

**General Welfare Requirement: Suitable premises, environment and equipment**

Outdoor and indoor spaces, furniture and toys must be safe and suitable for their purpose.

## Health and safety

### 3.2 Health and safety general standards

#### Policy statement

Fellowship House Children Centre believes that the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, parents, staff, and volunteers.

- We aim to make children, parents, and staff aware of health and safety issues and to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment.
- Our member of staff responsible for health and safety is:  
Reshma Ahmed- trained on 17<sup>th</sup> August 2020
- They are competent to carry out these responsibilities.
- They have recently undertaken health and safety training and will regularly update their knowledge and understanding.
- We display the necessary health and safety poster in the Foyer of the nursery.

#### Insurance cover

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed in:

#### The Foyer and the office

#### EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe 1.4 Health and well-being		3.3 The learning environment	

## **Procedures**

### *Awareness raising*

- Our induction training for staff and volunteers includes a clear explanation of health and safety issues so that all adults are able to adhere to our policy and procedures as they understand their shared responsibility for health and safety.
- The induction training covers matters of employee well-being and the storage of potentially dangerous substances (these are kept out of reach of children in a room where the door is closed).
- Induction training sessions take place whenever there are new staff and volunteers.
- Health and safety information are included in the parent pack given to new parents so that they understand the part played by these issues in the daily life of the setting.
- As necessary, health and safety training are included in the annual training plans of staff, and health and safety is discussed regularly at staff meetings.
- We operate a no smoking policy.
- No mobile phones are allowed to be used by staff or trainees in the body of the nursery
- A Networking Policy has been developed to prevent pictures or information about members of the nursery.
- There is CCTV throughout the nursery.
- Children are made aware of health and safety issues through discussions, planned activities and routines.

### *Safety of adults*

- Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment and are reminded when required.
- When adults need to reach up to store equipment, they are provided with safe equipment to do so in the form of steps and another member of staff is always present.
- All warning signs are clear and are found around the nursery in the appropriate positions.
- Adults do not remain in the building on their own.
- The sickness of staff and their involvement in accidents is recorded. Any problems identified are addressed at the time.
- We keep a record of all substances that may be hazardous to health - such as cleaning chemicals, or gardening chemicals if used. This states what the risks are and what to do if they have contact with eyes or skin or are ingested. It also states where they are stored.
- We keep all cleaning chemicals in their original containers.

### *Windows*

- Low level windows are made from materials that prevent accidental breakage or are made safe

### *Doors*

- We take precautions to prevent children's fingers from being trapped in doors and have slow door closures to prevent doors from slamming shut
- In the nursery there are also closures on the doors which are activated by sound so that the doors will close in the event of the fire alarm going off.

### *Floors*

- All floor surfaces are checked daily to ensure they are clean and not uneven, wet, or damaged. The decking in the garden is covered allowing safe use in wet weather.

### *Electrical/gas equipment*

- All electrical/gas equipment conforms to safety requirements and is checked regularly.
- Our boiler/electrical switch gear/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 are adequate in all areas including storage areas and fans have been installed to help with temperature control in the summer.
- In the nursery there are fans on the walls out of reach of the children as are the switches which operate them.

### *Storage*

- All resources and materials from 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.
- A risk assessment of the garden and inside the building takes place every morning and in the evening.

- Adults and children are alerted to the dangers of poisonous plants, herbicides, and pesticides.
- Our outdoor sand pit is covered when not in use and is cleaned regularly.
- All outdoor activities are supervised at all times.

### *Hygiene*

- We follow the recommendations from the Environmental Health Department and the Health Authority.
- Our daily routines encourage the children to learn about personal hygiene.
- We have a daily cleaning routine for the setting which includes playroom(s), kitchen, rest area, toilets, and nappy changing areas.
- We have a schedule for cleaning resources and equipment, dressing-up clothes, and furnishings. All surfaces are wiped down with anti-bacterial spray, small objects and toys are put through a wash cycle in the dishwasher.
- Children's bedding is washed every week, if a child has contracted an infection, then it is put in the wash immediately. (Beds are not shared between children)
- The toilet area has a high standard of hygiene including hand washing and drying facilities.
- Nappies are disposed of immediately after changing in the PHS yellow bin located outside the nursery. Collection from PHS takes place weekly.
- We implement good hygiene practices by:
  - cleaning tables between activities.
  - cleaning toilets regularly, this takes place after every session when all the children are using the toilet, this equates to about seven times a day.
  - wearing protective clothing - such as aprons and disposable gloves when changing nappies and toilet duties.
  - providing sets of clean clothes.
  - providing tissues and wipes; and
  - ensuring individual use of flannels. The children are given a clean flannel every time they wash their face which is normally after dinner and after tea.
  - disposal gloves are worn when examining children for infectious illnesses or administering medication.
  - we have hand sanitizers throughout the nursery which is refilled by cathedral hygiene on a monthly basis.

### *Activities and resources*

- 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 setting.
- 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 and have a member of staff with them constantly.
- Children learn about health, safety, and personal hygiene through the activities we provide and the routines we follow.
- Any faulty equipment is removed from use and is repaired. If it cannot be repaired, it is discarded.
- Large pieces of equipment are discarded only with the consent of the manager.

## **Children's common illnesses**

- **Conjunctivitis (Pink eye)**
- **Gastroenteritis**
- **Head lice**
- **Ring worm**
- **Slapped cheek syndrome**
- **Impetigo**
- **Hand, foot, and mouth disease**
- **Chicken pox**
- **Influenza**
- **High Temperatures**

If any children contract any of these illnesses, they will be sent home immediately. They will not be kept in an isolated area as we do not have the facilities for this. All children must see a doctor to confirm what the illness is, and the nursery must be notified of it.

The nursery send a notification on the Blossom app to alert all parents of what is going around and the symptoms to be aware of.

Each type of illness has its own incubation period, and this must be followed at all times:

### **Conjunctivitis:**

Any time the eyes are red, swollen, itchy or gunky will need to stay at home and be treated as per doctors' orders. A child can return back to nursery when the eyes have started to be treated.

### **Gastroenteritis:**

Young children are particularly vulnerable to this infection because they often forget to wash their hands after going to the toilet or before eating, and they have not yet built up a resistance to the rotavirus. It's estimated that almost every child will have at least one rotavirus infection before the age of five and many children will have several episodes a year. Most infections occur among children under four years old.

Children must not be allowed to return to nursery until at least 48 hours after their last episode of diarrhoea or vomiting and they must also be eating and drinking well.

### **Head lice:**

They will be sent home as soon as possible and are not allowed back on the premises until treated.

**Ring worm:**

Ringworm is a common and highly infectious skin infection that causes a ring-like red rash on the skin. The rash can appear almost anywhere on the body, with the scalp, feet and groin being common sites. A child who is infected will need to be treated by the doctor and cannot return to nursery until treated for 24 hours.

**Slapped cheek syndrome:**

The symptoms of slapped cheek syndrome usually begin in the first couple of weeks after your child is exposed to the parvovirus B19 virus.

The initial symptoms are flu-like, and usually last a few days. They include:

- a high temperature (fever) of 38C (100.4F), although your child's temperature will not usually rise above 38.5C (101F)
- sore throat
- headache
- upset stomach
- feeling tired
- itchy skin
- joint pain

Just let the nursery know when it has been confirmed, no incubation period needed.

**Impetigo:**

Impetigo is caused by bacteria infecting the outer layers of skin. The bacteria can infect the skin in two main ways:

- through a break in otherwise healthy skin, such as a cut, insect bite or other injury
- through skin damaged by another underlying skin condition, such as scabies or eczema

Once someone is infected with the bacteria, the infection can be spread easily through close contact, such as through direct physical contact, or by sharing towels or flannels.

A child must not return to nursery until the sores have dried up or treatment has been continuing for at least 48 hours

**Hand, foot and mouth:**

You should keep your child away from nursery while they are unwell. However, there's no need to wait until the last blister has gone before your child can return to nursery, providing they are otherwise well.

It is rare, but possible, to get hand, foot, and mouth disease more than once, although not during the same outbreak. As they get older, most children will develop immunity to the viruses that cause the condition.

### **Chicken pox:**

To prevent spreading the infection, keep children off nursery until all their spots have crusted over. Chickenpox is infectious from one to two days before the rash starts, until all the blisters have crusted over (usually five to six days after the start of the rash).

If your child has chickenpox, try to keep them away from public areas to avoid contact with people who may not have had it, especially people who are at risk of serious problems, such as newborn babies, pregnant women, and anyone with a weakened immune system.

### **Influenza/ COVID 19:**

The flu virus is spread in small droplets of fluid coughed or sneezed into the air by an infected person. These droplets can travel a metre or so and infect anyone within range who breathes them in. Flu can also spread if someone with the virus transfers it on their fingers. For example, if you have a flu and you touch your nose or eyes and then touch someone else, you may pass the virus on to them.

As children are always touching objects and each other, these kinds of viruses can spread/contaminate therefore your child must stay at home until fully recovered.

### **High temperature:**

A normal temperature in babies and children is about 36.4C, but this can vary slightly from child to child. A high temperature is 38C or more. If a child has a high temperature in nursery, we will confirm this by checking and monitoring the temperature every half an hour. If the temperature is above 38C we will immediately administer medication (calpol) and then contact parent/s. If the temperature is rising 38C after the medication, then parents **must** pick up their child as soon as possible. After 24 hours children can return back to nursery.

If the temperature is rising 38C after the medication, then parents **must** pick up their child as soon as possible, if not possible and temperature is rising 39C + and the child is also displaying different symptoms, management will decide whether to call an emergency service (ambulance). Nursery Manager will go with the child and ambulance to the hospital and the Deputy Nursery Manager will inform parents of all information needed.

### **Legal Framework**

- Health and Safety at Work Act (1974)
- Management of Health and Safety at Work Regulations 1992
- Electricity at Work Regulations 1989

- Control of Substances Hazardous to Health Regulations (COSHH) (2002)
- Manual Handling Operations Regulations 1992 (as amended)
- Health and Safety (Display Screen Equipment) Regulations 1992
- <https://www.gov.uk/coronavirus>

### Further guidance

- *Health and Safety Law: What you Should Know (HSE 1999)*  
[www.hse.gov.uk/pubns/law.pdf](http://www.hse.gov.uk/pubns/law.pdf)
- *Health and Safety Regulation...a Short Guide (HSE 2003)*  
[www.hse.gov.uk/pubns/hsc13.pdf](http://www.hse.gov.uk/pubns/hsc13.pdf)
- Electrical Safety and You (HSE 1998)  
[www.hse.gov.uk/pubns/indg231.pdf](http://www.hse.gov.uk/pubns/indg231.pdf)
- COSHH: A Brief Guide to the Regulations (HSE 2005)  
[www.hse.gov.uk/pubns/indg136.pdf](http://www.hse.gov.uk/pubns/indg136.pdf)
- Manual Handling – Frequently Asked Questions (HSE)
- NHS choices (<http://www.nhs.uk/Pages/HomePage.aspx>)
- <https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/>
- [www.hse.gov.uk/contact/faqs/manualhandling.htm](http://www.hse.gov.uk/contact/faqs/manualhandling.htm)

This policy was adopted at a meeting of

Fellowship House Children's  
Centre

Held on

1<sup>st</sup> August 2022

Date to be reviewed

1<sup>st</sup> August 2023

Signed on behalf of the management  
committee



Name of signatory

Reshma Ahmed

Role of signatory (e.g. chair/owner)

Manager