# Homerton Early Years Centre

# General Health & Safety Procedures and Practice

The following checkpoints should be regarded as reminders. This is not a definitive list. This list overlaps with a range of risk assessments and can be read in conjunction with them.

* The first adult in the class will unlock garden doors and ensure that exits are clear.
* Adult cupboards are to be locked and with stop signs where appropriate.
* Equipment is not to be stacked dangerously (eg on top of cupboards)
* No running or climbing inside
* Sand and water will be swept / mopped up regularly by children and staff
* The cloakroom area will be kept clear by staff and children will be encouraged to hang their belongings up and keep wellies tucked away.
* As resources are being used, staff will encourage children to keep the exits clear to avoid trip hazards when in and out of the classroom.
* Stop and go signs to be used to communicate to children when they can / cannot go outside and which cupboards they can access.
* Heater tops and fronts will be kept clear
* No trailing flexes across the floor
* Safety points to be discussed with the children when using the model making resources, cooking etc. For example, using the sellotape dispenser and staying away from the hot cooker
* Fire blanket to be kept with the cooker at all times
* Large windows to be kept fastened on the catch when open
* Ensure there is adequate ventilation in each room
* Spray cleaners to be kept in/on high cupboards out of reach of children
* Milton to be kept in high cupboards out of reach of children
* Blind pulls to be fastened up at adult height on hooks
* Toys and resources to be regularly checked and cleaned
* No hot drinks to be taken where children are playing/walking
* Hot drinks preferably in a lidded cup may only be taken and drunk before or after session times and kept on a high shelf away from areas where children will play
* If there are children in the class who may put things in their mouths, resources will be planned and managed accordingly
* Toilet areas are clean and well stocked
* The cleaner in charge and Owlets staff lock up at the end of the day, but staff pull blinds, switch off electrical equipment and put away iPads etc before leaving.
* Children marked in and out on the register as they arrive / leave and a running total of the number of children present in the classroom is written at the bottom. If a child or children are taken out of the room during the day, that is recorded on the register.

Children should also be encouraged to learn about keeping themselves healthy (see also PSED/Physical Development Policy) and given simple reasons why we…

* Flush the toilet after use
* Wash hands after using the toilet and before cooking or eating and after gardening
* Blow noses on tissues (provided in each class) and flush down the toilet or place in a bin
* Eat healthily, reinforced at snack time, when cooking and when drinking water
* Need healthy exercise - when children use the garden or have movement sessions in the Rainbow Room

# Health & Safety in the garden

* Class staff will carry first aid bag in the garden in case there is an accident which needs treating outside
* Children wear suitable clothing to reflect the weather (waterproof coats, boots in winter, long sleeve T-shirts in summer etc)
* All areas are clean and not contaminated by animal faeces, dead animals or poisonous or prickly plant growth
* All equipment is in good order and is safe to use
* Adverse weather has not affected any area or resource
* Dolls only in small prams
* Children to remain seated in / on trucks
* Door of Jeanie’s to remain hooked back (nursery)
* Children to avoid the sand pit area when covers are on (nursery)
* Each area to be supervised by the members of staff
* Wheeled toys to be parked in the marked areas (fire exits kept clear) and not ridden in the sandpit area of the garden (nursery)
* Gate by pond is padlocked (nursery). Car park gate is secured (The Nest)
* Gardeners will not operate when children are outside
* Staff are not to lift, drag, push or carry heavy or awkward loads unless training has been undertaken and risk assessments carried out
* Children will not be carried or lifted unless in exceptional circumstances eg fire drills, when have just woken from a deep sleep, or if handed to member of staff by parent

**Health & Safety when handling food (see also Basic Hygiene Practice Guidelines)**

* Children and adults must wash their hands thoroughly with soap and water
* Open cuts or grazes must be covered by a plaster (staff only)
* Long hair should be tied back when serving food
* When cooking, children and adults should wear a clean apron
* All surfaces must be sanitised with a recommended spray cleaner before use
* Paper towels should be used to clean surfaces and disposed of after use
* All equipment should be washed in the dishwasher after use or washed in hot soapy water in sinks
* Drinking water cups should be placed in a bowl after use for washing up in the dishwasher
* Staff will undertake regular Food Hygiene Training.

Informing Parents

* We send out Weekly Bulletin/ letters to parents informing them of pertinent issues (e.g. safety with fireworks on Nov 5th)
* Notices on class boards showing learning related to this area, or requests for help
* Relevant health and safety items published in the Centre booklet
* Involvement of parents and children bringing in fruit or vegetables for snacks
* Awareness of fun with food in each class, allergy awareness and parental contributions for cooking
* Birthdays to be celebrated with fruit, or families donating a book to the class, instead of cakes or biscuits

# We aim to promote health awareness and healthy eating

We work closely with our in-house catering team to ensure children receive healthy, balanced, nutritional meals at lunchtime.