



**HEALTH AND SAFETY POLICY**

Greenwood pre-school is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Staff Responsible:	Trust Lead/Head Teacher
Date of Review:	September 2018
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## VERSION CONTROL

Date	Change
September 2018	Moved to new format

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## **1.Introduction**

The Trust recognises the need to identify organisational methods for implementing and controlling the health and safety of all persons who work within or visit the pre-school setting.

The following is a summary of individual responsibilities, their consequent structure and accountability.

## **2.Staff**

### **2.1 The Trust Lead/ Head Teacher will ensure that:**

- appropriate documentation is in place to enable the pre-school to comply with all health and safety arrangements;
- there is a regular review of health and safety arrangements, practices are improved and updated as necessary;
- funding is appropriately allocated to health and safety issues through appropriate prioritising of work needed;
- risk assessments are quality assured and check that they are regularly reviewed and updated;
- appropriate advice is taken where health and safety issues are outside the expertise of Trust employees;
- the highest standards of health and safety are promoted across the pre-school.
- active monitoring of health and safety matters across the pre-school

### **2.2 Pre-School Managers will ensure that:**

The pre-school manager is responsible and accountable for the implementation of this policy and the compliance with all relevant legislation in every area and activity within the setting. In order for this to be achieved, his/her operational duties include the following:

- ensuring that all members of staff (including new staff, probationers, students, voluntary helpers etc) are aware of the contents of the health and safety policy and all safe working practices;
- ensuring that risk assessments are carried out on any activity that has significant associated hazards. Where significant risks are identified, appropriate measures and/or safe working practices will be introduced to reduce/eliminate such hazards.
- undertaking inspections of their individual premises, plans, equipment and working practices on a regular basis and taking effective action and/or immediately referring to the Trust Lead /Head Teacher any health and safety problems brought to their attention.
- providing an annual report to the Pre-School Committee outlining safety performance – e.g. What risk assessments have been carried out? How many fire drills have been carried out? How many accidents have occurred? Are there any trends?
- ensuring that effective first aid provision and accident reporting procedures exist in accordance with the guidelines issued by the Local Authority Health and Safety Officer.
- checking the adequacy of fire precautions and procedures

### 2.3 Pre-School Practitioners

Early years practitioners have a duty of care under Health and Safety legislation. In order to achieve this, their duties include the following:

- implementing the health, safety and welfare procedures for children at a level appropriate for their requirements. Ensuring that these procedures are explained in terms that they can readily understand;
- exercising effective supervision of children and maintaining an awareness of emergency procedures in respect of fire, first aid, accident reporting etc and carrying them out as necessary.
- seeking information on any special safety measures to be adopted in their own areas and ensuring that they are adhered to;
- setting an example by personally following safe working practices;
- ensuring that where necessary, the appropriate protective clothing, guards etc are available, in good condition and are used. All electrical equipment is to be visually checked before use;
- reporting to setting manager any defects in equipment or identified inadequacies in procedures. Where any defect renders the equipment potentially hazardous, it should be isolated and clearly labelled “awaiting repair”, “do not use until repaired” or “replace”;

There is a need to stress that all employees have **legal** responsibilities under the Health and Safety at Work Act. Those duties are to safeguard themselves, colleagues and others in the workplace.

### 3. Other Organisations

#### Health and Safety Executive

The Health and Safety Executive (HSE) have many powers, including the right to visit the pre-school and have sight of all relevant policies and documents. They have the right to turn up for announced or unannounced visits, however, they will **usually** visit in connection with an accident that has been reported to them.

The pre-school recognises its obligations to identify arrangements designed to make its safety policy effective. All staff should be aware of the following arrangements:

#### 4. Risk Assessments

Our risk assessment process includes:

- checking for hazards and risks indoors and outside, and in our activities and procedures. Our assessment covers adults and children;
- deciding which areas need attention; and
- developing an action plan that specifies the action required, the timescales for action, the person responsible for the action and any funding required.

We maintain lists of health and safety issues, which are checked:

- daily before the session begins;
- weekly; and
- termly - when a full risk assessment is carried out.

## **5. Awareness raising**

Our induction training for staff and volunteers includes a clear explanation of health and safety issues, so that all adults can adhere to our policy and procedures as they understand their shared responsibility for health and safety. The induction training covers matters of employee well-being, including safe lifting and the storage of potentially dangerous substances.

As necessary, health and safety training is included in the annual training plans of staff, and health and safety is discussed regularly at staff meetings and children are made aware of health and safety issues through discussions, planned activities and routines.

There is strictly no-smoking (including e-cigarettes) on the premises of the pre-school.

### **5.1 Windows and doors**

- Low level windows are made from materials that prevent accidental breakage or we ensure that they are made safe.
- Windows are protected from accidental breakage or vandalism from people outside the building.
- Precautions are taken to prevent children's fingers from being trapped in doors.

### **5.2 Floors and walkways**

- All surfaces are checked daily to ensure they are clean and not uneven, wet or damaged. Any wet spills are mopped up immediately.
- Walkways and stairs are left clear and uncluttered.

### **5.3 Electrical/gas equipment**

- The setting checks that all electrical/gas equipment conforms to safety requirements and the boiler/electrical switch gear/meter cupboard is not accessible to the children.
- Fires, heaters, electric sockets, wires and leads are properly guarded, and we teach the children not to touch them.
- We switch electrical devices off from the plug after use.
- The temperature of hot water is controlled to prevent scalds.
- Lighting and ventilation are adequate in all areas of our setting, including storage areas.
- Any faults must be reported immediately. Any faulty fittings (e.g. cracked sockets etc) should be isolated and labelled for repair.

#### **5.4 Storage**

- All our resources and materials, which are used by the children, are stored safely.
- All our equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

#### **5.5 Outdoor area**

- Our outdoor area is securely fenced. All gates and fences are childproof and safe.
- Our outdoor area is checked for safety and cleared of rubbish, animal droppings and any other unsafe items before it is used.
- We check that children are suitably attired for the weather conditions and type of outdoor activities; asking parents to apply sun cream on their child and provide a hat during the summer months.
- We always supervise all outdoor activities.

#### **6. Hygiene**

- Information is sought from the Public Health England to ensure that we keep up-to-date with the latest recommendations.
- Our daily routines encourage the children to learn about personal hygiene.
- We have a daily cleaning routine for the setting
- Children do not have unsupervised access to the kitchen area.
- Resources and equipment, dressing-up clothes and furnishings are cleaned regularly and as necessary.
- The toilet area has a high standard of hygiene, including hand washing and drying facilities and disposal facilities for nappies.
- We implement good hygiene practices by:
  - cleaning tables between activities;
  - cleaning and checking toilets regularly;
  - wearing protective clothing - such as aprons and disposable gloves - as appropriate;
  - providing sets of clean clothes;
  - providing tissues and wipes.

#### **7. Activities, resources and repairs**

Before purchase or loan, we check equipment and resources to ensure that they are safe for the ages and stages of the children currently attending the setting. We regularly check the equipment for cleanliness and safety- dangerous items are discarded.

The layout of our play equipment allows adults and children to move safely and freely between activities.

We also ensure that:

- all our materials, including paint and glue, are non-toxic.
- sand is clean and suitable for children's play.
- physical play is constantly supervised.
- we teach children to handle and store tools safely.

## **8. Jewellery and accessories**

- Our staff do not wear jewellery or accessories, such as belts or high heels, that may pose a danger to themselves or children.
- Parents are advised that the children should not wear jewellery to pre-school

## **9. Safety of adults**

Adults are provided with guidance about the safe storage, movement, lifting and erection of resources and we provide safe equipment for adults to use when they need to reach up to store equipment.

The sickness of staff and their involvement in accidents is recorded and reported to the appropriate bodies and these records are reviewed termly to identify any issues that need to be addressed.

## **10. Control of hazardous substances**

- Hazardous substances are stored safely away from the children.
- We carry out a risk assessment for all chemicals used in the setting. This states what the risks are and what to do if they have contact with eyes or skin or are ingested.
- Cleaning chemicals are kept in their original containers.
- Chemicals used in the setting are kept to the minimum to ensure health and hygiene is maintained.
- Environmental factors are considered when purchasing, using and disposing of chemicals.
- All members of staff are vigilant and use chemicals safely.
- Members of staff wear protective gloves when using cleaning chemicals.

## **11. Outings and visits**

- We have agreed procedures for the safe conduct of outings.
- Parents sign a general consent for their children to be taken out as a part of the Rising 5 activities of the setting.
- A risk assessment is carried out before an outing takes place.
- Our adult to child ratio is high, normally one adult to two children.
- Named children are assigned to individual staff to ensure each child is individually supervised and to ensure no child gets lost and that there is no unauthorised access to children.
- A minimum of two staff will accompany children on outings and a minimum of two will remain behind with the rest of the children.
- Parents who accompany us on outings are responsible for their own child only. Where parents have undergone vetting with us as volunteers, they may be included in the adults to child ratio and have children allocated to them.
  - Outings are recorded in an outings record book kept in the setting, stating:
  - The date and time of the outing.
  - The venue and mode of transport used.
  - The names of the staff members present.

- The time of return.

A mobile phone is taken on outings, as well as supplies of tissues, wipes, spare clothing and nappies, medicines required for individual children, a mini first aid kit and water. The amount of equipment will vary and be consistent with the venue and the number of children, as well as how long they will be out for. Parents are asked to apply sun cream to children as needed and ensure they are dressed appropriately for the type of outing and weather conditions.

A register of children is taken on the outing with two contact numbers of parents/carers, as well as an accident book and a copy of our Missing Child Policy.

- Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.
- We ensure that seat belts are worn whilst travelling in vehicles and that booster seats and child safety seats are used as appropriate to the age of the child.
- As a precaution, we ensure that children do not eat when travelling in vehicles.
- We ensure that contracted drivers are from reputable companies, do not have unsupervised access to the children and are not included in the ratios.

## **12.Fire and emergency procedures**

The Trust ensures that the following procedures are in place:

### *Fire safety risk assessment*

- The basis of fire safety is risk assessment, carried out by a 'competent person'.
  - Our fire safety risk assessment focuses on the following for each area of the setting:
    - Electrical plugs, wires and sockets.
    - Electrical items.
    - Gas boilers.
    - Cookers.
    - Matches.
    - Flammable materials – including furniture, furnishings, paper etc.
    - Flammable chemicals.
    - Means of escape.
    - Anything else identified.

### **12.1 Fire safety precautions taken**

- The hall management are responsible for ensuring that fire doors are clearly marked. We ensure these are never obstructed and easily opened from the inside.
- The hall management are responsible for ensuring that smoke detectors/alarms and firefighting appliances conform to BS EN standards, are fitted in appropriate high-risk areas of the building and are checked as specified by the manufacturer. We check smoke detectors as part of our weekly checks.

- Any faulty electrical equipment is taken out of use and either repaired or replaced.
- We ensure sockets are covered.

### **12.2 Emergency Evacuation:**

Our emergency evacuation procedures are clearly displayed in the premises and these are explained to new members of staff, volunteers and parents. The pre-school practices an emergency evacuation/fire drill at least every 6 weeks and records are kept.

The fire safety log book will record:

- The date and time of the drill.
- Names of adults and number of children involved.
- How long it took to evacuate.
- Whether there were any problems that delayed evacuation.
- Any further action taken to improve the drill procedure.

### **12.3 Procedures:**

- Sound the alarm (blow whistle)
- Evacuate the building by the nearest exit. (children will follow adult instructions. Staff and parents will follow fire exit signs and instructions from person in charge.)
- The person in charge will be responsible for taking the red folder containing the register, pen and mobile phone from the building.
- The person in charge will be the last to leave the building, having checked all rooms in the building.
- The remaining staff will leave the building with the children, spaced at regular intervals beside them.
- On arrival at the assembly point the person in charge will take a head count of children and adults. Safe evacuation is expected to take no longer than two minutes.
- In the event of a real fire, the person in charge will dial 999 to call the emergency services and contact parents/carers via the communications systems in operation.

**If you discover a fire:**

**Operate the nearest alarm call point**

**Go to the nearest telephone and dial 999**

**Carry out any previously arranged duties to be done in the event of fire or go to the nearest line up point.**

### **13. Maintaining children's safety and security**

We maintain the highest possible security of our premises to ensure that each child is safely cared for during their time with us.

### **13.1 Children's personal safety**

- All employed staff are checked for criminal records via an enhanced disclosure with children's barred list check through the Disclosure and Barring Service.
- Adults do not normally supervise children on their own.
- All children are always supervised by adults.
- Whenever children are on the premises at least two adults are present.
- Risk assessments are carried out to ensure children are not made vulnerable within any part of our premises, nor by any activity.

### **13.2 Security**

- Systems are in place for the safe arrival and departure of children.
- Children's arrivals and departures are recorded.
- The arrival and departure of adults – staff, volunteers and visitors - are recorded.
- Our systems prevent unauthorised access to our premises.
- Our systems prevent children from leaving our premises unnoticed.
- We only allow access to visitors with prior appointments.
- Our staff check the identity of any person who is not known before they enter the premises.
- We always keep front doors and gates locked shut. Back doors are always kept locked shut where they may lead to a public or unsupervised area.
- The personal possessions of staff and volunteers are stored away from children during sessions

## **14. First aid and accidents**

We ensure that all pre-school staff are trained in 12-hour paediatric first aid including Epi-Pen procedures.

Our first aid kit:

- complies with the Health and Safety (First Aid) Regulations;
- is regularly checked by a designated member of staff and re-stocked as necessary;
- is easily accessible to adults; and
- is kept out of the reach of children.

At the time of admission to the setting, parents' written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval.

Parents sign a consent form at registration allowing staff to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that parents have been informed and are on their way to the hospital.

### **14.1 Our accident book:**

- is kept safely and accessibly;
- all staff and volunteers know where it is kept and how to complete it; and
- is reviewed at least half termly to identify any potential or actual hazards.

Ofsted will be notified of any admission to hospital of a child from the setting, or the death of a child or adult.

When there is any injury to a child requiring hospital admission, Ofsted will be notified when there is a significant injury to a child, parent, volunteer or visitor or where there is a death of a child or adult on the premises, we make a report to the Health and Safety Executive using the format for the Reporting of Injuries, Diseases and Dangerous Occurrences.

Any child arriving on the premises with a significant injury or health issue, the parent/carer will be asked to sign the relevant section in our Injuries or Health Condition on Arrival at Pre-school book.

### **Administration of medication- see separate policy**

#### **14.2 Epilepsy**

If a known epileptic suffers a short seizure and shows rapid signs of recovery, then it is appropriate to sit the child quietly and to closely monitor his/her condition. If the person suffers an injury during the seizure, then immediate first aid should be given. If the fit is violent and/or prolonged, medical help should be sought, or an ambulance called. Following any seizure parents/guardians or next of kin must be contacted as soon as possible.

If a child with no past history of epilepsy has a seizure, the parents/guardians should be contacted immediately, and medical advice sought.

All staff are to be informed of children who are epileptic and are to be aware of action to be taken.

#### **14.3 Allergies**

All parents/carers are asked to provide information on any allergies their child suffers on our registration form and all staff are asked for information on their allergies in the new staff information pack.

If the child has an allergy, staff will complete a risk assessment form. All children with severe allergies will have a care plan written by the setting/parent/medical practitioner making explicit the specific medical needs and interventions needed for each individual. The risk assessment form and care plan will be kept in the child's personal file and a copy displayed where staff can see it.

All staff will be aware of the allergies and dietary intolerances within the setting.

No nuts or nut products are used within the setting and parents are made aware so that no nut or nut products are accidentally brought in, for example to a party.

#### **14.4 Epi -pens**

If a child has been prescribed an epi-pen, a care plan will be written detailing the medical intervention needed for each individual child. A clearly named box containing the epi-pen will be kept in the setting in a safe place out of reach of children. The medication should be prescribed for the child by a doctor and be clearly labelled. It is the parent's responsibility to ensure that the epi-pen is within expiry date. The care plan provided by the parent will provide a thorough guide to the use of the epi-pen for that individual child and should be followed accordingly.

Only staff within the pre-school that have received current training in the use of an epi-pen will administer the epi-pen. However, staff that have not received the training may witness the administration of the epi-pen and assist with the necessary procedures and paperwork. Staff will be required to attend yearly epi-pen training if there is a child or an adult in the setting that has been prescribed with an epi-pen.

In the event of a child showing signs of allergic reaction or anaphylaxis, the child's individual care plan and epi-pen guidance should be followed.

#### **14.5 Asthma**

If a child needs asthma medication in setting hours, we ask the parents to complete a medication administered form. On this form they advise us of the type of medication, the dose required and if the medication can be self-administered. The inhalers are kept in a safe place out of the reach of children.

#### **14.6 HIV/AIDS**

Publications are available regarding the care of children and adults who suffer with HIV/AIDS. When changing nappies extra hygiene precautions must be adhered to:

- Wear single-use vinyl gloves and aprons when changing children's nappies, pants and clothing that are soiled with blood, urine, faeces or vomit.
- Use protective rubber gloves for cleaning/slucing clothing after changing.
- Bag soiled clothes for parents to collect. Nappies or pull ups will be disposed of hygienically in the appropriate nappy bin.

#### **14.7 Procedures for children who are sick or infectious**

- If children appear unwell during the day – for example, if they have a temperature, sickness, diahorrea or pains, particularly in the head or stomach – our manager/deputy manager will call the parents and ask them to collect the child, or to send a known carer to collect the child on their behalf.
- If a child has a temperature, they are kept cool, by removing top clothing and are kept away from draughts.
- In extreme cases of emergency, an ambulance is called, and the parent informed.
- Parents are asked to take their child to the doctor before returning them to the setting; we can refuse admittance to children who have a temperature, sickness and diahorrea or a contagious infection or disease.
- Where children have been prescribed antibiotics for an infectious illness or complaint, we ask parents to keep them at home for 48 hours before returning to the setting.
- After diahorrea we ask parents to keep children home for 48 hours following the last episode.
- Some activities, such as sand and water play, and self-serve snacks where there is a risk of cross-contamination may be suspended for the duration of any outbreak.

#### **14.8 Reporting of 'notifiable diseases' and infectious diseases**

When we become aware or are formally informed of a notifiable or infectious disease the pre-school manager will inform as required, Ofsted and contact Public Health England and will act on any advice given.

#### **15. Dealing with incidents**

We meet our legal requirements for the safety of our employees by complying with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations). We report to the Health and Safety Executive:

- any accident to a member of staff requiring treatment by a general practitioner or hospital; and
- any dangerous occurrences. This may be an event that causes injury or fatalities or an event that does not cause an accident but could have done, such as a gas leak.
- any dangerous occurrence is recorded in our Incident Book.

##### **15.1 Our Incident Books**

We keep incident books for recording incidents including those that are reportable to the Health and Safety Executive and/or OFSTED as above as well as:

- a break in, burglary, or theft of personal or our property
- an intruder gaining unauthorised access to the premises
- a fire, flood, gas leak or electrical failure
- an attack on an adult or child on the premises or nearby
- any racist incident involving families or our staff on the setting's premises
- a notifiable disease or illness, or an outbreak of food poisoning affecting two or more children looked after on our premises
- the death of a child or adult
- a terrorist attack, or threat of one.

The incident book is not for recording issues of concern involving a child. This is recorded in the child's own file.

OFSTED will be notified of any incidents.

#### **16. Food Hygiene**

We provide and/or serve food for children on the following basis:

- Snacks.
- Packed lunches (provided by parents/carers).

We maintain the highest possible food hygiene standards with regard to the purchase, storage, preparation and serving of food.

Our staff with responsibility for food preparation understand the principles of Hazard Analysis and Critical Control Point (HACCP) as it applies to our setting and all our staff follow the guidelines of Safer Food, Better Business.

- All our staff who are involved in the preparation and handling of food have received training in food hygiene.
- The person responsible for food preparation and serving carries out daily checks on the kitchen to ensure standards are met consistently. We use reliable suppliers for the food we purchase.
- Food is stored at correct temperatures and is checked to ensure it is in-date and not subject to contamination by pests, rodents or mould.
- Packed lunches are stored in a cool place; un-refrigerated food is served to children within 4 hours of preparation at home.
- Food preparation areas are cleaned before and after use.
- There are separate facilities for hand-washing and for washing-up.
- All surfaces are clean and non-porous.
- All utensils, crockery etc. are clean and stored appropriately.
- Waste food is disposed of daily.
- Cleaning materials and other dangerous materials are stored out of children's reach.
- Children do not have unsupervised access to the kitchen.
- When children take part in cooking activities, they:
  - are always supervised;
  - understand the importance of hand-washing and simple hygiene rules;
  - are kept away from hot surfaces and hot water; and
  - do not have unsupervised access to electrical equipment, such as blenders etc.
- Adults do not carry hot drinks through the play areas(s) and do not place hot drinks within the reach of children.
- Snack times are appropriately supervised, and children do not walk about with food and drinks.
- Fresh drinking water is available to the children at all times.
- Before a child starts to attend the setting, we ask their parents about their dietary needs and preferences, including any allergies and regularly consult with parents to ensure that our records of their children's dietary needs/allergies are up-to-date.
- We operate systems to ensure that children do not have access to food/drinks to which they are allergic.
- Parents are made aware that no nut or nut products are accidentally brought into the setting.
- In order to protect children with food allergies, we discourage children from sharing and swapping their food with one another.

### **16.1 Packed lunches**

Children staying for lunch are required to bring a packed lunch and we will:

- ask parents to ensure perishable contents of packed lunches contain an ice pack to keep food cool;
- inform parents of our policy on healthy eating;

- encourage parents to provide sandwiches with a healthy filling, fruit, and milk-based desserts, such as yoghurt. We discourage sweet drinks.
- discourage packed lunch contents that consist largely of crisps, processed foods, sweet drinks and sweet products such as cakes or biscuits. We reserve the right to return this food to the parent as a last resort;
- ensure that adults sit with children to eat their lunch so that the mealtime is a social occasion.

## **16.2 Reporting of food poisoning**

Food poisoning can occur for a number of reasons; not all cases of sickness or diahorrea are as a result of food poisoning and not all cases of sickness or diahorrea are reportable.

Where children and/or adults have been diagnosed by a GP or hospital doctor to be suffering from food poisoning and where it seems possible that the source of the outbreak is within our setting, the pre-school manager will contact the Environmental Health Department to report the outbreak and will comply with any investigation.

We notify Ofsted as soon as reasonably practicable of any confirmed cases of food poisoning affecting two or more children looked after on the premises, and always within 14 days of the incident.

## **17. Fun in the sun**

The pre-school endeavors to provide an environment that enables the children and staff to stay safe in the sun.

- Children are encouraged to wear their “ Pre-school” T-shirts (which protect the children’s shoulders from burning).
- Parents are encouraged to use sun protection cream on the children before entering preschool. (This is given coverage in our newsletters and on our notice boards during the sunny months). Sun protection cream is also kept on the premises and is available to any parent who has forgotten to apply it before pre-school.
- If children are attending pre-school for the majority of the day practitioners will re-apply sun cream on areas of the skin exposed to the sun if they believe this is appropriate. Parents sign a consent form for this when they register at the pre-school.
- Parents are encouraged to provide children with hats (if a child attends pre-school in a hat we make sure that it is worn when out in the garden).
- The children move freely between outdoors and indoors and are actively encouraged to seek shade when it is hot.
- Drinking water is freely available for children to drink throughout their time in pre-school. They are able to pour out drinks as often as they require them in addition to their snack time drinks.

## 18. Animals and plants

Section 14 of the CLEAPSS Handbook contains information on the laws and regulations concerning the keeping of animals and plants in pre-school and school settings. Approval must be obtained from the Trust Lead/Head Teacher before any animals are brought onto the pre-school premises and the following procedure adhered to:

- The views of parents and children when selecting an animal or creature to visit the setting are considered, as well as any allergies or issues that individual children may have.
- A risk assessment carried out with a knowledgeable person accounting for any hygiene or safety risks posed by the animal or creature.
- Children are taught the correct handling and care of the animal or creature and adults supervise them at all times.
- Children wash their hands after handling the animal or creature and do not have contact with animal's soil or soiled bedding.
- If animals or creatures are brought in by visitors to show the children, they are the responsibility of their owner.
- The pre-school manager carries out a risk assessment in partnership with the animal's owner, detailing how the animal or creature is to be handled and how any safety or hygiene issues will be addressed.

Information can also be found in the "Welfare of Farmed Animals Regulations 2007" and "RSPCA – keeping animals in school" documents.

## 19. Violence towards staff

The Trust are concerned about the possibility of staff being subjected to violence of any kind whilst working in the setting. If any member of staff is subjected to **any** aggression on Trust premises they **must** inform the Trust Lead/Head Teacher immediately. Appropriate steps will be taken by the Trust Lead/Head Teacher to deal with such a situation.

This policy shall be reviewed regularly and amended as necessary.