



The Secret Garden Pre-school  
Wellington Avenue  
Princes Risborough  
Bucks HP 27 9HY  
07759 582307

## Health and Hygiene – Policy and Practice

Our pre-school promotes a healthy lifestyles and a high standard of hygiene in its day-to-day work with children and adults.

This is achieved in the following way:

The member of staff responsible for Health and Safety issues is:

Fran McMullan with the support of the staff team.

We will review this persons training on a regular basis. We are currently displaying the health and safety poster.

### Risk assessment –

- This includes checking for hazards and risks indoors / outdoors and in activities and procedures. Our assessment covers adults / children.
- Deciding which areas need attention
- Developing an action plan, which specifies the action required, the timescales for action, the person responsible and any funding requirement.

We maintain lists of setting up/ down procedures; these highlight checks for health and safety. These are checked:

- Daily before the session starts
- Weekly
- Yearly – when a full risk assessment is carried out.
- As necessary, when introducing a new activity.

### Insurance Cover

We have Public Liability Insurance and Employers Liability Insurance.  
The certificate is displayed on the notice board in the parent area.

We have a no smoking policy.

On induction we cover health and safety issues. Staff have a questionnaire at the end of the induction process to test their knowledge. These records are kept.

Children are made aware of health and safety issues through discussions, planned activities and as part of the daily routine.

### Children's safety

Only persons who have been checked by the Criminal Records Bureau (CRB) and are registered with OFSTED can accompany children to the toilet.

Adults do not usually supervise children on their own, and all children are always supervised. Whenever children are on the premises, there will always be a minimum of two adults present.

### Security

Systems are in place for the safe arrival and departure of children. The times are recorded in the register. The arrival of staff / visitors are also recorded. Staff times are recorded in the



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staff signing in book and visitors are recorded in the visitor book. Our systems prevent unauthorised access, and prevent children leaving the premises unnoticed. The personal possessions of the staff and volunteers are securely stored during pre-school sessions.

### **Windows –**

- Low-level windows are made from materials, which prevent accidental breakage or are made safe.
- Windows are protected from accidental breakage or vandalism from people outside the building.
- Windows above the ground floor are secured so that children cannot climb through them.

### **Doors**

We take precautions to prevent children's fingers from being trapped in doors. All doors are securely locked whilst children are on the premises.

### **Floors**

All surfaces are checked daily to ensure they are clean and not uneven or damaged.

### **Kitchen**

- Children do not have unsupervised access to the kitchen.
- All surfaces are clean and non-porous.
- There are separate facilities for hand washing and for washing up.
- Cleaning materials and other dangerous materials are stored out of children's reach.
- When children take part in cooking activities, they:
  - are supervised at all times;
  - are kept away from hot surfaces and hot water
  - do not have unsupervised access to electrical equipment.

### **Electrical/gas equipment**

- All electrical/gas equipment conforms to safety requirements and is checked regularly.
- Our boiler/electrical switch/meter cupboard is not accessible to the children.
- Fires, heaters, electric sockets, wires and leads are properly guarded and the children are taught not to touch them.
- There are sufficient sockets to prevent overloading.
- The temperature of hot water is controlled to prevent scalds.
- Lighting and ventilation is adequate in all areas including storage areas.

### **Storage**

- All resources and materials which children select are stored safely.
- All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

### **Outdoor area**

- Our outdoor area is securely fenced.
- Our outdoor area is checked for safety and cleared of rubbish before it is used.
- Where ever possible the pre-school will ensure there are no poisonous plants, herbicides and pesticides and adults will be alerted to any plants posing a risk to ensure children are prohibited from the area.



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- Where water can form a pool on equipment, it is emptied before children start playing outside.
- Our outdoor sand pit is covered when not in use.
- All outdoor activities are supervised at all times. We regularly seek information from the Environmental Health Department and the Health Authority to ensure that we keep up-to-date with the latest recommendations.

### **Cleaning routines -**

- Our daily routines encourage the children to learn about personal hygiene.
- We have a daily cleaning routine for the pre-school, which includes play room(s), kitchen, rest area, toilets and nappy changing areas.
- We have a schedule for cleaning resources and equipment, dressing up clothes and furnishings.
- The toilet area has a high standard of hygiene including hand washing and drying facilities and the disposal of nappies (parent's are asked to take nappies home)
- We implement good hygiene practices by:
  - Cleaning tables between activities;
  - Checking toilets regularly;
  - Wearing protective clothing - such as aprons and disposable gloves - as appropriate;
  - Providing sets of clean clothes;
  - Providing tissues and wipes;
  - Ensuring we provide disposable towels

### **Activities**

- Before purchase or loan, equipment and resources are checked to ensure that they are safe for the ages and stages of the children currently attending the pre-school.
- The layout of play equipment allows adults and children to move safely and freely between activities.
- All equipment is regularly checked for cleanliness and safety and any dangerous items are repaired or discarded.
- All materials - including paint and glue - are non-toxic.
- Sand is clean and suitable for children's play.
- Physical play is constantly supervised.
- Children are taught to handle and store tools safely.
- Children who are sleeping are checked regularly, (this may be necessary when children become ill)
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.

### **Food and drink**

- Staff who prepare and handle food receive appropriate training and understand - and comply with - food safety and hygiene regulations.
- All food and drink is stored appropriately.
- Adults do not carry hot drinks through the play area(s) and do not place hot drinks within reach of children.
- Snack and meal times are appropriately supervised.
- Fresh drinking water is available to the children at all times.
- We operate systems to ensure that children do not have access to food/drinks to which they are allergic.



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### **Outings and visits**

- We have agreed procedures for the safe conduct of outings.
- A risk assessment is carried out before an outing takes place.
- Parents always sign consent forms before major outings.
- Our adult to child ratio is high, normally one adult to two children.
- The children are appropriately supervised to ensure no child gets lost and that there is no unauthorised access to children.
- Where necessary, records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover. This will usually be in the case of extreme emergencies.

### **Animals**

- Animals visiting the pre-school are free from disease, safe to be with children and do not pose a health risk.
- Our pre-school pets are free from disease, safe to be with children and do not pose a health risk.

### **Fire safety**

- Fire doors are clearly marked, never obstructed and easily opened from inside.
- Smoke detectors/alarms and fire fighting appliances conform to BSEN standards, are fitted.
- Our emergency evacuation procedures are approved by the Fire Safety Officer and are:
  - Clearly displayed in the premises;
  - Explained to new members of staff, volunteers and parents; and
  - Practised regularly at least once every term.
- Records are kept of fire drills and the servicing of fire safety equipment.

### **First aid and medication**

At least one member of staff with a current first aid training certificate (relevant to infants and young children) is on the premises or on an outing at any one time. The first aid qualification includes first aid training for infants and young children.

All staff are encouraged to complete their paediatric first aid course and a current list of first aiders is displayed on the premises.

Our first aid kit:

- Complies with the Health and Safety (First Aid) Regulations 1981;
- Is regularly checked by a designated member of staff and re-stocked as necessary;
- Is easily accessible to adults; and
- Is kept out of the reach of children.

At the time of admission to the pre-school, parents' written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval.

Our Accident Book:

- Is kept safely and accessibly;
- All staff and volunteers know where it is kept and how to complete it; and
- Is reviewed at least half termly to identify any potential or actual hazards.



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Ofsted is notified of any injury requiring treatment by a General Practitioner or hospital treatment of a child or adult.

Incidents are also recorded, usually in the back of the pre-school diary or on a separate incident form. Information is treated confidentially, and will include dates and times, and will describe the incident. These records will be kept in a locked cupboard.

Any injury requiring General Practitioner or hospital treatment to a child, parent, volunteer or visitor is reported to the local office of the Health and Safety Executive.

We meet our legal requirements for the safety of our employees by complying with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations). We report to the local office of the Health and Safety Executive:

- Any accident to a member of staff requiring treatment by a General Practitioner or hospital;
- Any dangerous occurrences (i.e. an event which does not cause an accident but could have done).

Staff have a separate accident book.

Children's prescribed drugs are stored in their original containers, are clearly labelled and are inaccessible to the children.

Parents give prior written permission for the administration of medication. The administration is recorded accurately and parents sign the record book to acknowledge the administration of a medicine. In line with the Early Years Foundation Stage guidance only medicine that has been prescribed by a doctor will be administered to the children.

If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional.

### **Sickness**

Our policy for the exclusion of ill or infectious children is discussed with parents. This includes procedures for contacting parents - or other authorised adults - if a child becomes ill at pre-school.

Ofsted is notified of any infectious diseases, which a qualified medical person considers notifiable.

### **Safety of adults**

- Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.
- When adults need to reach up to store equipment or to change light bulbs they are provided with safe equipment to do so.
- All warning signs are clear and in appropriate languages.
- Adults do not remain in the building on their own unless necessary or leave on their own after dark. There will be 2 members of staff on the premises for safety.
- The sickness of staff and their involvement in accidents is recorded. The records are reviewed termly to identify any issues, which need to be addressed.

### **Records**

In accordance with the Early Years Foundation Stage we keep records of:

- Adults authorised to collect children from pre-school;



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- The names, addresses and telephone numbers of emergency contacts in case of children's illness or accident;
- The allergies, dietary requirements and illnesses of individual children;
- The times of attendance of children, staff, volunteers and visitors;
- Accidents;
- Incidents.

### **Illness**

Parents are asked to keep their children at home if they have any infection, and to inform the pre-school as to the nature of the infection so that the pre-school can alert other parents and make careful observations of any child whom seems unwell.

- If the children of the pre-school staff are unwell, the children will not accompany their parents/ carers to work in the pre-school.
- If a child has been sick or has diarrhoea in the last 48 hours parents are asked not to send the children to pre-school until a clear 48 hours has passed.
- Cuts or open sores, whether on adults or children, will be covered with a hypoallergenic plaster (providing parents have given permission).
- If a child is on prescribed medication the following procedures will be followed;
  - If possible, the child's parents will administer medicine. If not then medication must be clearly labelled with the Child's name, dosage and any instructions.
  - Only a qualified member of staff will administer medicine.
  - Written information will be obtained from the parent, giving clear instructions about the dosage, administration of medication and permission for staff to follow these instructions.
  - This information will be kept in the medication book. Staff will also record what time medicine was given, etc. and ask parents to sign at the end of the session.
  - All medication will be kept in a lockable cupboard.
- With regard to the administration of life saving medication such as insulin / adrenaline injections or the use of nebulisers, the position will be clarified with the Pre-school insurance company. Children will be encouraged as much as possible to self-administer.  
(The Pre-school is insured with Sun Alliance, this will be through the insurance officer at Pre-school Learning Alliance National Centre)
- The Pre-school will ensure that the first aid box and equipment is kept clean, is replenished and replaced as necessary. Sterile items will be kept in their sealed packages until needed.

### **Information sources**

Parents will have the opportunity to discuss health issues with pre-school staff and will have access to information available to the pre-school.

- The pre-school will maintain links with health visitors and gather health information and advice from the local authority information services / other health agencies.



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## **HYGIENE**

To prevent the spread of all infection, adults in the group will ensure that the following good practices are observed

### **Personal Hygiene**

- Hands washed after using the toilet
- Children with pierced ears are not allowed to try on or share each other's earrings.
- A large box of tissues are available and children are encouraged to blow and wipe their noses where necessary.
- Soiled tissues to be disposed of appropriately.
- Children are encouraged to cover their mouths when coughing.
- Individual towels / paper towels are used and disposed of appropriately.
- Hygiene rules related to bodily fluids followed with particular care and all staff and volunteers aware of how infections, including HIV infection, can be transmitted.

### **Cleaning and Clearing**

- Any spills of blood, vomit, or excrement wiped up and flushed down the toilet. Rubber gloves are always used when cleaning up spills of body fluids. Floors and other affected surfaces disinfected using chlorine and iodine bleach diluted according to the manufacturer's instructions. Fabrics contaminated with body fluids will be thoroughly washed in hot water.
- Spare laundered pants and other clothing are available in case of accident and polythene bags are available in which to wrap soiled garments.
- All surfaces are cleaned daily with an appropriate cleaner.

### **Food**

The pre-school will observe current legislation regarding food hygiene, registration and training.

In particular, each adult will:

- Always wash hands under running water before handling food and after using the toilet.
- Not to be involved with the preparation of food suffering from any infectious / contagious illness or skin trouble.
- Never smoke on the premises.
- Never cough / sneeze over food.
- Use different cleaning cloths for kitchen and toilet areas.
- Ensure waste is disposed of properly and out of reach of the children. Ensure the pedal dustbin is used.
- Wash fresh fruits and vegetables before use.

Any food or drink that requires heating will be heated immediately prior to serving and not left standing.



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No food / drink will be re-heated.

Tea towels will be washed each week.

All utensils will be kept clean and stored in dust free place, e.g. cupboard or drawer.

Cracked or chipped china will not be used.

A thermometer is provided to track the temperature of the fridge; staff will record this and ensure appropriate temperatures.

The pre-school operates a no nuts policy.

The pre-school adopted this policy on ...7<sup>th</sup> January 2011.....

By Hayley White

Signed on behalf of the staff..... *HWhite*.....