

Category: Health & Safety

Health and Safety Policy

At Time Childcare the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, parents, staff, students and volunteers. We aim to make children, parents, staff, students and volunteers 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.

Stella Presland is our Health and Safety Officer

We display a Health and Safety poster in the kitchen of our setting. The Manager and Lead Practitioners meet each half term (or more frequently if required). Any potential issues or hazards or accidents are reviewed and 'Actions' planned. These actions are shared with Trustees and discussed at Trustee meetings, as appropriate.

Accidents/Incidents

All accidents/incidents are recorded and details shared with parents/carers. All are investigated as appropriate. Repeat Incidents/accidents are identified by the Leadership Team at weekly group Supervision meetings or at the half termly Health and Safety, SLP or SENCO meetings. **See Accidents, Incident, First Aid and Illness Policy**

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 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 learn about health and safety and personal hygiene through the activities we provide and the routines we follow.

See Garden and play equipment Policy; Risk Assessment Policy and Bare Foot Policy

Administering Medicine

See Medication Policy

Animals

We have agreed procedures that ensure pets or animals at the setting are safe to be with children **See Visiting Animals and Pets Policy**

Children's Supervision

All children are supervised by adults at all times. Whenever children are on the premises at least two adults will be present, unless a specific situation arises.

See Staff Lone working Policy, Uncollected Child Policy and Xtratime Arrival and Departures.

We comply with the statutory requirements regarding ratios of adults to children at all times. **See Safeguarding and Child Protection Policy and all associated Policies and Procedures**

Electrical/gas equipment

All electrical/gas equipment conforms to safety requirements and is checked regularly (PAT Testing completed - PVH Trustees arrange this annually). Fires, heaters, electrical 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 and staff support children as appropriate. Lighting and ventilation is adequate in all areas including storage areas.

Fire Safety

We have agreed procedures that ensure we follow fire safety regulations. **See Fire Safety Policy, Fire Emergency Evacuation Plan and Fire Safety: Site Plan**

First Aid and medication

We have agreed procedures that ensure we comply with the Health and Safety (First Aid) Regulations. **See Accidents, Incidents, Illness, First Aid Policy and Medication Policy and Allergies and Intolerances Safety and Life saving medication Policy.**

Food and Drink

All hot drinks must be kept out of the reach of children and/or in lidded thermos cups. Snack and meal times are appropriately supervised with eyes on the children (face to face) at all times and children do not walk about, eating or with food and drinks. Fresh drinking water is available to the children at all times from the water cooler. We have an **Allergy, Medical and Dietary needs board** displayed during session time and ensure all staff are aware of any children with allergies etc. We are a **nut free** childcare setting. We offer healthy and nutritious snacks. We endeavour to have all staff Food Safety Level 2 Trained, refreshed every 2 years and all staff with First Aid Level 3 Training, refreshed every 3 years. TCC is registered with the environmental health agency and has a copy of 'Safer food, better business for settings' which we have regard to. [Safer food, better business \(SFBB\) | Food Standards Agency](#)

We have clear policies and procedures in place following the basic principles of HACCP (Hazard analysis, critical control points). These include risk assessments, monitoring procedures, corrective actions, and record-keeping and documentation. A Full kitchen clean down is once a week. **See Allergies**

and Intolerances and Life saving medication Policy; Snack Preparation; Snack Time Policy (Babies, Preschool and Afterschool Children) and Promoting Healthy Lifestyles Policy

Hygiene

We keep up to date with the latest recommendations and information from the Environment Health Department and the Health Authority. Our daily routines encourage the children to learn about personal hygiene and regular hand washing form part of the daily routine. We have an equipment cleaning rota to ensure equipment is cleaned on a regular basis.

We have a daily cleaning routine for the setting which includes the small hall, large hall, kitchen and entrance areas. The toilet area is maintained to a high standard of hygiene, including the hand washing and drying facilities. We implement good hygiene practices by: cleaning tables between activities; mopping and sweeping floors, checking and maintaining clean toilets; wearing protective clothing - such as aprons and disposable gloves and cleaning the changing units between each change; providing children with sets of clean clothes; providing tissues and wipes. **See Hygiene and infection control Policy and Intimate Care Policy and Snack preparation and Snack time policy and procedure.**

Insurance Cover

We have full Insurance Cover through the PLA with Royal Sun Alliance Insurance Plc.

Kitchen Area

Children do not have unsupervised access to the kitchen. Stair gates will be used on both doorways to the kitchen during preschool sessions. All surfaces are cleaned before use with anti bac wipes suitable for food preparation surfaces. Separate bowls must be used for washing up and cleaning equipment, where possible hand washing should be done in a separate facility. Cleaning materials and other dangerous materials are stored in the kitchen cupboard. When children take part in cooking activities they: are supervised at all times; are kept away from hot water and hot surfaces and do not have unsupervised access to electrical equipment. A Full kitchen clean down must be completed once a week. **See Risk Assessments, Hygiene and infection control Policy and Snack preparation and Snack time policy and procedure.**

Maintenance and Repairs

Any faulty equipment or building fault must be immediately made safe and reported to the manager or lead practitioners. They will ensure the appropriate action has been taken, such as: reporting the faults to the landlord; making an area safe; removing an item from circulation; arranging repair or replacement of an item.

Missing Child

We have agreed procedures in the event of a missing registered child. **See Lost and Missing Child Policy**

Outdoor Area

Our outdoor area is securely fenced. It is checked for safety and cleared of rubbish before it is used, each day. Adults and children are alerted to the dangers of poisonous plants (displayed poster), stinging nettles, holly etc.. The sandpit is covered when not in use and is cleaned regularly. All outdoor activities are supervised at all times. **See Risk Assessments, Daily Checks; Garden and Play Equipment Policy and Sun Safety Policy**

Outings and Visits

We have agreed procedures for the safe conduct of outings. **See Outings and Visits Policy**

Raising Awareness

Health and Safety is discussed regularly at Staff Meetings and Leadership Team (Manager and Lead Practitioners) - Half Termly/or additional meetings, as appropriate, are held and any accidents or incidents are reviewed and actions are decided and recorded and reviewed and shared with Trustees. Children are made aware of Health and Safety issues through discussions, planned activities and routines. Induction for new staff members covers Health and safety responsibilities. Policies and procedures are reviewed annually, with staff participation and ongoing training.

Risk Assessment

We assess risks at our setting using: the EYA Risk Assessment Annual Checklist; Daily Environment Checks; and individual risk assessments for particular areas or activities as required. **See Risk Assessment Policy.**

Safety of Adults/Staff

Adults are provided with guidance about Safe manual handling: 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. **See Manual Handling Policy**

All warning and exit signs are clear. All staff are trained in emergency procedures **See Manual Handling Policy and Emergency Evacuation/Closure Procedure.**

The sickness of staff and their involvement in accidents is recorded. The records are reviewed half termly or as required, to identify any issues that need to be addressed. A **Staff Wellbeing Policy** is in place and regular individual and group Supervisions ensure staff are supported. There are clear procedures for staff to follow if they have a grievance or concern about other staff members **See Staff Handbook**

There is a **Staff Lone Working Risk Assessment and Policy and Procedure** to ensure staff are protected if they are required to work alone.

Safeguarding

Time Childcare maintains a comprehensive set of safeguarding policies and procedures to ensure the health, safety, and wellbeing of all; children in our care, staff and all stakeholders. **Inclusion and Supporting children with Special Educational Needs and Disability (SEND) Policy; Prevent Duty Policy; British Values Policy; Safeguarding and Child Protection Policy; Social Media and Networking Policy; Smoking, Vaping, Alcohol and Drugs Policy; Uncollected Child Policy and Procedure; Preschool Arrivals and Departures Policy; Xtratime & Timeout Arrivals and Departures; Looked After Children Policy; Mobile phone and devices with a camera Policy; Touch Policy; Intimate Care Policy; Preschool Attendance Policy; Safer**

Recruitment Policy.

Security

The setting has a 4' - 6' fence surrounding the garden areas and 2 locked gates. The external doors are bolted from the inside during session times to prevent any persons entering the building. There is a 'Ring' video doorbell on the main front door that is available for viewing visitors before opening the door. There are Lock-down (in-vac) procedures in place, these are practised termly. **See Emergency In-Evacuation Plan**
The personal possessions of staff are securely stored in the staff lockers and the allocated staff area during sessions. **See Staff Handbook**

Sickness Exclusion

If a child is ill or infectious it is discussed with parents/carers (Information is displayed). Parents/carers or authorised adults are contacted if a child becomes ill while at the setting. We do not provide care for children who are: unwell; have a temperature; Sickness: Diarrhea; or who have an infectious disease. Children with head lice are not excluded but must be treated to remedy the condition. Parents/carers will be informed on the outside notice board if there is a case of head lice or an infectious disease such as chicken pox. Children and families will not be excluded because of HIV. Good hygiene practice concerning clearing of any spilled bodily fluids is carried out at all times. Spills kits are kept on site. All nappies are bagged and sent home with the child. Ofsted is notified of any infectious diseases that a qualified medical person considers notifiable. We follow the guidelines provided by the Health Protection Agency with regard to illness and infection. **See: Hygiene and Infection Control Policy; Intimate Care Policy; See Accidents, Incidents, Illness, First Aid Policy; Medication Policy**

Slips Trips and Falls

All adults and children wear appropriate footwear or bare feet, as appropriate. All spills to be cleared up immediately. Half Termly/or as appropriate meetings are held to review accidents and incidents and appropriate actions are decided and recorded and reviewed **See Hygiene and Infection Control Policy, Bare Foot policy and Staff Handbook**

Storage

All equipment, materials and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

Sun Safety

Our **Sun Safety Policy** ensures we clearly set out how we will work together as staff, parents and carers to achieve safe play during sunny and/or hot weather.

Records

We keep records either securely electronically or in secure filing cabinets of: Adults; names and addresses of all staff on the premises; including temporary staff who work with the children or who have substantial access to them; Name and addresses of the Trustees. All records relating to the staff's employment with the setting, including application forms, references, results of checks, DBS reference no's. Times of attendance of staff, volunteers and visitors. Children: Names; addresses; telephone no's; adults authorised to collect; other emergency contacts. Allergies, dietary requirements, medical notes; Times of attendance; Accidents; Incidents; Existing Injuries; Medicine Administration and Intimate care records, Professional Conversations and all Safeguarding Records. All records are retained following the current guidance on Retention of Records and following GDPR guidance.
See Policies and Staff Handbook.

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