**Puddle Ducks**

**General Policy for Health, Hygiene and Safety at Work**

1. It is the proprietor’s policy that Puddle Ducks will attach great importance to safeguarding the health, safety and welfare of those employed in it. Health, hygiene and safety are integral parts of management. They are principal considerations governing production or the provision of economic objectives. Legal requirements provide for minimum standards or health, hygiene and safety, which are above the minimum where practicable.
2. In carrying out their normal functions it is the duty of all employees to do everything possible to prevent injury to individuals. This will be achieved so far as is reasonably practicable by:

* All areas have risk assessments carried out.
* The provision and maintenance of safe equipment and safe systems of work.
* Making arrangements to ensure the safe use, handling, storage and transport of materials, substances and other articles.
* The provision of necessary information, instruction, training and supervision to ensure all personnel are aware of their responsibilities for the safety within the working environment.
* The provision of safe places of work with safe access to and from the building.
* The provision of a safe, hygienic and healthy environment.
* Providing a system for rapidly identifying and remedying hazards.

1. All employees have a duty to co-operate in fulfilling their objectives of the policy and a personal responsibility to take reasonable care to ensure that their actions do not cause injury to themselves and others. No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, hygiene and safety. Employees are required to observe special rules and safety methods, which apply to their own work and to report hazards discovered by them to their supervisor or immediate superior.

**Objectives and Responsibilities for Health, Hygiene and Safety within Puddle Ducks**

**Objectives**

The objectives of the policy document are:

* To provide fresh water for drinking freely throughout the day.
* To promote a positive attitude to healthy eating and a healthy lifestyle.
* To promote high standards of health, safety and welfare which, as far as is possible, comply with the terms of the health and safety at work act 1974 and any other statutory provision as well as all approved codes of practice.
* To ensure that places and methods of work are safe, hygienic and healthy.
* To protect personnel, whether they are:
* Employees.
* Members of the general public visiting.
* Children within our care.
* Contractors, employees
* Supervision and information is given to all employees in order that they may work with the maximum amount of safety.
* To ensure a safe, hygienic and healthy working environment for all personnel and to ensure that there are sufficient facilities and arrangements for their welfare.
* To ensure that an awareness with regard to all aspects of safety is fostered by all personnel.
* To ensure personnel are aware of their responsibility to take any steps necessary in order that the health, hygiene and safety of both themselves and others may be safeguarded and to co-operate in all aspects with regard to safety.
* To ensure that full and effective consultation on all safety matters is encouraged.
* To employ highly trained personnel to work in and within the kitchen.
* To update staff training as and when possible in health and safety, food handling and lifting and handling.

**Responsibilities**

Responsibilities of individuals within Puddle Ducks:

* All employees have a responsibility to ensure that they act with reasonable care with regard of the health, hygiene and safety of themselves, other members of staff and members of the public. They are required to co-operate with their supervisors as well as the proprietor as necessary to help maintain standards of health, hygiene and safety within the organisation.
* It is the responsibility of all personnel to bring any suspected hazards to the attention of their supervisors.
* Throughout the nursery hand sanitizers are available for parents/guardians, staff and children to use.

**Specialist Appointments**

Specialist appointments with regard to health, hygiene and safety within the company are necessary which are carried out as a spot check inspection and annually. All enquiries with regards to health, hygiene and safety should be fielded through Mr Rob Rennie (Proprietor)/Sarah Richards (Manager).

**Accidents**

Any child accidents or injuries are to be reported to a supervisor and entered in the accident report book. The Manager is to ensure that all personnel are informed of all accidents of a serious nature and dangerous occurrences; this is to include near misses.

If an accident results in injury to a child, the childs parents/carer are to be informed. If necessary after consultation with the parents the child will be collected from nursery and the Manager is to follow up the outcome of the injury with the parents. When the child is collected ,the parents will be required to read and sign the accident book. The incident/accident should be reported to CIW within 7days of its occurrence. A risk assessment will be carried out and an investigation of how the accident occurred.

Bumps to the head – If a child receives a bump to the head the parents will be contacted to inform them of the injury. If the child’s symptoms worsen the parents will be asked to collect the child and get the bump seen by a medical professional. The accident book will be completed and signed. If the child receives medical treatment, CIW will be informed.

First Aid boxes are checked and kept updated by a named staff member. The staff accident book is kept in the staff room on the notice board.

If an accident occurs that requires immediate medical treatment the emergency services will be called, first aid will be administered whilst waiting for the emergency services and the parents will be informed. The accident book will be completed and CIW informed.

**Staff Sickness**

 A staff member who is sick or has diarrhoea whilst at the nursery is to go home immediately and to stay away for 48 hours following the last bought of sickness or diarrhoea.

 Coughs and colds do not normally require the staff member to be excluded but this depends on the severity and disruption with working within the nursery routine. A member of staff who is, or may appear to be unwell may be sent home.

 should a staff member become ill whilst at work, the manager or assistant manager may send the staff member home.

**Good House Keeping**

**n.b The following should be read in conjunction with our current Covid-19 Policy for hygiene.**

* Tidiness, cleanliness and efficiency are essential factors in the promotion of health, hygiene and safety.
* If there was an outbreak of gastrointestinal illness we would suspend water play, play dough, sand play and cookery.
* All cleaning material are potentially harmful materials and are kept out of reach of children.
* Children should never have access to the kitchen or laundry areas.
* Babies bedding must be changed at the end of their sessions
* Adult tabards, bibs and flannels are washed daily.
* All areas are miltoned weekly.
* Water trays are emptied daily.
* All pets are cleaned out at least once a week

Accidents can be prevented by following the guidelines listed below:

* Keep corridors and passageways unobstructed.
* Ensure shelves in store rooms are stacked neatly and not overloaded.
* Keep floors clean. All spills are to be cleaned up as soon as possible.
* Do not obstruct emergency exits.
* Supervisors are to carry out informal inspections of the working environment and report all faults and recurring problems as they occur.

**Nappies and Toilet Areas**

**n.b The following should be read in conjunction with our current Covid-19 Policy for hygiene.**

* All babies should be taken to the toilet area to be changed.
* Hands should be washed (gloves are provided if required).
* The staff follow a procedure for cleaning down the changing mats instructions are displays in the changing areas.
* Remove nappies and clean the baby appropriately paying attention to creases/folds of skin.
* Nappies must be folded up and put in a nappy sack and then placed in the nappy bin provided. Clean and disinfect toilet seats, potties and changing mat after each use and daily at the end of the day.
* We ensure all children wash their hands after using the toilet/potty and before/after eating.
* Liquid soaps are provided with paper towels in all areas.
* Staff have a procedure to follow when dealing with bodily fluids, spills kit is keep in the store room with instructions.

**Storage areas**

* All walkways are to be clearly marked and free from all obstacles
* Shelving is fixed to walls.

**Use of Vehicles/Car Park**

* Only those persons authorised and in possession of the appropriate license, are to drive vehicles on behalf of Puddle Ducks.
* A one way system is in place within the car park.
* Clear parking spaces are marked out.
* The Car park is lit up during the winter months

**Electrical Equipment**

* Only authorized and fully competent personnel are to install, repair or attempt to repair electrical equipment.
* Electrical equipment, which is known to be or suspect of being faulty, must not be used.
* Electrical equipment is PAT tested.

**Use of Harmful Substances**

When using harmful substances, whether they are materials of chemical substances, all personnel must ensure that adequate precautions are taken to prevent injury to health and the appropriate PPE must be worn.

**Outside area**

The garden and outside area is checked daily for dangerous and hazardous plants and removed if necessary, fences and gates are checked for security. The children are always accompanied by an adult throughout everyday routines.

**How to Deal With Body Fluids**

* All bodily fluids must be regarded as being potentially infectious and should be treated as such.
* Remove any children away from the affected area.
* Protect yourself from any infection, wear gloves and apron.
* Section off the area with suitable signs
* Soak up the spillage with paper towels or disposable cloths.
* Transfer these and any solid matter into a nappy sack – you can use dustpan provided with spills kit.
* When clean, rinse the surface thoroughly, care must be taken to avoid splashing.
* Clean the contaminated area within 2 metres radius with detergent (bleach) ensuring sufficient contact time and hot water using disposable cloths. (steam cleaning is advised for soft furnishings/fabrics)
* Dispose of gloves, aprons and cloths into the nappy sacks, seal and dispose of in nappy bin provided
* Clean/disinfect thoroughly all equipment used and return to store
* On completion wash hands thoroughly with antibacterial soap, warm water and dry them with paper towel, use hand sanitizer and report spillage to relevant person.

**Nappy Changing Procedure**

* After changing a child’s nappy place nappy and wipes in a nappy sack and then place it in the nappy bin provided
* wash hands with warm water and liquid antibacterial soap, dry hands with paper towel.
* Spray mat with suitable detergent/disinfectant.
* Wipe over with a disposable cloth (paper towel) dispose of in a nappy sack and then placed in the nappy bin
* Wash hands with warm water and liquid antibacterial soap, dry hands with paper towel.

**Named Person for Health and Safety:**

**Sarah Richards**