

Home-grown in Malvern Health and Safety Policy

The Health and Safety of your child is very important to us and we have therefore documented the following procedures that we have in place to support this.

- All toys will be checked and cleaned regularly to ensure they are safe for your child to use. Any broken or hazardous toys will be removed immediately. Children will have access to toys and resources that are suitable for their age/stage of development
- A quick risk assessment of the setting is carried out every morning before the children arrive to ensure that it is a safe environment for minded children
- All equipment will be checked and cleaned regularly. All equipment is fitted with the correct safety harnesses to prevent accidents, for example highchair and pushchairs.
- Car seats are checked regularly to ensure they are correctly fitted we will never use a second hand car seat, as we do not know its history.
- All cars used for transporting children are regularly serviced and MOTed. We keep the safety locks on the back doors working. All cars used have Business insurance.
- We use safety equipment appropriate for the children in my care, i.e. stair gates, cupboard locks etc. These are checked regularly.
- We keep my front door locked and older children are instructed to refrain from opening the playroom door to parents if I am busy (changing a nappy etc.)
- We have procedures in place in the event of a fire (see Fire Evacuation Plan)
- We keep kitchen areas very clean, following hygiene guidelines on the storing of food, keeping the fridge at the correct temperature etc.
- We ensure that the children do not have access to any waste, the bins are emptied daily and any used nappies are double wrapped and placed in the outdoor rubbish bin.
- We do not permit smoking anywhere within the settings grounds (see Alcohol and Drugs policy)
- We follow strict hygiene guidelines to prevent contamination.
- We have strict Child protection guidelines in place (see Safeguarding/Child Protection Policy)
- Children must stay with the adults when we are away from the setting. Younger children will be strapped in a pushchair, older children will either be on a harness or wrist strap, or holding onto my hand/pushchair.
- We have emergency contact details with us at all times should I need to contact the parents.
- We will work with you to teach the children about safety issues like crossing the road and stranger danger.
- We will work with you to teach the children about making healthy food choices and physical exercise.
- Sleeping children will be regularly monitored and I also use a baby monitor
- We will restrain a child if they are putting themselves or others in danger, for example running into a road.
- We discourage children from keeping secrets, as they may be holding important information that places them at risk from a safeguarding perspective. Please refer to our Safeguarding/Child Protection Policy.
- There are members of staff who hold current and up to date Paediatric First Aid qualifications, that can assist and support in an emergency.
- We have members of staff who hold current up to date Food and Hygiene preparation qualification, which allows them to handle and prepare food within the setting.
- There are members of staff who hold current up to date Safeguarding qualifications, which ensure that the members of staff are trained to recognise the signs and symptoms of safeguarding issues and how to deal with a situation if one were to arise.
- All accidents and incidents are recorded within a our accident and incidents recording book, whereby the incident is clearly written down, the date, what action was taken and a signature of the adult who is dealing with the situation. Parents are always shown this and are asked to sign the book in order for us to show that the parents/carers are aware. Please refer to our Accident and Incident Policy.
- All medication that requires to be administered by a member of staff is also recorded along with the time it was given to the child, what the medication was and how much was administered. Please refer to our Medicines Policy.

If you have any concerns regarding the health and safety of your child please discuss them with a member of staff.

Signed:

Date reviewed: