

Little Pandas ELC

**Policy for
Health and Safety**

POLICY FOR HEALTH AND SAFETY

Aim

The aim of Little Pandas ELC is to create an awareness of precautions and measures regarding safety that should be observed in and out of nursery by all users of the nursery: children, school staff, parents and the local community.

Little Pandas ELC cultivates good habits, alertness and control and instils concern and consideration for the safety of others. Each individual should know how to protect him or her self and should know what to do in emergencies, including basic first aid and other procedures.

Sensible safety habits are taught within the whole Curriculum, sometimes through topics – for instance, ‘a safe place to play’ – covered in role play exercises. Outside agencies, such as the Police, Fire Brigade, Road Safety Officer, are invited to address the children in an informal yet informative role.

At Little Pandas ELC, children are encouraged to develop beneficial habits through good health and hygiene routines.

Little Pandas ELC believes that children learn best through practical experience and active involvement in all areas of the Curriculum. Pupils are taught to have care and consideration for themselves and others:

- ◆ in the classroom
- ◆ when using equipment, e.g. scissors, tools, PE apparatus
- ◆ when moving around Centre
- ◆ when carrying out investigations, e.g. a pond
- ◆ when on educational visits.

Children are not permitted to wear any form of jewellery, for safety reasons.

Little Pandas ELC has a few rules that are made specifically for safety reasons, such as walking (not running) in the buildings, playing within sight of an adult, care of property, etc.

In accordance with KHDA safety regulations, educational visits are planned in advance, with staff making a prior inspection of the venue, if possible. Details of the visit are sent to parents. Children should wear appropriate clothing for the activity planned. The correct adult to child ratio is always observed, and the person in charge always takes a first-aid kit and list of emergency telephone numbers.

Little Pandas ELC has standard procedures in case of an emergency at the Centre, such as a fire, when the building is evacuated. Practice drills are carried out at least once a term. All staff and children are familiar with the routine and know their own exit route, place of assembly and roll-call system. (See Policy for Emergency Procedures.)

All the children are taught to take care of themselves and each other but, in a Centre environment, accidents can occur. There is a full time DHA registered nurse on the premises at all times. She is responsible for the general well-being of all children and is responsible for seeing to children that have been party to accidents at the Centre. There is a fully equipped clinic within the Centre. Little Pandas has a visiting doctor that comes to see all the children every month. Developmental health checks are carried out on the children on a monthly basis the doctor signposts parents to the appropriate solutions, should there be a health issue detected. In the case of a serious accident an ambulance is called and children taken to Medcare Hospital (Safa). Parents are informed straightaway.

Accident forms are filled in for those accidents that require professional medical attention, or that are caused by any defect in the nursery or its equipment.

The Manager, under the direction of the Directors, is responsible for ensuring that the building provides safe and healthy surroundings for the children and for undertaking basic repairs and maintenance. Approved contractors are called in as advisable. The Manager and staff maintain clean and tidy buildings and grounds. Any equipment/hazardous substance is locked away.

Fire Drill

As soon as the fire alarm sounds, all children and adults should stop what they are doing and walk out of the building through the nearest exit. Fire doors and emergency exits should never be blocked nor locked during nursery opening hours but, should a normal exit be blocked for any reason, then the nearest exit should be used. Escape routes are marked on a plan which is situated on the notice boards at the exit points.

The children should walk out of the building(s) calmly and line up quietly. The assembly point for all is across the road opposite the Centre. In front of the gym. Adults should prevent panic. The Manager will check the Register to ensure that all the children are present.

Nobody should go back into the building(s). If a child is missing this should be reported to the Manager.

When the Register has been re-checked, the Manager will signal it is safe to re-enter the Centre.

Fire

In the event of a fire or bomb alert the Manager should sound the fire alarm to evacuate the premises and, after telephoning 999 to alert the Fire Brigade and Police, check that the evacuation procedure has been followed. If the alert is a practice, then the Fire Brigade should be informed before the evacuation of the premises takes place.

The Manager, should position themselves near the entrance to meet the Fire Brigade/Police and direct them to the site of the incident, if known.

All children and adults should remain outside. Only when the 'all clear' has been given are children and adults permitted to re-enter the premises.

Smoking Drugs and Alcohol Policy

It is the policy of the Directors that Little Pandas ELC is a no-smoking environment. Smoking is not permitted in any area of the Centre by staff, children, parents or visitors to the Centre. No-smoking signs are displayed prominently around the building(s) and grounds.