



Basic Health and Safety & Risk Assessment  
Policies and Procedures



# Basic Health and Safety & Risk Assessment

The health and safety of everyone is paramount in our work and normal day to day routines.

Early Years Providers must evidence how they consider, manage and monitor risk of the premises and activities they provide as whilst the activities and equipment available offer great play and learning opportunities, they can at times provide risk if they are not checked, supervised or discussed with the children. Managing risk is also about never making presumptions as anything can become a risk.

I hope the lists below assure you of my thinking

## **Basic Health & Safety**

Prior to your arrival

- I will refer to my displayed checklist before the children arrive to ensure that it is a safe environment for them
- I will check floor space and equipment is safe, correctly positioned and is age appropriate, ( I will continue to assess this throughout the day as children move things)
- I will remove broken or hazardous toys

On entering my premises

- I have a driveway on which you can park if there is space
- We park here so that the children can be taken into the house safely
- Whether we enter from car or because we have walked, ALL children are discouraged from playing here due to us being on a busy road and also having a large garden and it simply not being necessary
- If entering from the car I will take the biggest children first to ensure the safety of the children if some are in the house for the minutes I go to collect another

Once we are all inside my home

- I will always lock the front door with a key and then chain, the key is then put higher up to protect children from being able to open the front door and escape
- Please note how I block off the second door immediately next to the one you enter through as there is no use for this door as it leads immediately up the stairs which is pointless, especially with a pushchair!
- I also block off the door to the lounge and so we enter the living area via the hallway and kitchen, again this is actually for your safety as there is then only one way to enter and exit the room to ensure children cannot escape, I do not believe these actions compromise fire exits as in the event of fire we can exit via the front room window immediately next to these doors
- I will encourage children to put bags, shoes and coats in the basket and on the hooks in this area; as this is at the bottom of the stairs I will explain that overhanging the baskets may become a tripping hazard
- You will then notice I have a range of beauty products and essential oils in cabinets in the hallway. These are not for use by children as they are expensive but are used outside of my childminding work hence I will be vigilant in not allowing children to use or destroy them. If they become an issue then I will re-home them. My youngest has been around them since birth and I have never had a problem with them. I therefore hope you will trust my judgement and work with me to explain to your child how they are not to be touched
- As you enter my conservatory you will find it is set up to use the above products, with a sink, massage couch and other equipment. I block off the area to the left as children walk through to access the garden and the area on the right can still be used
- Older children are allowed to use the right hand side of the conservatory as a quiet relaxing area or to use the computer and on occasions I may lay some different toys in this area too for example if the older children are making a lovely train track in the sitting room and a smaller child is lifting it up, it may



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be appropriate to move into another area. In this case the door in between the rooms would be opened and all children would still be in view

Once your child is in my home

- I will continue to check and clean toys, equipment and floors to ensure the new play area created by the children is still safe and talk to them if anything needs repositioning to enable them to begin to understand safety
- I will only allow access to toys and resources that are suitable for their age/stage of development
- use stair gates/room dividers where needed to reduce access to other dangers
- have a Child protection policy/guidelines in place
- have procedures in place in the event of a fire
- report and record any accidents or incidents
- immediately remove children away from any hazards or faulty equipment in my home such as gas leak and immediately contact the relevant company, Gas, Water etc.
- keep the kitchen clean and follow hygiene guidelines on the storing of food, ie: keeping the fridge at the correct temperature etc.
- ensure that the children do not have access to waste, the bins are emptied daily and any used nappies are wrapped and placed in the outdoor rubbish bin
- not permit smoking in the premises or around children
- work with you to teach the children about making healthy choices ie: food and physical exercise

On going out of the home

- I will work with you to teach the children about safety issues like crossing the road and stranger danger and regularly talk to them about their behaviour and expectations when out to keep them safe so they can gain understanding and awareness of safety i.e. holding the pushchair, using the buggy board, holding hands
- have emergency contact details with me at all times (on mobile phone)
- restrain a child if they are putting themselves or others in danger, for example running into a road

If you have any concerns regarding the health and safety of your child please discuss them with me.

## **Alcohol and Drugs Policy**

I will not be under the influence of alcohol or any form of drugs (including some prescription medication). If you have been drinking, perhaps a work Christmas party or whilst entertaining clients I would prefer it if you arranged for another responsible adult to collect your child, especially if you plan to drive home.

If I am prescribed medication, other than routine antibiotics I will inform Ofsted who will make a decision as to whether I can continue to care for your child whilst taking the prescribed medication.

## **Premises Security Policy**

I will ensure that at all times the indoor and outside premises are safe and secure:

- By doing regular risk assessments, checking fences are intact
- By locking the front door

## **Other Adults / Visitors Policy**

I am very aware of my role in keeping your child safe. Whilst children need to mix with other children and adults to learn and develop it is my responsibility to ensure the suitability of those that they come into contact with during the time they spend with me. All adults and children over 16 yr of whom live in the house are required to have undergone DBS checks and any other adults who may visit or come to do other work such as house repairs will be noted on a visitors register. No-one will be left alone with any of the children and risk



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assessments will be carried out before any repairs or building works are carried out where it interferes with a normal day.

- I will request identification from all visitors not known to me and will refuse entry if I am unsure of them
- Where possible, I will arrange for any maintenance work to the property to be carried out during non-minding hours
- I will have a visitor's register which is available for you to look at which will contain identity of any visitors, purpose of the visit and arrival and departure times.

## **Emergency Evacuation Procedures**

I will explain evacuation procedures to all new children and will regularly carry out evacuation drills so that all children in my care understand what to do in all emergency eventualities whether this is inside or outside. The setting is equipped with a wired in fire alarms, a small fire extinguisher and a fire blanket. I am aware of how to switch off the water, electric and gas supply if needed.

### Inside Emergency Evacuation Procedures

1. On the sound of the alarm, the children will be led to the nearest available exit
2. I will cover all eventualities, i.e. floods, fires, or intruders
3. Where possible a register and emergency contact details will be taken to account for all children present that day
4. When all children are accounted for I will call the emergency services. I will then contact parents and inform them of the incident and they will be asked to collect their child
5. It will be an ongoing process talking and role play with the children about what to do in the event of any emergency

## **Outside Emergency Evacuation Procedure**

1. On the sound of the alarm, the children will be led inside to the safest room
2. Where possible a register and emergency contact details will be taken to account for all children present that day
3. When all children are accounted for doors will be locked to ensure that everyone is kept inside the building
4. I will then call the emergency services
5. I will contact parents and inform them of the incident and they will be asked to collect their child

## **Lost/Missing Child Policy**

I will always ensure that I'm aware of where the children are whilst on outings. It can be easier for children to get lost in busy places and so where possible I aim to have my own 'high vis' system in place that is different to the others so I can pick out my own children. In the unlikely event of losing a child I will

- immediately raise an alarm to those around me to gain the help of everyone to look for them
- In secure areas such as a shopping centre, I will quickly alert security so they can seal off exits and monitor the situation on any CCTV
- alert the police and provide a full description
- alert the parents of the situation



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- provide everyone involved in the search with a description of the child
- reassure the other children with me, as they may be distressed
- log the incident and notify Ofsted

## Transport/Travel in Car and Outings Policy

I will always properly plan and risk assess outings to ensure the safety and welfare of all the children especially when there is a wider age range to consider to reduce problems of any kind

- I will obtain written permission for all routine and special outings
- Parents will be informed of daily activities and then of special outings i.e. farms, cinema, beaches
- When travelling in the car I will ensure that children are appropriately seated in the correct stage car seat and seat belts are fastened
- I will ensure car insurance is covering me for business use as a childminder
- I will regularly service, tax and MOT my car to ensure it is always legal
- I will always carry a mobile telephone in case of an emergency, this will also store emergency contact details of families, permission for medications and emergency treatment and any other forms required by individuals which is protected by a password
- I will always carry a First Aid kit in case of an emergency
- I will never leave a child unattended
- If your child suffers from travel sickness please let me know
- When walking I will ensure all young children are with me, generally using single or double buggy where appropriate, buggy board and reins so that the children cannot run off in different directions
- I will teach the children about the dangers of wandering off and of talking to strangers. Also about danger of cars and roads in an age appropriate way.

## Healthy Eating Policy

It is now recommended that we have 3 meals a day and only 2 snacks of 100 calories a day. We all know a good balanced diet is vital for children to develop healthily along with fresh air and regular exercise and I do my utmost to offer all of these.

- I am happy to provide all children in the setting with varied meals, healthy snacks and drinks
- I will encourage children to choose healthy options and to experiment by trying new foods from other cultures
- Please remember to inform me if your child has any specific dietary needs/allergies/intolerances, I will do my utmost to support these, where I normally provide food I may need to ask for guidance and a contribution
- In the event of children having food allergies I will put a notice on the wall in the hall and inform other parents to avoid them bringing allergens into the house
- I do not permit children to have fizzy drinks or juice on a regular basis, children are offered water or milk and on rare occasions fizzy drinks/juice
- I ask that you provide a named water bottle and I will ensure your child has access to this at all times
- I offer sweets, cakes and biscuits on occasions in limitation



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- In the unlikely event, of food poisoning affecting 2 or more children looked after on the premises Ofsted will be informed

## **Dental Hygiene Policy**

I will follow good oral hygiene practices by

- avoiding eating foods and drinks with high sugar content
- I will only be providing milk or water during snack time and juice on rare occasions unless your child is allergic or you request they do not have juice
- Offering you the choice for me to clean their teeth while in my care

## **Hygiene Policy**

To prevent the spread of germs and illnesses these basic hygiene procedures are in place

### **Hand washing**

- Children are encouraged to wash their hands upstairs after going to the toilet, touching animals and playing outside. They must also wash their hands before eating any meals or snacks
- I will assist the children in hand washing, ensuring that they are washing and drying them correctly
- Each child will chose their own hand towel that is washed at the end of each day / disposable paper towels may also be available
- Anti bac gel and wipes will be taken on outings incase hand washing is not available before eating

### **Preventing spread of germs**

- I will help children wipe their noses when they have colds and try to teach them how to blow them
- I will teach them about spreading germs and of the importance to dispose of dirty tissues
- I will also encourage them to put their hand over their mouths when they cough
- I will not care for a child who has had an upset stomach in the last 48hours
- Please provide a change of clothes in case of emergencies

### **Keeping surfaces and other areas as sterile as possible**

- I will regularly use anti bacterial spray
- on changing mat between changing children
- on surfaces, floors and toys

## **Food hygiene**

- I will regularly use anti bacterial spray on kitchen surfaces
- Clean crockery and cutlery in sink and dishwasher
- I will ensure the fridge is at the correct temperature and that food is stored correctly in it
- Please let me know if your child is feeling or has been unwell

## **Nappy and Toilet Training Policy**

I am more than experienced with nappies! All ages of children are welcome.

incase of any allergies please provide:



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- Nappies, cream and wipes; however I won't charge if I provide any on occasions
- Change of clothes
- I will provide a changing mat, which will be wiped over with antibacterial wipes or spray between each use
- I will always use plastic gloves when changing your child's nappy to reduce risk of any cross infection. If your child is allergic to these please let me know
- I will change your child regularly and immediately if they have soiled a nappy
- Nappy changing time is a great opportunity to communicate and develop their understanding of basic hygiene issues and preparing them for potty training. Where possible I will use this time to present them with the potty from a young age to get them familiar; some are happy to sit there and develop their understanding further and others won't take to it at all.
- When your child starts to show signs that they are becoming aware of when they wee or poo I will discuss this with you to find out your thoughts and plans on potty/toilet training your child. It is very important that we work together and pick a suitable time to do it. If we start the training and your child is not ready then we can stop and start again when they are. Some take to potty training overnight for some it is a longer process, the most important thing is that we work together to give your child the support and reassurance they need.

## Outside Activities / Large Equipment Policy

To support and encourage healthy lifestyle I will offer regular access to exercise and physical play in the garden and at adventure playgrounds and parks.

I'm aware that some equipment to support these fun activities can also bring greater danger or risk but children need to learn about danger and risk taking to develop and grow. In order to reduce the risk of accidents I will:

- Clean all equipment before use of animal faeces
- Regularly check equipment for wear and tear or damage
- Talk about the dangers of the equipment in a way that is suitable for their stage of development and understanding
- Re-position equipment if its previously been moved, for example slides may have been moved to do another activity
- encourage wet and sunny play in my garden, adventure playgrounds and parks all year asking for or providing waterproof clothes and wellies when possible
- Encourage children to take turns and share equipment
- Encourage children to participate but will not force any activity that they are uncomfortable with
- pay additional attention to appropriate clothing, sunscreen, hats and fluid intake in warm weather conditions to avoid dehydration and prevent the body from overheating. Children are not as efficient as adults in controlling body temperature.
- Ensure that children are aware of what to do if I need to evacuate the garden in an emergency and go inside.
- After any activity outside children will wash hands when they enter the building especially before eating.

## **Sand Pit Policy**

Sandpits can provide great messy, sensory and imaginative play and learning opportunities. The greatest risk with sand is children flicking it into eyes or the sand being contaminated becoming irritating or with insects.

To reduce risk I will

- only use sand that is suitable for play



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- regularly change sand; in between I will rinse through with a diluted sterilising agent
- cover the sandpit to prevent it from becoming water logged as water can become stagnant or insects can live in damp sand and may bite or sting children
- cover the sandpit to prevent it being used as a litter tray by cats and other visitors to the garden
- I will teach children that if they throw or flick sand it will get in their own and others eyes.

## Water Play Policy

Children can have great fun playing with water and it can also support their learning and development in a variety of ways bringing in maths, sensory and imagination. However the safety issues when children play with water can be fatal as drowning can occur in just a small amount. They may also upset their peers by making them wet. To reduce risk I will:

- never leave children unsupervised with water for the fact that even the smallest depth can be a drowning hazard
- explain and support the children to learn about water safety
- empty water trays when not in use and refill when used again
- if a child needs my attention I will make sure the other children are safe
- I will also be aware that water can collect in toys when it rains

## Skipping Rope Policy

Another great opportunity for exercise, however, the risk involving skipping ropes can include strangling, tripping or using them to tie up their peers deliberately!

- because ropes can be a strangle or trip hazard children need to be made fully aware of the possible dangers if not using the ropes appropriately and correctly
- footwear must support the foot properly, trainers may be best
- space awareness; without enough space the rope may catch other ropes or skippers
- clothing should allow free movement of legs and arms so sensible, loose-fitting is great
- weather conditions such as wet or very hot weather may be unsafe
- fluid intake is really important; especially in warm weather to avoid dehydration and prevent the body from overheating. Children are not as efficient as adults in controlling body temperature.
- rope length for individual skipping is important to enable you to skip properly. When you stand in the middle of the rope and pull the handles upwards, the rope handles should reach your armpits. They can be shortened by tying knots at each end just below the handles.
- children will be supervised at all times when using skipping ropes

## Trampoline Policy

I offer the use of a large trampoline but am aware that although this provides a great form of fun exercise it can also present dangers such as neck, back, ankle injuries due to landing incorrectly or jumping on others.

- all children in my care, irrelative of age, are not permitted on the trampoline without written permission from their parents
- all children will be supervised at all times on the Trampoline by a responsible adult
- the trampoline is only used when the safety netting is in place
- the safety netting and the trampoline will be checked regularly to ensure it is in a good condition



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- all children using the trampoline will be taught the dangers; including knocking into someone, jumping on them, landing awkwardly

If you have any concerns regarding your child using this piece of equipment please do discuss them with me.

## **Screen Time; Computer games, Televisions, Gaming Policy**

I have a desktop, laptop, small netbook, television and xbox available to the children in my care. Whilst they can become a problem, they can also be helpful in developing skills such as hand eye co-ordination, timing, turn taking and can be an educational resource, doing homework, research, learning to sing and develop language if used appropriately and in limitation.

- I limit the time spent on the above, older children may have more access than younger due to homework or their age
- TV, DVD's and videos are not a daily activity during the normal day. However if necessary I may decide to use tv for a short session after lunch to provide the children with a quiet time to rest or perhaps in really bad weather or illness
- when used, younger children will be encouraged to watch educational programs that are age appropriate.
- If your child wants to bring a DVD or game to share please let me know so I can check and ensure there are no additional problems
- I will work with parents to check what they are happy for their children to be playing and how long I will allow them to play
- I will work with you to develop strategies for limiting the time played so as for it not to become an issue with your child. For example time warnings, providing memory cards so games can be saved etc.
- I will not allow any child to play with games that are inappropriate

## **Internet Safety Policy**

The internet is a more common resource for children nowadays, accessing homework, learning games, chatting to friends etc. but it can also be a very dangerous place for them if not monitored or protected from inappropriate material, harassment and bullying, viruses and hackers and be conned into giving away financial information. I am aware that children can also be vulnerable to on-line grooming or radicalisation.

I offer children the opportunity to use the computer and the internet as children get older they also need to learn to make good appropriate choices; however I have introduced a range of procedures to ensure their safety.

- I will set up accounts for each child
- I have filters on to block out as much inappropriate material as possible
- I do not permit the children to go onto chat rooms
- I am always nearby so can keep an eye out on what websites they are visiting
- I check the history on the computer regularly
- I discuss with the children in age appropriate ways about the importance of keeping safe on line, not talking to people they don't know, not giving out personal information that could enable them to be identified, never arrange to meet anyone they have spoken to online and to tell me if they are worried about anything
- children will only allowed to use the webcam under supervision if necessary to use them



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- I am also aware of the need to limit the time children spend on computers and will ensure that they spend a balance of time engaged in ICT, homework and other activities
- If you would rather your child was not allowed access to the internet then please let me know within the permission forms

## **Mobile Phone and Camera Policy**

To respect others privacy

- please do not take any photos without consent
- I will use mobile phones to take photographs of the children to record and observe their learning. These will be uploaded to onedrive or any other online sharing or monitoring app that I may be using they will then be deleted from the phone
- I will seek your permission to allow a camera to take photographs for record keeping, or displays
- I will not distribute or publish any images of your child without your consent
- I will always be able to justify to Ofsted the reason for taking the photograph, in main this should be for the learning journals
- I will always ensure children are appropriately dressed when photographing

**Other risk assessments are evidenced on charts and relevant reports**

