



Health and Safety Policy

Rationale

I am committed to providing an environment where hazards and risks are identified and dealt with swiftly in order for children to play and learn in a safe environment. By ensuring the premises are kept clean and tidy and by including children in hygienic procedures, I believe children can develop healthy practices which they will abide by into adulthood.

This policy should be read in conjunction with the setting's Risk Assessment Policy, written risk assessments, Accident, Incident and Emergency Policy, Administration of Medicines Policy, Emergency Evacuation Procedures Policy, Illness & Infection Policy, Smoking Policy, Off Site Activities Policy and Pets Policy.

Procedures

I will ensure that I take all reasonable steps to ensure any staff and children in my care are not exposed to risks and I will demonstrate how I manage risk within my daily routines and adherence to my setting's risk assessments.

My risk assessments will identify aspects of the environment that need to be checked on a regular basis, when and by whom these aspects will be checked and how I will remove or minimise the risk.

Safety and suitability of premises, environment and equipment

Security

- The front door is kept locked to prevent children leaving without adult supervision or unauthorised adults entering the house and the key is kept near the door for easy access in case of emergency, but out of the reach of the children. I have a procedure for checking the identity of visitors.
- Children are only allowed to be collected by parents/carers unless previously arranged with myself and I have met the other person in question. In the event I am unable to meet with the person, then we will use a password system and require the person to have proof of ID.

Equipment Safety

- Safety equipment suitable for the age and development of minded children is in place and checked regularly e.g. safety gates, cupboard locks etc. All equipment is regularly checked for wear and tear, and replaced if observed to be faulty.
- Plug socket covers are used where applicable, and cables are kept out of children's reach or safely secured.
- All high chairs and buggies are fitted with harnesses
- Cleaning products and sharp objects such as knives are kept in a locked cupboard or out of the reach of children.
- All toys are regularly checked and if broken or soiled are removed immediately. All toys and equipment are checked to ensure they meet British and European Standards of safety.

Fire Safety

- There is at least one smoke alarm on each level of the house and the batteries are regularly checked to ensure they are working.
- There is a fire blanket on the wall in the kitchen.
- An emergency evacuation plan is available for parents on request and exits that can be used in the event of an emergency are kept free from obstruction. Regular fire drills are carried out with all children so that they can respond and evacuate the house quickly in the event of an emergency.

Garden Safety

- The garden is totally enclosed with catches on the gate out of the reach of young children.
- Garden tools, pesticides and gas cylinders are kept locked away.
- There are no poisonous or very prickly plants within reach of children.
- Any low level glass in playhouses, sheds or outhouses is either safety glass or protected by safety film.
- Any water present in the garden is made safe.
- Pathways, steps and patios are maintained to ensure they are secure and level.
- Outside play apparatus (e.g. playhouse) is regularly checked and kept maintained. Children are not allowed on apparatus without an adult supervising.

Administering of Medicines (Child)

- Any medication will not be administered without a written, dated, and signed consent letter from the parent/carer on the day. This letter will need to include, name and date of birth of the child, medication dosage and time required, the date and time of the last dose administered.

- Medication will be clearly labelled with child's name, dosage, and will be stored as the packaging's instructions.
- The parent/carer and I will sign written records of administration: and a copy given to the parent/carer.
- If a long-term treatment plan is required, regular updates will be needed so I have a thorough understanding of the child's medical condition.
- If a prescribed medicine need specialist training, then the medication will not be administered until the relevant training has been completed.

Outings and Transport Safety

- Only car seats bought from new and suitable for the weight of the child and the car are used.
- All car seats are checked regularly and used correctly in accordance with seat belt regulations.
- My car is regularly serviced has an up to date MOT and insured for business use.
- A risk assessment will be carried out prior to all outings

Insurance

- I have public liability and legal insurance with Pacey.
- I have business insurance for transporting child minded children in my own vehicles.

Health procedures

Hygiene

- The setting implements good hygiene practices in order to prevent spread of infection.
- I encourage children to learn about good hygiene by promoting regular hand washing. Children are encouraged to become independent and take charge of their own personal hygiene care.
- Children are encouraged to wash their hands before eating, after using the toilet, playing with pets, messy play etc. and children's hand towels are regularly laundered to help prevent the spread of infection.
- Nappy changing mats are hygienically cleaned with anti-bacterial cleaner after each use.
- Toilets are cleaned and sanitised daily, and floors are kept clean by vacuuming, sweeping or mopping on a regular basis and as needed.
- Any spills or fluids including bodily fluids are cleaned up immediately and the area disinfected if appropriate.
- My pets are kept away from food preparation areas and their food bowls are out of reach of children.
- Household pets are regularly vaccinated and up to date with worming and flea treatment. All pets have a space to rest in, out of the reach of children.

Food Hygiene and Safe Food Handling

- I hold a basic food hygiene certificate
- When providing meals and snacks children are encouraged to make healthy choices and the benefits of an active lifestyle are promoted, e.g. access to outdoor play daily. I am aware of the Chief Medical Office guidance to physical activity
- The childminding setting is registered with the local Environmental Health Department. Foods are prepared, stored and cooked following the Safer Food Better Business for Childminders guidance produced by the Food Standards Agency. This includes storing foods according to the manufacturer's recommendations and the use of fridge and freezer storage that has the temperature monitored regularly.
- Only food in date will be given to the children.
- Separate chopping boards are used for raw and cooked meat and all food preparation surfaces are cleaned with anti-bacterial cleaner after use.

Sickness & Infection

- A sick child will not be allowed into the setting in order to prevent spread of illness and infection to other children and the childminder.
- A child may not return to the setting until 48 hours after the last episode of diarrhoea or sickness.
- If the illness is deemed infectious, the child may not return to the setting until the period of infection is over as set down in the health authority guidelines.
- If a child falls ill whilst in my care, the parent/carer will be contacted and asked to collect the child immediately.
- If the illness could affect other children in the setting, then those parents/carers will be advised.
- Confidentiality will be observed and respected.

Smoking

- Smoking is not permitted in or around the premises

In the event of an Accident/Injury

- I hold a current paediatric first aid certificate.
- There are two first aid boxes with appropriate content for the number and ages of children in the setting. These are located in the kitchen and in the garden playroom and are inaccessible to children. The First Aid Boxes are regularly checked and re-stocked as necessary.
- At the time of contract, parents/carers will sign that I may seek and/or administer emergency treatment to the child

- Accidents are responded to and reported according to my accident and incident policy. Emergencies are responded to in accordance with my evacuation procedure policy. After a significant event I will seek additional support to maintain children's well-being if needed.

Date policy was written	June 2019
Policy review date	June 2020
Action/Amendments to be taken following review	