



Kilcreggan Early Learning and Childcare Centre



# Health and Safety Policy



## UNCRC:

**Article 3 Adults must do what is best for me**

**Article 6 I should be supported to live and grow**

**Article 24 I have the right to good quality health care, to clean water and good food**

## Aims

It is the policy of Kilcreggan ELCC to ensure that the safety of both young children and staff is of paramount importance.

It is our aim to create an atmosphere of carefulness and safety both in and out of school by all users.

This includes:

- The ability of each individual to protect him/herself
- Concern and consideration for the safety of others
- Knowledge of what to do in certain circumstances
- Alertness and control
- Cultivation of good habits

The policy is holistic and should be integrated throughout the whole of Pre-school education provision and includes general observation of statutory obligations.

Kilcreggan ELCC follows closely the guidelines contained in the Argyll and Bute Standard Circulars and other relevant Health and Safety circulars:

- No. 1.24 Fire Precautions
- No. 1.25 General Instructions on Fire Precautions
- No. 1.28 Health and Safety at Work (Educational Establishments)
- No. 1.21 Early Closure – Abnormal Temperatures (Emergency Closure Policy)
- No. 1.22 Early Closure – Inclement Weather (Emergency Closure Policy)

*Kilcreggan Primary ELCC*

*Updated Aug 2023*



## Kilcreggan Early Learning and Childcare Centre



Kilcreggan ELCC will ensure that:

### **Supervision**

- All children are supervised by adults at all times and will always be within sight of an adult
- All staff are aware of the system in operation for children's arrivals and departures and an adult will be at the door during these periods
- The outside doors are locked
- Children will leave only the establishment with authorised adults
- Indoors and outdoors safety checks will be made before every session
- Activities such as cooking, woodwork and energetic play will receive close and constant supervision
- If a small group goes out there will be sufficient ratios of adults to children. Those left behind in the nursery will also be supervised by sufficient ratios of staff to children

### **Risk Assessments**

Staff will be responsible for regularly reviewing risk assessments. These include:

1. Indoor Risk Assessment
2. Outdoor Risk Assessment
3. Excursion in local community Risk Assessment
4. ASN Risk Assessments

### **Accidents**

- The Head Teacher will be informed of any accidents and an accident report will be completed. This will detail what happened, information about the injury and first aid received and what was being done to prevent a future occurrence
- The accident book will be available at all times.
- Parents/carers will be informed of any accidents.
- Kilcreggan ELCC will notify the Care Inspectorate if any accident that results in a GP visit, referral/visit to hospital, injury reportable under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)



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### Medication

- If a child is to receive medication we will follow the guidance laid out in the Care and Welfare Policy
- All medications will be kept in a safe place out of the reach of children, in a locked cupboard
- Cuts or open sores, whether on adults or children will be suitably covered e.g. dressing secured with adhesive tape

### First Aid

Kilcreggan ELCC will ensure that at least one member of the staff team is trained in First Aid. They will be responsible for the first aid equipment and ensure it is kept clean, replenished and replaced as necessary. Sterile items will be kept sealed in their packages until needed.

A fully equipped first aid box will be available at all times and will contain the following:

- Disposable gloves
- Sterile dressings
- Bandages – crepe, cotton and triangular
- Blunt ended scissors
- Adhesive tape

The contents of the box will be listed and the contents routinely checked against the list by the named first aider.

**Drugs will not be stored, e.g. aspirin, paracetamol or antiseptic cream.**

### Hygiene

- Hands will be washed after using the toilet
- Toothbrushes should be air dried and stored carefully
- A large box of tissues will be available and soiled tissues disposed of hygienically
- Spillages of blood, vomit or body fluids, will be cleaned up immediately by staff wearing disposable gloves and the area disinfected



## **Kilcreggan Early Learning and Childcare Centre**



- Any waste (wipes, pads, paper towels etc) will be placed in a disposable bag and fastened securely
- Any children's clothes will be placed in 2 plastic bags and fastened securely in a sealed container ready to take home

### **Snack Routines**

- All children will wash their hands before eating their snack
  - Soap or liquid soap will be used in water less than 60C
  - Tables will be washed with detergent or disinfectant spray before snack
  - Cups and plates will be sterilised weekly
  - Paper drying clothes will be used and disposed of after each use
  - Chopping boards will be cleaned daily with hot soapy water or disinfectant solution
  - Aprons will be worn for food preparation and baking
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- Adults will not walk about with hot drinks or place hot drinks within the reach of children
  - Kettles will be used with great care and supervised at all times
  - All cleaning materials will be kept out of the reach of children

### **Outdoor Play**

- Fences and gates will be secure at all times
- Outside sandpit will be covered when not in use
- Climbing equipment will be used with appropriate safety surface underneath (bark, grass, rubber tiles etc)
- Children will not be allowed to pick berries or fungi that they find
- Outside play areas will be checked for broken glass or other dangerous litter
- Children will complete a 'Sticky Toes' Risk Assessment each time they access the outdoor space
- The janitor will inspect the grounds on a daily basis

### **Smoking**

Kilcreggan ELCC operates a no smoking policy.



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### **Fire Procedures**

- General fire safety instructions will be clearly displayed throughout this establishment
- All staff and children will be aware of the fire drill procedures
- Fire doors will be kept clear at all times
- Fire exits will be clearly marked
- Termly fire drills will be part of a whole school/establishment training programme
- A register of both adults and children will be completed daily, so that a record of all those present is available in an emergency
- Fire extinguishers will be checked annually
- Contingency arrangements are in place should the ELCC be evacuated
- Regular fire drills will be carried out

In the event of an emergency the Head Teacher must:

- Ensure that all staff and children are moved to a place of safety outdoors
  - Phone 999 for the emergency services
  - Check the evacuation procedure has been followed
  - Remain at the front of the establishment to meet the emergency services and direct them to the incident
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- Any emergency will be reported to Argyll House, relevant Education Officers and Argyll and Bute Public Relations Press Office

### **Inclement Weather or Abnormal Temperatures**

The procedures laid down in Argyll and Bute Standard Circulars 1.21 and 1.22 should be followed (See Emergency Closure Policy)

### **Contact Numbers For Reference**

Health Centre: (01436) 842156



## **Kilcreggan Early Learning and Childcare Centre**

Nearest Hospital: Vale of Leven, Alexandria (01389) 754121



Education Contact (Health and Safety): John Cowden 01369704000

Property Officer: Jim Donnelly 01436 674435

### **National Care Standards**

2.2 I am empowered and enabled to be as independent and as in control of my life as I want and can be

2.6 I am as involved as I can be in agreeing and reviewing any restrictions to my independence, control and choice.

2.24 I make informed choices and decisions about the risks I take in my daily life and am encouraged to take positive risks which enhance the quality of my life.

2.25 I am helped to understand the impact and consequences of risky and unsafe behaviour and decisions.

3.14 I have confidence in people because they are trained, competent and skilled, are able to reflect on their practice and follow their professional and organisational codes

3.21 I am protected from harm because people are alert and respond to signs of significant deterioration in my health and wellbeing, that I may be unhappy or may be at risk of harm.

3.22 I am listened to and taken seriously if I have a concern about the protection and safety of myself or others, with appropriate assessments and referrals made.

3.25 I am helped to feel safe and secure in my local community

5.19 My environment is secure and safe.

### **Monitoring and Review**

It is the responsibility of the Head Teacher along with the staff to monitor, evaluate and review the above arrangements and to adjust them according to need.



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