloves will be bagged and disposed of in the nappy disposal bin.
- To reduce the prospect of cross infection children will be encouraged to keep their underwear on during play.
- Re-useable nappy wipes will be used with a clear procedure in place to ensure their hygienic management.

Infectious Conditions

Any infectious condition that is notified to us by parents or results in a child being sent home will be notated in our sickness register.

During the COVID19 pandemic March 2020-March 2022 we have invested in hand sanitisers, a room fogger, UVC lights, CO2 monitors and room air filters. We use these items to support ongoing sanitisation and when there are any outbreaks.

Body Fluids Spillages

- Any spillages of body fluids should only be cleaned when wearing gloves.
- Staff members involved with cleaning a spillage will wear a white disposable apron and an appropriate solidifying agent when appropriate. Children need to be kept well away from the area.
- The greater extent of the spillage will be cleared using disposable paper cloths / towels and double bagged for disposal.
- Any contaminated items of clothing will be double bagged and returned to the parent / carer,
- Initial cleaning will be with a detergent.
- An antibacterial solution should be used to disinfect the site.
- Children should be excluded from the site until the area has been fully cleaned and dried.

Sources of Advice

- We will use the "Spotty Book" as our initial source of information [Managing specific infectious diseases: A to Z - GOV.UK \(www.gov.uk\)](#)
- We will seek further information from the NHS direct website and other reputable sites as appropriate. [The NHS website - NHS \(www.nhs.uk\)](#)
- We will seek further clarity, as needed from the health visiting team, Public Health England and the South Hams environmental health department – see contacts below.

Conjunctivitis

- Parents are asked to advise us if their child has conjunctivitis so that we can minimise spread of the condition.
- If unwell the child should stay at home
- Children may access the setting for care normally if they are not unwell – treatments may be administered by a staff member following usual procedures.

COVID19

The legislation regarding this virus is fast changing – we will follow all current national advice and law regarding the management of COVID19.

- The team are all encouraged to access the vaccine when offered to them and to have boosters as offered. A register is kept of those staff who have been vaccinated to enhance awareness of those who may be most vulnerable.
- All staff will be encouraged to access LFT and PCR testing as needed according to current guidelines.
- All staff are encouraged to maintain good and regular hand hygiene and to use hand sanitiser on entrance to the building.
- There are no current directives that suggest self-isolation – this policy will be updated to acknowledge this if there are any changes. Currently if a staff member is unwell with any symptoms which effect their ability to work then we will encourage them to stay away from the setting otherwise they may work as normal regardless if they are COVID positive.
- All staff are issued with uniform snoods which can be used to provide a face mask when in closer contact with parents or other colleagues.
- Children who are unwell in themselves will be encouraged to stay at home even when there is no legal requirement to do so.

Gastroenteritis, Vomiting and Diarrhoea

- If any member of staff or parent should suffer symptoms of infectious gastroenteritis, sickness, or diarrhoea they should be excluded from the setting until they have been clear of all symptoms for a period of 24 hours.
- Any child who suffers the symptoms of gastroenteritis, sickness or diarrhoea will be excluded from the setting until they have been clear of all symptoms for a period of 48 hours.
- In times of family sickness outbreaks, we will advise that no child should attend the setting whilst a close family member has symptoms.
- If anyone shows symptoms of infectious vomiting or diarrhoea whilst at the setting, they will be asked to leave the setting as soon as practicable. We will be robust in seeking to have a child collected from the setting, contacting the emergency contacts to advise when parents are unavailable.
- We will inform the UK Health security Agency whenever we have 2 or more cases of suspected infectious gastroenteritis within any of our individual provisions.
- In situations of 4 or more cases of sickness or diarrhoea any staff member showing symptoms will provide a sample for analysis, labelled "Daisy/Rainbow Outbreak". Parents and children will be strongly encouraged to do so.

Seasonal Influenza

- We will follow this [Checklist](#) to support our planning and response to any outbreaks
- We will support any local and national campaigns to encourage those at greatest risk and our young children from 2 years old to access the Flu vaccine.
- We will direct parents towards this information about the vaccine when required [Leaflets in different languages](#)
- Posters to be displayed in bathrooms [Bin It](#) and [Hand Washing](#)

Chicken Pox / Shingles

- Children will be excluded for five days after the first spots appear and at least until all spots are crusted over and the child is well in themselves.

Head Lice

- Staff will provide appropriate information on treatment and strongly advise that the treatment should be maintained. Staff will monitor that the infestation is abating.

Impetigo

- Children will be excluded whilst the lesions are open and may return when the lesions are crusted over or healed.

Public notification

- Any instances of Whooping cough, Measles, Rubella, Mumps, Chicken Pox, Scarlet Fever or Meningitis will be publicly notified to users of the setting.

Reporting Procedures with Outside Agencies

OFSTED

We must inform OFSTED as soon as practicable.

- in the case of any child protection referrals to the Local Authority that involve a member of staff or volunteer.
- if we close the premises on any occasion.
- if a serious accident occurs which could result in complaint or have implications for our health and safety risk assessments.
- If any child has any notifiable or highly contagious serious diseases or conditions – i.e. whooping cough, measles, food poisoning, anthrax.

RIDDOR

Reporting of Diseases and Dangerous Occurrences – 95

We must make an online report, as soon as practicable, in cases of

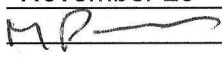
- death or major Injury i.e. fracture (not fingers), loss of sight – phone 0845 300 99 23
- Work accident causing an “Over 3 Day Injury” – written within 10 days
- A reportable work-related disease as indicated by Doctor - written
- A dangerous Occurrence i.e. Fire, – phone 861234 for further advice if needed

Public Health England- needs updating.

- We will inform UK Health Security Agency (UKHSA) whenever we have 2 or more cases of suspected infectious gastroenteritis within any of our individual provisions 2 or more cases of chicken pox, measles, whooping cough, influenza, scarlet fever or meningitis.
- We will inform UKHSA whenever we have 2 or more cases of suspected infectious gastroenteritis within any of our individual provisions. Notifiable diseases and causative organisms: how to report - GOV.UK (www.gov.uk)

Key Phone Contacts

- UKHSA South West Health Protection Team – Follaton House, TQ9 5NE – email swhpt@ukhsa.gov.uk Phone 0300 303 8162 option 1 then option 1
- Health Visitors Hub at Lescaze – 0333 2341 901
- Environmental Health Department South Hams – 861238 (Follaton House)
- OFSTED - 0300 123 1231 (email cie@ofsted.gov.uk to report accidents)

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