



**FLC** GREAT  
POTENTIALS IN  
KIND GESTURES

Enrichment before the classroom

## HEALTH AND SAFETY

THE FRIENDS OF LITTLE CHILDREN CHARITY AND  
THE CENTRE OF EXQUISITE LEARNING SKILLS

### Safeguarding Statement

At FLC, we respect and value all children and are committed to providing a caring, friendly, and safe environment for all children to play and learn in a relaxed and secure atmosphere. We believe every child should be able to participate in all nursery activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by or invited to deliver services at FLC. We recognise our responsibility to safeguard all who access our nurseries and promote the welfare of all our children by protecting them from physical, sexual, and emotional abuse, neglect, and bullying.

# Health & Safety Policy

The health and safety of the children at The Friends of Little Children (FLC) Charity is paramount. We will make sure that our nurseries and the environment is a safe and healthy place for children, staff, parents and visitors. We will employ enough members of staff, to meet Health and Safety Executive legislation, whilst complying with the conditions of our insurance company.

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.

The member of staff responsible for the health and safety is the nursery manager, who is competent to carry out these responsibilities. We will display the necessary Health and Safety poster on the wall in the kitchen. We will have a risk assessment process covering adults, children and visitors. We will check for hazards inside, and activities that take place on our premises, also we will risk assess activities and trips away from the setting. We will assess the level of risk and areas that need attention developing appropriate action if needed. Opening up checks will be carried out before children enter the building, checks will be carried out throughout the day and closing checks will be carried out at the end of the day. Risk assessments will be reviewed annually unless needed to before.

## Awareness

- All new members of staff will be trained on health and safety issues during their induction
- Health and safety issues will be explained to parents of new children
- As necessary, health and safety training will be included in the annual training plans of staff and it will be discussed regularly at staff meetings
- Children will be made aware of health and safety issues through discussions, activities and routines.

## Children's Safety

- We will ensure that all staff employed at FLC have been checked for criminal records before starting employment. Relevant references will also be required. This includes full suitability checks before they start in accordance with our Staff Recruitment policy. We will also remind staff during regular supervisions to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children.
- All children will be supervised at nursery at all times
- Strict adult child ratio's will be followed at all times
- Whenever children are on the premises at least 2 members of staff will be present.

## Security

- No person, other than a permanent member of staff will open the front door
- The arrivals and departures of children and staff will be recorded daily
- Children are only released into the care of individuals named by parents with prior notice given.
- Our security systems will prevent children leaving the premise unnoticed and prevent unauthorised access.
- All visitors will have to sign in and out and will be asked for identification before entering the nursery
- Personal possessions of staff will be stored appropriately.

## Visitors

- Prospective parents' credentials and reason for visit will be checked before allowing them into our nurseries.
- We will ask for at least one form of identification to verify who they are and, if appropriate, which organisation they work for.
- All visitors on the premises will be supervised at all times and never left unattended.
- We will have a visitor's log which will be completed by each visitor coming into any of our nurseries.

## Environment

- Low level windows will be made from materials which prevent accidental breakage
- There will be no low-opening windows within a child's reach
- Precautions will be taken to prevent children trapping fingers in doors
- Floors will be kept clean and dry at all times
- All surfaces will be checked daily to make sure they are clean and undamaged
- Children will not have access to the kitchen at any time
- There will be separate facilities in the kitchen for washing up and washing hands
- All resources and material will be stored safely and will be regularly checked for breakages or damage. Also, resources will be stacked safely to prevent them falling or collapsing.
- All electrical/ gas equipment will conform to safety standards
- The meter cupboard will be out of reach of the children
- All electrical sockets and wires will be properly guarded, and the children will be taught not to touch them
- The temperature of hot water will be controlled and checked daily.
- Lighting and ventilation will be adequate in all areas.

## Hygiene

- We will seek information from the Environmental Health Department and the Health Authority to ensure that we keep up to date with recommendations.
- The daily routines will encourage the children to learn about personal hygiene

- There will be daily cleaning routines and check lists in place
- We will have schedule for cleaning resources and equipment
- The toilet areas will be checked regularly and spillages will be cleaned up immediately.
- We will implement good hygiene by:
  - o Cleaning/ wiping tables and surfaces regularly
  - o Checking toilets regularly
  - o Wearing protective clothing
  - o Providing sets of clean clothes
  - o Providing tissues and wipes
  - o Having single use paper towels and hand dryer.

## Activities

- All equipment and resources will be cleaned and checked before use, any broken equipment will be discarded
- Layout of equipment will allow free and safe movement
- All materials will be non-toxic
- Children will be taught to handle and store tools safely
- Children who are sleeping will be checked regularly
- Children will learn about health, safety and personal hygiene as part of our daily routines.

## Outings

- We will have agreed procedures for the safe control of conducting outings
- Parents will sign a general consent on registration for their children to be taken out as part of the daily activities of the nursery.
- Parents will always sign consent before major outings
- A risk assessment will always carried out before outing takes place
- Our adult child ratios will be assessed in line with our risk assessments and dependent on child's age. The ratio's we follow on outings can be found in our risk assessment folder.
- Named children will be assigned to a member of staff to ensure safety and that children do not get lost.
- On major outings children will wear wrist bands with the nursery name and a phone number printed on them
- Our mobile phone and camera policies will still apply on outings
- Staff will have a list of items they must take on outings including, tissues, water, mobile phone, first aid kit, wipes, pants, spare clothes. This will vary depending on the outing but mobile, water, tissues and first aid kit are essential to all outings. Staff will notify management of outing, follow correct routes and say what time they will return.
- At least 2 members of staff will attend each outing, with at least 1 member of staff holding a full relevant and in date paediatric first aid qualification.

## Animals

- Animals visiting the setting will be free from disease and safe to be with children, and will not pose a health risk
- Children will wash their hands after contact with animals
- Footwear worn to farms will be cleaned and will not be worn indoors.

## Food and Drink

- All staff preparing and handling food will have the appropriate training and hold a valid food hygiene certificate
- We will ensure that our facilities will be suitable for the preparation of food for children
- We will follow guidelines of Better Food Better Business, open and closing checks will be completed daily to ensure standards are met
- The person in charge and the person responsible for food preparation will need to understand the principles of Hazard Analysis and Critical Control Point ((HACCP) as it applies to their business. The basis for this is risk assessment as it applies to the purchase, storage, preparation and serving of food to prevent growth of bacteria and food contamination.
- All surfaces will be clean and non-porous
- There will be separate hand wash facilities
- Cleaning materials will be stored safely and out the reach of children. When children take part in cooking activities they will be supervised, kept away from hot surfaces and they will not have unsupervised access to electrical equipment
- Fresh drinking water will be available at all times
- All children will be encouraged to wash hands before snack and meal times
- Staff will not carry hot drinks through play rooms or leave them within reach of children
- Snack times will be appropriately supervised
- We will operate systems to ensure children do not have access to food/drinks they are allergic to.

## Fire Safety

- We will risk assess the building for fire safety and review it regularly
- Fire doors and exits will be clearly marked
- Smoke detectors/ alarms and fire- fighting equipment's will be checked regularly
- Emergency Evacuation drills will be carried out regularly.
- Our emergency evacuation procedures will be:
  - o Clearly displayed on premises
  - o Explained to new staff and parents
  - o Practiced and recorded regularly.

## First Aid, Accidents and Incidents

- A member of staff holding a paediatric first aid certificate will be on duty at all times. Our First Aid kit will be checked regularly, kept out of reach of the children and will comply with Health and Safety regulations
- At registration to FLC Nurseries, parent's permission will be obtained for medical treatment and transportation to A & E if needed.
- The accident record will be kept confidential and accessible to staff and all staff will know how to complete it correctly
- If physical restraint is ever used e.g; a child is grabbed to stop them falling or harming themselves, this will be recorded on an incident form and parents/ carers will be informed and they will sign the form that day.
- Our accident and incident records will be kept safely and accessible to staff. All staff will be competent in completing these records, management check and initial these each time one is filled out.
- Incident and accident records will be signed off by parents at the end of the child's session.
- Incident and accident records will be checked every other month to identify potential hazards. The relevant authorities in both countries will be informed of any serious accident, injury, illness or death of a child whilst in our care and of the action taken. Notification will be made as soon as reasonably possible and when there is any injury requiring general practitioner or hospital treatment to a child, parent or visitor or where there is a death of a child or adult on the premises. We will make a report to the relevant bodies/organizations.

## Adult Safety

- Adults will not remain in the building by themselves alone
- All warning signs will be clear and in appropriate language
- Guidance will be given on how to store safely, move equipment, lift and putting large pieces of equipment together
- The sickness of staff and their involvement in accidents will be recorded. The records will be reviewed quarterly to identify any issues that need to be addressed

## Records

In accordance with the Early Years Foundation Stage Statutory Framework, Safeguarding and Welfare requirements,

- We will keep records of the names and addresses of all staff on the premises, including temporary staff who work with the children and emergency contact details for all staff
- We will keep records relating to staff's employment at our nurseries, including application forms, references and results of safe recruitment
- The Children's names, addresses, telephone numbers of parents and adults authorised to collect children from our nurseries will be securely kept as well as details of who to contact in an emergency

- All allergies, dietary requirements, illness and health requirements of individual children and staff are will be noted
- Times of attendance of children, staff and visitors will all be recorded
- Consent forms, accident and incident forms will be kept on records.