



Health, Safety, Welfare & Hygiene Policy

Bottesford Bunnies will so far as reasonably and practicable, take all measures to ensure the continued health, safety and welfare of all children, educators and visitors.

This policy is the direct concern of the Manager and the Director. The designated person responsible for health and safety in the setting is to be competent in the implementation of the policy. The designated person at Bottesford Bunnies is Clare Williams (Director)

The designated person will

- Administer the organisation's health and safety policy.

- Understand the organisation's health and safety policy and the areas of responsibility allocated to each educator.

- Be familiar with statutory requirements relevant to the organisation in line with current legislation and the EYFS statutory framework (DfE 2024)

- Ensure all educators/ students and volunteers receive adequate and appropriate health and safety training, which also forms part of the induction process for new educators and students.

- Ensure all educators/ students and volunteers understand this policy and act in accordance with it.

- Institute a reporting, investigation system in the event of injury, damage or loss to prevent reoccurrence, which includes evaluating accident forms.

- Attend promptly to all defects reported and ensure item is put out of service until repaired.

- Ensure the statutory notices, certificates and registers are displayed in accordance to statutory requirements.

- Be responsible for ensuring educators have up to date and relevant first aid training and this is updated through team meetings and supervisions to ensure that adequate first aid cover is implemented.

- Ensure all educators are given a Health and Safety handbook and checked to ensure that this has been read and understood.

- Ensure first aid kits are checked weekly, to ensure in date and restocked, whenever necessary.

- Ensure that personal protective equipment is provided in sufficient quantity and that educators use it.

- Ensure that the settings rooms, toilets, kitchen and washing facilities are maintained in a clean and tidy condition.

- Ensure that all firefighting equipment is accessible, clearly located and adequate, checked regularly and serviced annually.

This policy shall be brought to the notice of all educators who will be actively encouraged to submit any ideas to the general standards of health, safety and welfare at the setting.

Cleaning of the workplace is carried out daily, in addition to the daily removal of accumulated waste. Separate provision is to be made for the disposal of nappy waste. (Soiled nappies to be doubled bagged and taken to outside waste bin immediately)

Effective and suitable provision is made to ensure the setting is ventilated with a sufficient quantity of fresh air or cooled air (using an air quality monitor).

During the settings opening hours, the temperature within the building should be at least 16 degrees Celsius. This is checked daily on the risk assessment. Should there be any sudden changes in temperature, it is at the Manager/Directors discretion as to whether the setting remains open and how long before reasonable temperature is resumed.

All heaters and taps within the setting are thermostatically controlled and hot pipes insulated. The setting shall have suitable and sufficient lighting.

All educators have access to sanitary/wash facilities.

Bottesford Bunnies operates a strict NO SMOKING/VAPING POLICY within the building and the grounds. Parents/ carer's are respectfully requested to abstain from smoking cigarettes, vaping, or using e- cigarettes, whilst on our premises. This rule also applies to educators, students, carers and visitors etc. Educators accompanying children outside the Pre-School are not permitted to smoke e.g. whilst on an outing.

Bottesford Bunnies request that NO dogs and other animals (other than local wildlife) are brought onto the Pre-School grounds or in the building, except GUIDE DOGS.

Occasionally, domestic pets may be brought into the setting for supervised visits e.g. rabbits, parents/carers will be asked via text message whether they wish their child to touch the animal. This will be done under strict supervision and children will wash their hands after handling any animal or use sanitising gel. The animal remains the responsibility of the Director whilst in the setting and the Director will have carried out a risk assessment, to ensure everyone's safety, along with checking the animal has up to date vaccinations, where possible, evidence should be provided.

No wild animals or protected animals will be purposely brought to the building or on pre-school grounds by anyone other than an authorised or licensed animal handler.

Should any child or adult be scratched or bitten by an animal at pre-school, first aid must be administered immediately and in the case of a child, parents will be called.

SAFETY

In securing the implementation of this safety policy, the company will ensure that provisions for meeting the requirements of the current Health & Safety at Work Act, the current Management of Health and Safety at Work Regulations and any other relevant subordinate legislation regarded as a minimum requirement of health and safety are met.

The implementation of the policy is the direct responsibility of the setting Director and educators at all levels.

It is a legal duty under the current section 7 of the Health and Safety at Work Act of each educator while at work to take reasonable care of themselves and others who may be affected by their work.

Educators are reminded that it is an offence for any person to interfere with or misuse anything provided by the organisation in the interests of health and safety.

The safety policy shall be communicated to the workforce initially at induction and a health and safety handbook provided. On-going consultation about hazards, risks and preventative measures and any other discussions on health and safety matters shall be communicated at team meetings, team meeting agenda notes and management meetings.

ELECTRICITY

Bottesford Bunnies, under the current Electricity at Work Regulations, takes all possible precautions against the risk of death or personal injury from electricity at work.

The setting will ensure that all electrical equipment purchased is suitable for the job it is used for. They will ensure that equipment is stored and maintained correctly, and that annual Portable Appliance Testing (PAT) is undertaken by an independent agency.

PERSONAL PROTECTIVE EQUIPMENT

Bottesford Bunnies, under the current Personal Protective Equipment at work Regulations provides suitable personal protective equipment to each educator who may be exposed to any risk whilst at work. The organisation will not charge any educator for use of the equipment provided.

Educators are under obligation to use the equipment provided and report any faults in the equipment.

Non-powdered vinyl gloves are provided for educators, when they come into contact with bodily fluids and blood and when changing nappies. These must only be used once and then disposed in the nappy bin in the disabled toilet or in the outside bin for soiled nappies, these items must be double bagged. Aprons will be worn, when necessary.

Gloves are also worn by educators when preparing food (as per food safety guidelines)

INFECTION CONTROL

A spillage is defined as any bodily fluids or faeces. Once the spill has been removed, clean the area with disinfectant.

We will class an outbreak of an illness as being at least 6 children who attend the same or similar sessions.

The statutory guidance states that ‘Registered Providers must notify Ofsted, or any agency with which a provider of CoDP is registered of any food poisoning affecting two or more children cared for on the premises. This must be done as soon as is reasonably practical but in any event within 14 days of the incident’ DfE 2024 3.57

Public health will be contacted as necessary when dealing with certain illnesses. A few of these are listed, Food poisoning, Measles, Mumps, Rubella & Whooping Cough, a full list can be provided on request.

Covid cases will be reported, if the need arises.

FIRST AID

Under the current Health & Safety (First Aid) Regulations, Bottesford Bunnies will ensure that adequate first aid provision is made for all children and educators at the setting.

Bottesford Bunnies ensures that fully trained first aiders are on site at all times.

All educators are paediatric first aid trained.

A fully equipped first aid kit is located in the disabled toilet. 2 first aid kits are taken outside for outdoor play and on any outings. It is an educator’s responsibility to restock any equipment used from the first aid kit. The First Aid kits are checked on a weekly basis. It is the Director’s responsibility to purchase new resources and ensure that all first aid training is kept updated.

Accidents on the premises, when required, should be reported on the Connect childcare system, on paper of a serious nature, checked and published by management and if appropriate Ofsted/RIDDOR notified, in line with the EYFS statutory framework (DfE 2024) the parent/carer is informed on collection of the child. The accidents are reviewed periodically for any patterns, using the Connect childcare system. Parents/carers to sign either on their own phone or on collection.

At the educator's discretion, a phone call to the parent to advise of the accident can be made, we can offer to send them a picture of the injury. If a child is not collected by parents, but by grandparents, child-minder etc, a text can be sent to parents.

Any accidents should be reported to the Manager on duty.

In the event of a child's accident requiring medical treatment, the child's Parent/Carer should be contacted immediately and informed and the accident report updated, to this effect.

If a child requires immediate medical treatment, an ambulance should be called, and arrangements made to meet the Parent/Carer at the hospital. An educator will attend with the child but cannot sign for any treatment to be carried out. If the child can wait for the Parent/Carer to collect them, an educator will remain with the child, until they are collected, and it will remain at the Parent/Carer's discretion whether they take their child to hospital.

Ofsted must be notified of any serious accident, illness or injury to a child, as soon as possible but in any event within 14 days of the incident occurring.

Millie's Mark must also be notified.

In the event of an educator requiring medical attention, attempts should be made to contact the emergency contact in the educator's personal file.

Parents/Carers must inform an educator of any existing injury a child has, when bringing them to Bunnies and a document completed with all the details before the parent/carer leaves the premises. The safeguarding officer must be made aware of all existing injuries as per the form. These documents are discussed at the subsequent team meeting, a monitoring sheet is used to track days of existing injuries, to look for any patterns.

Near misses are also recorded and reported to the Manager and Director.

SECURITY OF THE BUILDING

The 1st educators into the building are responsible for checking each room prior to opening in the morning.

All educators are responsible for maintaining the premises and the setting remains secure during opening hours. Educators who are alone on the premises must adhere to lone working guidelines (see Safeguarding Policy)

The last educator to leave is responsible for ensuring the rooms are secure and the windows are closed before leaving the building each night. (There is a daily risk assessment checklist, which must be completed each morning and night)

The educators rota'd to set up outdoors are responsible for checking outside areas is safe and secure prior to opening and closing. This means checking for animal faeces, berries and rubbish. The emergency exit/gate must also be checked each morning to ensure this is easily accessible to use and go through should such an emergency arise.

Any unsecured areas must be reported to the Manager immediately and all children removed from that area until deemed secure.

Educators rota'd for outdoor play must ensure the main gate is locked before allowing the children out to play. The gate will be locked straight after welcome time where possible to prevent any unwanted visitor's and/or animals accessing the outdoor

premises. The first educator who opens the door for outside play must also double check to ensure the gate is locked and secured.

SECURITY OF THE FRONT DOOR

The person answering the front door must always be able to identify the caller before releasing the door. If the caller is not known, identification must be seen before the person is allowed to enter. If they do not have identification, DO NOT let them in. Explain to them, that a call must be made to their organisation to verify their identity. Ask them to remain outside until this is done. (Look through the window before opening the door and speak to the person if necessary)

Visitors must complete the visitors' log on arrival and departure and asked to put personal belongings including their mobile telephone in the office (Safeguarding requirement)

In the event of someone calling to collect a child who is not known, and the password is not given, an educator will contact the parents/carers to check that this collection has been arranged or if authorised to collect.

A list of unauthorised persons will be kept in the office, if necessary.

UNWANTED VISITORS

In the event of an unwanted visitor, answer the door and remain calm and polite. Where possible, ask the Manager/Director to deal with the situation.

We escort the person from the premises, if it is safe to do so.

In the event that the visitor refuses to leave the premises, it is at the Managers/Directors discretion to call the police. (Again use the window, to identify callers)

If immediate threat, we would use "Red Bunny" and follow procedures as outlined in the Emergency Lockdown policy.

MANUAL HANDLING

Bottesford Bunnies ensures that all educators involved in manual handling are protected from risk as far as reasonably practicable.

Risk assessments are undertaken, and all reasonably practicable steps taken to reduce the risk. Bottesford Bunnies ensures that all educators receive appropriate lifting and handling information.

It is the educator's responsibility to use the correct methods of lifting and handling within the workplace and educators will be asked to complete a manual handling training course online.

Risk assessments are carried out for pregnant educators, restrictions are applied where necessary.

FIRE

In the event of a fire, the person discovering the fire must raise the alarm by the nearest break glass point.

Children and educators leave pre-school via one of three designated fire exits, dependant on the site of the fire, line up at the appropriate assembly point, this can be the junior school, the infant's school playground or the car park.

During outdoor play session, ensure designated educator has keys for main gate and infant's school.

Manager/Deputy/ takes out a tablet containing the register, paper register, visitors' book, first aid kit and basket in main room containing inhalers or medication and confirms everyone is out of building. The fire marshal vest should be worn by the person in charge.

Director takes out mobile phone containing emergency contact numbers and any educator's medication. In the Director's absence, the Manager will take out her own phone. Managers/Deputy/ to do a headcount and then take the register using a tablet, (paper form used if necessary) checks all educators and any visitors are present. Manager/Deputy, responsible for fire drills, ensures evacuation in the event of an emergency and liaises with the emergency services, by ringing 999. Once everyone is accounted for, the Manager will be responsible for contacting children's carers to arrange collection. Educators will remain responsible for keeping children safe and calm within the assembly points.

BOMB THREAT

In the event of a bomb threat, the person raising the alarm must do so verbally and NOT sound the fire alarm. Everyone must assemble in the garden and proceed to the Junior school field. The Managers/Director will be responsible for calling the Police and raising the alarm.

FIRE PRECAUTIONS

Bottesford Bunnies is responsible for ensuring that fire risk assessments are carried out by qualified fire officers, whenever they request one. The Director is responsible for providing and maintaining detector or alarm systems, and easily accessible firefighting equipment, where required. Suitable fire exits are provided throughout the building and educators must ensure they remain clear at all times. All educators have an awareness of the fire-fighting equipment and completed online training. Fire evacuations are practised half-termly and recorded, then discussed at the next team meeting where feedback can be given. Regular weekly testing of emergency lighting and sounding the alarm is carried out, usually by the Director.

RISK ASSESSMENT

Bottesford Bunnies ensure that risk assessments are carried out to identify potential hazards within the workplace and to reduce these hazards as far as reasonably practicable. The Director (Clare) is responsible for implementing new risk assessments. Risk assessments are reviewed annually, by the Director, Manager, Deputies and educators following a change in circumstances or following an accident or series of accidents. Bottesford Bunnies ensures that all educators are aware of the risk assessments and implement any requirements within them. All relief and temporary educators are made aware of the risk assessments. All educators must ensure the use of Personal Protective Equipment, as a result of a risk assessment.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH –COSHH ASSESSMENTS

Bottesford Bunnies is responsible for identifying and controlling the exposure of educators, children and visitors to the setting, to substances that are present in the setting and are known to be hazardous to health. This also applies to any children with allergies.

All potentially hazardous substances are assessed and appropriate control measures put in place, if they are found to be hazardous to health.

All educators and others present in the setting are informed of the outcomes and controls identified in the risk assessments.

A COSHH risk assessment must be undertaken on all products used at the setting. Any original data with the product must also be kept with the COSHH.

All chemicals are kept in a locked cupboard, when not in use.

All chemicals are kept in clearly labelled bottles.

Do not eat or drink in areas where hazardous chemicals are used.

All educators must use Personal Protective Equipment as stated in the risk assessment.

Bottesford Bunnies is responsible for ensuring that sufficient Personal Protective Equipment is available for educators, when handling the substances.

In the event of a spillage, it must be cleaned according to the risk assessment, the wet floor sign will be used.

In the event of a substance coming into direct contact with a person, the risk assessment must state the treatment and emergency procedure and treated accordingly.

EDUCATOR GUIDANCE

Familiarise themselves with this policy and adhere to it at all times.

Have a concern for personal safety and for others.

Assist in providing a safe working environment for all.

Set a personal example.

Use the personal protective clothing provided.

Familiarise themselves with the organisation's risk assessments and any control measures, as a result of them.

Hazardous substances, cleaning materials and tools must be kept out of reach of children.

Electrical equipment/switches must not be touched with wet hands.

Flexes must be kept away from water and out of reach of the children.

Electrical equipment must be switched off when not in use.

Any broken or damaged equipment is to be removed immediately and reported to the Manager. Defective equipment must be labelled 'do not use' and the piece of equipment moved from the area, if possible. The Manager must then be informed.

Floor areas must be kept clear of obstructions and all spillages be cleared immediately.

Pointed objects such as adult scissors must be kept out of reach of the children. When in use, they must be supervised.

Children must not climb on furniture.

Educators must not climb on chairs etc. but must use the steps

Children are not allowed in the kitchen area unless supervised (i.e. cookery activity) and the kitchen door must be closed once snack time is over.

Doors and gates must be kept secure/locked at all times.

Doors must never be propped open and fire exits to remain clear at all times.

Children must be checked regularly whilst sleeping.

Accidents must be recorded and parents informed, when necessary.

Waste bins must be emptied daily or more frequently if necessary.

The setting operates a NO SMOKING policy in the building and within the setting grounds.

Good hygiene procedures are operated at Bottesford Bunnies Limited.

Educators; clean the setting daily to prevent the spread of infections. Adults at the setting will ensure that the following good practices are observed.

PERSONAL HYGIENE

Children are always encouraged to wash their hands, when arriving at the setting, after toileting, messy activities, before snack time and lunch (as a minimum, more so in a pandemic). Paper towels and hand dryers are used to dry hands. (This is a visual rule/boundary of the pre-school, and the children are taught this at each welcome time) Children with pierced ears are not allowed to share earrings. Children are encouraged not to wear earrings, as they may get caught in clothes, whilst changing or dressing up. If a child does wear earrings, they must be studs and not hoops. Children are encouraged to wipe their noses, when necessary and to dispose of soiled tissues hygienically. Children will always be encouraged to put their hands over their mouths and nose, if they sneeze or cough. Educators will also tell children the importance of doing this to prevent spread of infections. Hands will then be washed. When toileting, children will be encouraged to wipe their own bottoms and flush the toilet. Educators will only intervene, when it is obvious that the child cannot cope with these personal hygiene skills. Fresh laundered pants and other clothing is available in the event of accidents. Soiled pants will be bagged and sent home, where possible. Parents must provide at least 2 sets of spare clothing. If all children's own clothes have been used. If spares not available, parents will be contacted to bring in clothing/shoes, any borrowed clothing must be returned washed as soon as possible.

Should a child still wear nappies, a changing table is available. Parents/Carers should provide spare nappies. Baby wipes will be provided by Pre-School, unless the child has a specific allergy. The changing mat will be cleaned after each nappy change. All soiled nappies and wipes will be doubled bagged in a nappy sack, then taken outside to the main bin. Wet nappies will be placed in a nappy bag and then in the nappy bin, which will then be emptied at the end of the day. All educators must wear gloves, when changing children, and aprons where appropriate. Nappy changes are recorded on the Connect Childcare systems for parents/carers to see and on the paper form. Children in nappies will be changed each session, when appropriate. The educator must wash their hands after nappy changing, **as must the child**, whose nappy has been changed in order to start to make them aware of good hygiene practices. Parents/Carers of children, who are toilet training, will be encouraged to dress them in suitable clothing to help them be as independent as possible. Educators will also encourage good hygiene, but this should also be supported at the child's home. Children will always remain seated when eating their snack or lunch and having a drink. This prevents contamination of their food (children with allergies are sat near to their peers with an adult as to not feel isolated) Children will always wash their hands before taking part in any cooking activity or handling of any food.

LUNCH PROCEDURE

All children will bring in their own packed lunch; parents are asked to provide an ice pack to keep foods cool. Any food not eaten will be either be placed back in the pack up box or thrown away.

Food MUST NOT be swapped between children. *See Food and Drink Policy for more information.*

All packed lunches are checked prior to lunch for choking hazards, foods that are prohibited due to allergies in setting and for healthy eating.

All dates are checked on foods.

Pre-school will provide the children a drink of water or juice.

MAINTENANCE & CLEANING

Should any structural damage be discovered, the Manager must report it immediately to the Director. It will then be decided if works needs to be undertaken to make safe before use. In this case, Bottesford Bunnies will close until deemed safe to use.

All the outside will be checked for any hazards and removed immediately.

All the educators share the responsibility to clean the building. This includes cleaning the kitchen, mopping the floors, cleaning the sinks and toilets and hoovering the floor and rugs. All tables will be sprayed with anti-bacteria spray. *(Also refer to our food and Drink Policy for further information)*

All toys will be cleaned and disinfected regularly.

Sand trays will be changed regularly, and water trays will be changed daily or during the session if required.

The inventory must be kept up to date, toys will be either repaired or replaced.

Safety checks are made daily on large apparatus, doors, toilets and gates. A daily risk assessment is used to register these safety checks.

Drinking water is replaced daily.

Reference to other relevant policies:

- Communication & Working in Partnership Policy
- Food & Drink Policy
- Lone Worker policy
- Supporting Children at pre-school with medical conditions Policy
- Safeguarding Policy

This policy is also in line with EYFS and Every Child Matters – ‘Staying Safe’ and ‘Being Healthy’ and the Health & Safety at Work Act 1974

Amended Nov 2010

Reviewed Nov 2010

Next review date Nov 2011

Reviewed Dec 2011

Next Review Dec 2012

Reviewed November 2012 by Owners, Manager, Deputy & Practitioners

Next review November 2013

Updated April 2013 Next Review April 2014

Reviewed and updated 07.05.14 by Owner, Manager, Deputy & Practitioners

Next Review May 2015

Hygiene Policy reviewed and amalgamated with Health, Safety & Welfare Policy Nov 2014

Reviewed and updated May 2015 by Owner/Manager/Deputy Manager and staff.
Next Review date May 2016.
Reviewed at staff meeting 27th April 2016 Next review date April 2017
Reviewed at staff meeting 15th February 2017 by Owner/ Manager/ Deputy and Practitioners, Next Review Date February 2018.
Reviewed and updated June 2017 by Owner/Manager/Deputy Manager and staff.
Next Review date June 2018
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Updated March 2018
Reviewed and updated May 2018 by Owner/Manager/Deputy Manager and staff
Next review date May 2019
Updated re H & S Coordinator by Owner on March 4th 2019
Reviewed and updated June 6th 2019 by Owner/Manager Deputy Manager and staff
Next review date June 2020
Updated January 2020 by Owner, shared at team meeting January 28th 2020
Next review date January 2021
Reviewed and update at staff meeting by Director, Managers and Practitioners June 17th 2021
Next review date June 2022
Updated 11th January 2022 by Director, shared a staff meeting on 11th January 2022
Full review due June 2022
Review and updated at staff meeting by Director, Manager, Deputies and staff on Tuesday 14th June 2022.
Next review date June 2023
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Next review date May 2024
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Next review date June 2025