



# LEECHPOOL CATERPILLAR NURSERY & AFTER-SCHOOL CLUB

## HEALTH & SAFETY, HYGIENE & RISK ASSESSMENT POLICY

### WE WILL FOLLOW THESE SAFETY PROCEDURES:

Ensure children will always be supervised by a responsible member of staff and will be kept away from areas where hazardous materials are kept.

Monitor children as they arrive and leave each session, through the attendance register. Children will only leave with a known authorised adult.

Adults and visitors will be recorded in visitor's book and identity will be checked and verified where necessary. We reserve the right to refuse entry.

Safety check risk assessments will be carried out on the premises, both indoors and outdoors before each session, then recorded on the daily checks sheet. Any action taken following these checks will be noted.

We undertake additional risk assessments when deemed necessary which are stored in the risk assessment folder.

The first aid box will be checked every term or more frequently if deemed necessary to ensure its contents are maintained.

### ***Our Risk Assessment nominated person is Jakki Maybank***

Procedures for fire / evacuation drills will be known by the adults in the group, with a fire drill taking place each term, with a record of date, time, adults and children present recorded in the Risk Assessment File. Procedures for entrance and exits will be known by the adults involved and agreed.

Fire doors will be kept free of any obstructions.

Windows, sockets, heaters, potentially dangerous materials and layout of activities and equipment (indoors and outside) will be closely supervised to remove or minimise risks and hazards.

A minimum of two adults will be present at all times to supervise children.

The premises and school grounds are both no smoking areas, at all times.

Equipment and activities available to children will be appropriate for safety, age and stage of development.

At least one member of staff at each session will have current paediatric first aid training and be familiar with the first aid box and accident book and location.

## WE WILL FOLLOW THESE HYGIENE PROCEDURES:

- Ensure that everyone washes their hands when arriving at Caterpillars, after using the toilet, before eating and after catching a cough or a sneeze.
- Use paper towels and dispose of hygienically.
- Encourage children by example to cover their mouths when they cough/sneeze
- Open cuts and sores will be covered with waterproof dressing, unless allergy recorded.
- Always wash hands before handling / preparing food.
- Wash raw fruit or vegetables which are to be eaten.
- Ensure food is stored appropriately.
- Not cough or sneeze near food.
- Use different cleaning cloths for kitchen and toilet areas.
- Keep utensils, crockery, and pots clean and undamaged, ready for use.

## ANY INCIDENT WHICH RESULTS IN BODY FLUIDS i.e. BLOOD, VOMIT, URINE, FAECES, WILL BE DEALT WITH BY THE FOLLOWING PROCEDURES:

- Disposable gloves must be worn if a child wearing nappies or trainer pants needs to be changed. Soiled nappies etc will be disposed of in a separate plastic bag away from other waste.
- Always wear disposable gloves when dealing with body fluids.
- Wash any wound with water, apply suitable dressing.
- Any bloodstained tissues to be disposed of in a separate plastic bag, separate from other waste.
- Area affected by blood, vomit, urine or faeces to be cleaned with diluted household bleach (1:10) clothes, soft toys or soft furnishings stained by body fluids to be washed by hand in hot water with detergent, or in hot wash cycle of washing machine.

- Children will be changed into clean clothes, when soiling theirs after cleaning them up. Staff will wear disposable gloves when dealing with this.
- Soiled clothes will be returned to parents in a closed plastic bag.

We refer to the Surrey and Sussex Health Protection Agency **0845 894 2944** with any questions or queries.