# Health and Safety Policy

## (See also Risk Assessment Policy)

**Statement of Intent**

Zoe Curnow, Chairperson of Oasis Management Committee, has overall responsibility for Health and Safety at the Oasis Childcare Centres. Lorna Trudgeon, Juliette George and Briony Sedgeman are the designated staff members responsible for Health and Safety at Oasis Childcare Centres.

At Oasis Childcare Centres we provide a safe, stimulating environment in which all children are encouraged to explore and play freely and safely. Health and Safety is paramount and staff vigilance and awareness is extremely important. All staff must have Paediatric First Aid training and update their training every three years.

Our premises are fully insured and a certificate of public liability insurance is displayed.

Our certificates of registration are displayed at all times.

**Aims**

- We will monitor all rooms inside and out.
- Every member of staff to be trained in Health and Safety and to update their training every three years.
- We will constantly monitor and review our practice and provision and if necessary make adjustments.

**Methods**

1. We will provide a policy showing how we will keep the children safe in relation to Health and Safety.
2. Visual checks will be made daily, any concerns removed, noted and passed to the Senior Deputy Manager. The Senior Deputy Manager will assess any concerns and take remedial action as necessary, i.e. log the concern in the handyman's maintenance book and report it to a member of the Senior Management Team.
3. Any maintenance or repairs required are entered into the Handyman's repairs book.
4. High standards of hygiene will be expected from members of staff at all times.
5. Staff preparing snack or supervising a cooking activity will hold a valid basic food hygiene certificate.
6. All carpets are cleaned every 6 months to maintain a good standard of hygiene.
7. The fridge temperature will be checked and recorded in the book daily, any concerns passed to the manager.
8. Children will be actively encouraged to wash their hands with soap and dry them properly before and after eating, after toileting, contact with animals and before any cooking activity.

9. There are two sinks within the kitchen area; one for washing dishes and one for washing hands.
10. There is a messy play sink in the Utility Room for paint pots, glue, toys etc.
11. All food and snacks are stored and prepared in the main kitchen.
12. Coloured cloths are to be used for the following areas:
    i. **Pink** - kitchen area, food preparation area and sink.
    ii. **Yellow** - tables.
    iii. **Green** - paints and messy activities (dirty sink).
    iv. **Blue** - toilets only.
13. Cups and plates are cleaned in Milton solution every term and the baby room equipment and cutlery as necessary.
14. Only medicines are given to children that are prescribed by a doctor, however we will administer teething gel to the under two's but only with written consent from the parent using our forms. Medicine authorization forms to be completed with parent and shared with parents at the end of the session.
15. All accidents and incidents are to be recorded on our forms, a booklet has been produced for each of the rooms. Parents are asked to sign forms so we know this information has been shared and a copy is to be made if a parent requests one.
16. The Senior Deputy Manager checks each of the settings accident and incident booklets on a monthly basis, monitoring and recording any patterns that may occur. Any concerns are reported to the Senior Manager as necessary and recorded in the Health and Safety Checklist Folder.
17. When dealing with bodily fluids all staff are to wear disposable gloves and apron and dispose of the waste in the yellow bin provided situated in the disabled toilet. New gloves and apron used each time.
18. When dealing with an accident of a serious nature the parent/carer is to be informed straight away and asked to transport their child to hospital, if able and available.
    (See Serious Accidents Policy.)
19. All accidents/incidents relating to staff/visitors will be recorded in the staff/visitors accident book.
20. Fire drills are carried out every term in each of the sessions and recorded in the fire record folder kept in the office. Fire Procedures are clearly displayed at each exit.
21. Settling Parents/visitors are required to sign in and out at each visit and under no circumstances are to be left alone with children. Their personal belongings will be securely stored in the office.
22. All doors and gates leading into the settings have secure locks. The main door has a security lock in operation at all times to maintain a high standard of safety. Contracted staff are responsible for meeting and greeting visitors and confirming their identification before allowing access to the setting.
23. All internal doors leading to the children's areas of the nursery are securely locked.
24. When entering and leaving the setting, parents/carers are responsible for their child/children within the reception area.
25. The doors leading from the settings into the outside play area are locked at all times except when 'free flow' activities are taking place.
26. First Aid kits are kept in locked and/or high cupboards. Soap powders and cleaning fluids are kept in in the Kitchen or Utility Room, which are locked at all times.
27. The safety of the children is paramount at all times and they are constantly supervised. During outside play it is very important to check that all the gates are securely bolted.

28. Risk assessments are completed for all trips. Please see Trips Policy and Procedures.
29. A register of children and adults is completed on arrival and departure. Each member of staff is responsible for ensuring this happens.
30. All activities will be undertaken with the correct level of supervision in each of the rooms. The minimum ratios will be as follows;

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| a. | Under 2 years: | 1 adult to 3 children |
| b. | 2 years: | 1 adult to 4 children |
| c. | 3+ years: | 1 adult to 8 children |
| | 3+ years (EYT): | 1 adult to 13 children |

ii. This ratio will be increased for off-site activities. (See Trip Policy)

31. Parents are asked to keep their children at home if they have an infection, and to inform the Oasis as soon as possible to the nature of the infection, so that the Oasis can inform other parents and make careful observations if a child seems unwell.
32. There are certain infectious diseases, a list of which can be found on the Health Protection Agency (HPA) Poster (on wall in the office), that are notifiable. In the event of a child developing one of these illnesses we will follow the guidance set out by the Health Protection Agency (HPA).
33. Parents are asked not to bring their child in to the settings for 48 hours following a bout of sickness or diarrhea.
    Ofsted will be informed if there is a case of food poisoning affecting two or more children.
34. Head Lice is a constant problem, we ask parents to be vigilant, report any cases to us so that we can inform all parents and to keep long hair tied back. Please check your child's hair regularly and if you require guidance on how to treat head lice please speak to a member of staff.
35. In order to protect children with food allergies, we have rules about children sharing and swapping their food with one another. Parents are informed that we are unable to accept home baked goods due to allergies.
36. Our building and equipment is examined regularly and the cleaning materials we use meet COSHH safety regulations.
37. The majority of any structural work is carried out in the evenings and weekends. However, in the event of this not being possible, the Senior Deputy Manager will ensure that any escape routes are not adversely affected and the area where work is taking place is safely cordoned off.
38. All resources purchased for the setting are bought from reputable companies.
39. All donations of resources are placed in the Utility Room to be checked by the Senior Deputy Manager for suitability/age appropriateness, safety and to be sterilized.
40. Children are not permitted to bring toys, objects or play equipment from home into nursery. Parents are asked to check their children's bags before leaving each morning and remove any of these items. The staff will work closely alongside parents to enforce this procedure. Children will only be permitted to store comforters, nappies and a change of clothes in their bags.
41. Long hair should be tied back, no jewellery except watches, important rings and studded piercings.
42. In the event of nail varnish being applied for a special event, including standard polish, shellac, gel or acrylic varnish, then gloves must be worn at all times when handling and preparing food and when carrying out personal care routines.

Disciplinary procedures will be followed if staff do not adhere to the regulations set out in this policy (please see Disciplinary Procedures).

Adopted by The Oasis Management Committee on: 30.9.21
Representative of Management Committee Signature: Lorna Trudgen
Review Date: August 2022