**John Logie Baird ELCC**

**Health and Safety Policy**

This policy was drawn up in conclusion with the staff in the ELCC.

Aims:

It is the policy of this establishment to ensure the safety of both young children and staff.

The aim of this establishment is to create an atmosphere of carefulness both in and out of the ELCC.

Carefulness includes:

1. The ability of each individual to protect themselves.
2. Concern and consideration for the safety of others.
3. Knowledge in what to do in certain circumstances.
4. Alertness and Control.
5. Cultivation of good habits.

The policy is holistic and should be integrated throughout the whole of the ELCC education and provision and includes general observation of statutory obligations. This establishment 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

No. 1 21 – Early Closure – Abnormal Temperatures

No. 1 22 Early Closure – Inclement Weather

Procedures:

This establishment will ensure that:

1. All children are supervised by adults at all times and will always be within sight of an adult.
2. 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.
3. The outside doors and gates are secure.
4. Indoors and outdoors safety checks will be made every session.
5. Activities which require supervision will be done so.
6. Sufficient ratios will be adhered too.
7. The number of children in the ELCC will be recorded on the whiteboard daily. All staff will be aware of these numbers.

Accidents:

1. The Head of Centre will be informed of any accidents and an accident report will be completed.
2. Accidents will be logged in the Accident Folder. A copy will be sent home to parents.

Medication:

1. If a child is to receive medication we will follow the guidance laid out in the Care and Welfare Policy.
2. All medication will be kept in a safe place out of reach of children, in a locked cupboard.
3. Cuts or open sores, whether on adults or children will be suitably covered by a dressing or plaster.

First Aid Box

1. The establishment will ensure that the first aid equipment is kept clean, replenished and replaced when necessary. A fully equipped first aid box contains the following:
* Disposible Gloves
* Sterile Dressings
* Bandages
* Blunt ended scissors
* Adhesive Tape

Contents of the box will be listed and routinely checked against the list. Paracetamol, Asprin and other medication will not be stored.

Hygiene

1. Hands to be washed as children come into nursery, before they go home, before and after snacks and lunches and after using the toilet. **(COVID Update).**
2. Tissues will be available and soiled tissues will be disposed of hygienically at tissue stations.
3. Spillages of blood, vomit or body fluids will be cleaned up immediately by staff wearing disposable gloves and correct PPE. Spillage buckets are in each room.
4. Any waste – nappies and wipes and paper towels will be placed in a disposable bag, securely tied and put in the nappy bin.
5. Any dirty clothes will be placed in a disposable bag and securely fastened with their name on it and put in their bag to go home with them.

Snack Routine

* See snack policy

Outdoor Play

1. Fences and gates will be secure at all times.
2. Outside grounds will be risk assessed every morning.
3. Climbing equipment will be used will appropriate safety surfaces underneath (bark, grass, rubber)
4. Children will not be allowed to pick berries or fungi that they find.
5. Children will be encouraged to risk assess with visual props.

Smoking

**This establishment operates a No Smoking Policy.**

Fire Procedures

* **See Fire Procedure Policy**

Contingency Agreement

In the event of an emergency the Head of Establishment must:

1. Ensure that all staff and children are moved to a place of safety outdoors.
2. Phone 999 for the emergency services.
3. Check the evacuation procedure has been followed.
4. Remain at the front of the building to meet the emergency services and direct them to the incident.

**Article 24 (health and health services):** Every child has the right to the best possible health. Governments must provide good quality health care, clean water, nutritious food, and a clean environment and education on health and well-being so that children can stay healthy. Richer countries must help poorer countries achieve this.

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