



## **Health, Safety and Hygiene Policy**

Noah's Ark will provide a happy safe environment for children, staff, visitors and helpers. Denise Shaw and Claire Moffatt oversee the day to day affairs and are responsible for administration including implementation of this policy.

**Supervision:** The supervisor in charge carries the responsibility for that session. Current supervisors are Denise, Claire, Tracey and Sue Foord.

Children are supervised at all times. The following staff ratios must be adhered to. Children ages 3-5 1 :8, children under 3 1:4.

### **Child Protection:**

As a provider of childcare, Noah's Ark has a statutory duty, under the 1989 and 2004 Children's Act, to safeguard and promote the welfare of Children. It is our policy to contact the relevant department: Children's services – 0300 123 4043 or Child Abuse Investigation unit 0845 33 00 222, if there are concerns about the child's welfare. The child's confidentiality will be respected. A full copy of the Safeguarding policy is available on our website <https://www.noahsarkharpندن.co.uk>

**Hazards:** Care must be taken over the following health and safety hazards:

### **Inside:**

- The front door is kept locked. Parents are reminded in newsletters to close the gates after themselves.
- Children are not allowed to enter the kitchen.
- Water play – watch for wet slippery floor and mop if necessary.
- Sand play – watch for slipping on sand and sweep if necessary. **\*When needed please refer to the Epidemic and Pandemic policy**
- Providing clean sand and play dough for playing. **\*When needed please refer to the Epidemic and Pandemic policy**
- The protective floor mats should not be wrinkled, causing a child or adult to trip.
- Children are not allowed to throw sand or to run unless it is a supervised activity.
- Hot drinks must be consumed away from the children in the kitchen.
- Food should be kept in the fridge where appropriate
- Dangerous substances such as bleach should be stored out of reach of the children on a high shelf or high cupboard.
- Children should be supervised when an animal visits pre-school. Allergies must be checked for first and adults and children should wash their hands after handling the animals.
- Helpers should observe correct posture when lifting equipment or children. Care must also be taken when preparing displays or posters.
- The medicine box must be put out before each session in main hall and returned to the filing cabinet at the end of each session.

### **Outside:**



- The gates must always be bolted, looped and secured with bungee retainers so that no child could open a gate and escape.
- Children should always be in full view of the staff at all times. A member of staff should be posted by the main road gates during outside play when using the playground.
- Children are not allowed behind the shed or other buildings.
- Children should be reminded to keep away from the stinging nettles and falling berries, all these are to be removed or swept up as much as possible.
- Permission to take the children off the premises must be obtained from parents/carers; a form is included in the induction pack.

#### **Accidents:**

Should an accident or incident occur at Noah's Ark it will be recorded in the accident book, signed by a member of staff and by a parent or carer on collection. **\*When needed please refer to the Epidemic and Pandemic policy**

If a child needs to be taken to hospital urgently an ambulance will be called and parents will be notified immediately after.

#### **Body Fluids:**

When dealing with body fluids, gloves and an apron should be worn. Aprons and gloves etc are available in the toilet and nappy changing areas. Soiled nappies are to be put in the nappy bin, when emptied, the nappies from the nappy bin should be placed in a black bag with the rest of the rubbish. All waste bins should be emptied whenever they are full and taken outside. **\*When needed please refer to the Epidemic and Pandemic policy**

#### **Infections/illnesses:**

Please refer to the Public health agency guidelines on infection control and illnesses. [https://www.publichealth.hscni.net/sites/default/files/Guidance\\_on\\_infection\\_control\\_in%20schools\\_poster.pdf](https://www.publichealth.hscni.net/sites/default/files/Guidance_on_infection_control_in%20schools_poster.pdf) **\*When needed please refer to the Epidemic and Pandemic policy**

#### **First Aid:**

- All staff will hold a current 12 hr paediatric first aid certificate, needing to be repeated every 3 years. **\*When needed please refer to the Epidemic and Pandemic policy**
- The first aid box is stocked according to the recommended list, checked termly and located in the kitchen.
- The use of creams must receive written permission first. This information will be kept in the children's details folder.

**Any injuries, diseases or dangerous occurrences** will be reported through Riddor. Details for which can be found in the filing cabinet in the Health and Safety folder. **\*When needed please refer to the Epidemic and Pandemic policy**

#### **Manual Handling:**

Advice is to try to be at the child's level at all times. When picking up a child if necessary, bend at the knees and carry the child to a safe spot.

#### **Administering medicine**



- We will only administer medicine that is prescribed by a doctor, with an accompanying letter signed by the doctor.
- The medicines usually administered are emergency ones such as an epipen or inhaler.
- Full instructions should be supplied with the medicine and a form filled in by the parents and the supervisor.
- When the medicine is administered, it will be written in the accident book with details of what was given with the date, time, by whom and if the parent was called.
- The parent should sign to acknowledge that the medicine was administered.

### Hygiene

- The kitchen surfaces, tables etc will be cleaned using an anti-bacterial disinfectant. The toilets have their own bucket and mop. Bleach and disinfectant are kept in the cupboards up high in the adult toilet area.
- Toys and other equipment will be checked regularly for safety and cleanliness and washed/steam cleaned at the end of term.
- The general hygiene of each child will be encouraged especially the washing of hands before snack and lunch and after toileting. When blowing noses, use tissues and dispose of in the bin.
- **\*When needed please refer to the Epidemic and Pandemic policy**

### Security

- Whilst it is not possible to prevent members of the public entering the playground, the main door is secured by an internal lock and can only be opened by an adult admitting a visitor. Staff must always look through the glass of the main door before opening the door.
- The front door has a safety lock and handle.
- When the usual person is not collecting a child, the supervisor must be informed so that the name of the child and the person collecting can be recorded on the register. The person collecting will be asked for the password before being allowed to collect the child.
- At the end of the session the parent/carer must sign that he/she is taking the child. **\*When needed please refer to the Epidemic and Pandemic policy**
- If a childcare /court order is in force then the leader is responsible for handing the child personally to the collector.
- A leader will be posted on the main entrance and identifying parents/carers as they collect their children. Other staff are in the main room making sure that Parent/carers are collecting the correct children and the children don't leave without their parent/carer.

### Heating/ Ventilation

- Recommended temperatures are 16C when sedentary and 13C when physically active.
- Whilst helpers will endeavour to do their best regarding adequate heating, bearing in mind the type of building we are in, we recommend the parents to ensure adequate clothing such as vests.
- Outdoor wear must be suitable – sunhats in summer, coats, hats and mittens in winter.
- Ventilate by opening windows, shut all windows and blinds when leaving the building

**Evacuation** of the building in an emergency – please follow guidelines for a Fire Drill. Fire drills are held each term and recorded in the fire drill book kept in the fire bag (currently a blue backpack)

**The Health and Safety Law** poster must be displayed.



**A Risk Assessment** will be carried out annually.

All equipment will be maintained and checked regularly according to manufactures information. Any faulty equipment should be reported to Denise or Claire.

Reviewed Jan 2019- DAS

<b>Review and Revision Tracking</b>		
<b>Date</b>	<b>Type</b>	<b>Name</b>
March 2019	Reviewed and changed	CM/DAS
May 2019	Reviewed	CM/DAS
June 2020	Reviewed	DAS
December 2020	Reviewed	DAS
June 2021	Reviewed	CLM