

TAYLORSTOWN CROSS COMMUNITY PRESCHOOL LTD.

HEALTH AND SAFETY POLICY

PRINCIPLES

(Article 24 U.N. Convention on the Rights of the Child) states that:

“Children have the right to be as healthy as possible, live and play in a safe healthy unpolluted environment and benefit from preventive health care and education”

Learning about health is an important area of learning. If good health habits can be developed early they are likely to be continued throughout life.

POLICY'S STATEMENT OF INTENT

The policy within Taylorstown Cross Community Complex Ltd. Is to provide the children with a Healthy, Safe, Stimulating Environment in which to work and play.

The Complex promotes healthy eating habits, socialisation skills and healthy snacks.

Children with special dietary needs are catered for.

PROCEDURES

We will endeavour to maintain high levels of health and safety by ensuring that:-

Outdoors

1. Parent's will be advised of the group's safety precautions e.g. shutting of gates, and car parking arrangements.
2. All outdoor areas, the play park and equipment will be checked and cleaned before the children use them.
3. Checks will be made on the fencing around the park.

Indoors

1. The layout of the room will be safe for the children to move freely from area to area.
2. The activities on offer will meet the needs of the group, providing the children with challenges and the opportunity for success.
3. The room should be bright and well ventilated, providing the children with a safe stimulating environment.

4. Equipment and materials will be accessible and within all children's reach including children with special educational needs.
5. Dressing up clothes, blankets and aprons will be washed regularly.
6. Children will be encouraged to respect their environment and the equipment provided. Helping to tidy away at the end of the session can promote this skill.
7. Staff and children will wear suitable clothing and footwear when in the group.
8. The art / sand / water will be kept clean with spillage being wiped up immediately in order to prevent accidents.
9. The water in the children's toilets is thermostatically controlled at a safe temperature for their use.
10. All staff should be aware of the correct procedure for lifting heavy equipment.
11. If someone different is leaving or collecting a child from the complex parents / carers must inform staff before hand.
12. **Due to insurance cover children may not enter playgroup before 8:45am and be collected by 11:30am.**
13. Written consent forms must be provided when children are going on outings, etc.
14. Fire drills will be carried out once a month. These will be recorded and fire equipment checked and serviced frequently. New staff and volunteers will be made familiar with the correct procedures in the event of an accident or emergency occurring. Pick up point in the case of an evacuation will be the local Baptist Church Hall.
15. All staff should be aware of the assembly point in the event of a fire.
16. When an emergency occurs workers should immediately cease what they are doing and assume their designated roles as quickly as possible.
17. Fire exits must not be locked and access to them must be clear at all times.
18. Electrical plugs should be covered and power points sited in a safe place.
19. Doors should be fitted with an alarm system.
20. First aid facilities must be provided. At least one adult on duty will be trained in first aid.
21. The first aid box will be checked regularly by a member of staff.
22. All staff must wear disposable gloves when dealing with an accident or when changing a child.
23. All staff in the group should be familiar with the process of dealing with minor cuts and bruises.
24. All accidents **must** be recorded in the accident / incident book and signed by the person who witnessed the incident. The accident should be reported to the child's parent / carer who must also sign the book. Accident books should be retained indefinitely.

Kitchen

1. Children will not have unsupervised access to the kitchen.
2. Kitchen areas and work surfaces will be kept clean and wiped daily with disinfectant.
3. Covered bins in the hall and kitchen will be emptied daily.
4. All tea towels and dishcloths will be changed daily.
5. Any food required for the children will be stored in a clean dry cupboard, or fridge. The fridge should be kept at the required temperature and foods stored separately to prevent cross contamination.
6. Food will be kept covered at all times.
7. All fresh fruit and vegetables will be washed before use.
8. Tables in the hall used for snack time will be thoroughly cleaned before and after use. The floor should be swept when necessary.
9. The children's cups, plates, bowls, jugs, knives, forks and spoons will be stored in the food preparation area.
10. All potentially dangerous products including cleaning materials and medicines will be stored out of the children's reach, in a locked cupboard.

Equipment

1. Equipment is checked on a regular basis for any damage. If an item is considered unsafe it should be replaced.
2. Complex inventory will be updated regularly.
3. The children will be encouraged to respect materials and equipment. Children will be supervised at all times when using materials and equipment.
4. Good teamwork is essential to ensure that all staff are conversant with the health and safety issues and are able to follow the necessary checks and procedures.
5. Staff and management committee members should be familiar with the Health and Safety Regulations agreed within the group.
6. The staff – child ratio will be adhered to in accordance with Social Services recommendations.
7. Equipment and materials will be washed and sterilised weekly.

Hygiene

1. All staff and children should wash their hands after using the toilet and before eating.
2. Disposable towels will be provided for adults and children.
3. Groups should have a clear policy specifying the limitations on attendance of sick children. Provision should be made for the

notification of the sick child's parents / carer, the comfort of the child and the protection from infection of the other children in the group.

4. If there is an outbreak of head lice all parents / carers will be informed and any necessary precautions taken.
5. All records kept on individuals are strictly confidential and are accessible only to that named person. However, the legal principles that "the welfare of the child is paramount" (Children's Order NI) means that the confidentiality comes second to the right of the child to be protected from harm (**see Child Protection Policy**).
6. Staff / Children should adhere to the 48 hour exclusion period after illness.
7. If a staff member becomes unwell he / she must report to the line manager.

This policy has been adopted by the preschool committee at a meeting on

Witnessed by _____ **(Chairperson)**

This Policy was reviewed on _____

Witnessed by _____ **(Chairperson)**

Complex Co-ordinator _____ **Date** _____