

# Health and Safety Policy

At Sunny Days we provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees and a safe early learning environment in which children learn and are cared for. To develop and promote a strong health and safety culture within the setting for the benefit of all staff, children and parents we provide information, training and supervision. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

The allocation of duties for safety matters and the particular arrangements which we will make to implement our health and safety practices are set out within this policy and we make sufficient resources available to provide a safe environment.

## Legal framework

We follow all relevant legislation and associated guidance relating to health and safety within the setting including:

- The requirements of the Statutory Framework for the Early Years Foundation Stage (EYFS) 2025
- The regulations of the Health & Safety at Work Act 1974 and any other relevant legislation such as Control Of Substances Hazardous to Health Regulation (COSHH)
- Any guidance provided by Public Health England, the local health protection unit, the local authority environmental health department, fire authority or the Health and Safety Executive

## Aims and objectives

The aim of this policy statement is to ensure that all reasonably practical steps are taken to ensure the health, safety and welfare of all persons using the premises.

To achieve this we will actively work towards the following objectives:

- Establish and maintain a safe and healthy environment throughout the setting including outdoor spaces
- Establish and maintain safe working practices amongst staff and children
- Make arrangements for ensuring safety and the minimising of risks to health in connection with the use, handling, storage and transport of hazardous articles and substances
- Ensure the provision of sufficient information, instruction and supervision to enable all people working in or using the setting to avoid hazards and contribute positively to their own health and safety and to ensure that staff have access to regular health and safety training
- Maintain a healthy and safe setting with safe entry and exit routes
- Formulate effective practices for use in case of fire and other emergencies and for evacuating the setting premises. Practice this practice on a regular basis to enable the safe and speedy evacuation of the setting
- Maintain a safe working environment for pregnant workers or for workers who have recently given birth, including undertaking appropriate risk assessments

- Maintain a safe environment for those with special educational needs and disabilities and ensure all areas of the setting are accessible (wherever practicable)
- Provide a safe environment for students or trainees to learn in
- Encourage all staff, visitors and parents to report any unsafe working practices or areas to ensure immediate response by the management.

We believe the risks in the setting environment are low and we will maintain the maximum protection for children, staff and parents. The setting will:

- Ensure all entrances and exits from the building, including fire exits are clearly identifiable and remain clear at all times
- Regularly check the premises room by room for structural defects, worn fixtures and fittings or electrical equipment and take the necessary remedial action
- Ensure that all staff, visitors, parents and children are aware of the fire practices and regular fire drills are carried out
- Have the appropriate fire detection and control equipment which is checked regularly to make sure it is in working order
- Ensure that all members of staff are aware of the practice to follow in case of accidents for staff, visitors and children
- Ensure that all members of staff take all reasonable action to control the spread of infectious diseases and wear protective gloves and clothing where appropriate
- Ensure there are suitable hygienic changing facilities
- Prohibit smoking on the setting premises
- Prohibit any contractor from working on the premises without prior discussion with the manager
- Encourage children to manage risks safely and prohibit running inside the premises unless in designated areas
- Risk assess all electrical sockets and take appropriate measures to reduce risks where necessary and ensure no trailing wires are left around the setting
- Ensure all cleaning materials are placed out of the reach of children and kept in their original containers
- Wear protective clothing when cooking or serving food
- Prohibit certain foods that may relate to children's allergies, e.g. peanuts are not allowed in the setting
- Follow the allergies and allergic reactions practices for children who have allergies
- Ensure risk assessments are undertaken on the storage and preparation of food produce within the setting

- Familiarise all staff and visitors with the position of the first aid boxes and ensure all know who the appointed first aiders are
- Provide appropriately stocked first aid boxes and check their contents regularly
- Ensure children are supervised at all times
- Ensure no student or volunteer is left unsupervised at any time.

## **Responsibilities**

Responsibility for Health and Safety in the setting is that of the Health and Safety Officer.

The manager has overall and final responsibility for this policy.

The deputy setting manager will be responsible in his/her absence or appointed Supervisor/Senior member of the team.

All employees have the responsibility to co-operate with senior staff and the manager to achieve a healthy and safe setting and to take reasonable care of themselves and others. Neglect of health and safety regulations/duties will be regarded as a disciplinary matter.

Whenever a member of staff notices a health or safety problem which they are not able to rectify, they must immediately report it to the appropriate person named above. Parents and visitors are requested to report any concerns they may have to the Setting Manager or in their absence any staff member.

Daily contact, regular staff meetings and health and safety meetings provide consultation between management and employees. This will include health and safety matters.

## **Health and safety training**

Person responsible for monitoring staff training is the Setting Manager.

Health and safety are covered in all induction training for new staff.

All staff on duty **MUST** hold a full paediatric First Aid at Work certificate in the setting and when on outings.

The policy is kept up to date and reviewed especially when the setting changes in nature and size. It is revised annually, or as and when required. We therefore welcome any useful comments from members of staff, parents and visitors regarding this policy.

## Infection Control

At Sunny Days we promote the good health of all children attending through maintaining high hygiene standards and reducing the chances of infection being spread.

Viruses and infections can be easily passed from person to person by breathing in air containing the virus which is produced when an infected person talks, coughs or sneezes. It can also spread through hand/face contact after touching a person or surface contaminated with viruses.

To minimise the spread of infection this is our exclusion table:

<b>DISEASE</b>	<b>PERIOD OF EXCLUSION</b>
Athlete's Foot	None – treatment is recommended
Chicken Pox	From when the rash first appeared, until all lesions have crusted over and temperature is normal
Cold Sore	None – avoid kissing and contact with sores.
Conjunctivitis	Until treatment has started – if an outbreak occurs contact HPT.
COVID-19	10 days from onset of symptoms and positive PCR test
Cytomegalovirus (CMV)	None- but can be harmful to pregnant women
Diarrhoea	48 hours after last bout.
Diphtheria	2-5 days – consult with HPT.
Flu	Until recovered – report outbreaks to HPT.
Food poisoning (ecoli)	48 hours from last bout of diarrhoea and vomiting
Gastro-enteritis, food poisoning, Salmonella and Dysentery	48 hours or until advised by the doctor
Glandular Fever	None
Hand, Foot and Mouth disease	Until they are feeling better and are fever-free for at least 24 hours – report outbreaks to HPT.
Head lice	Until treatment has started – treatment recommended only when live lice seen.
Hepatitis A	7 days from onset of jaundice & when recovered – contact HPT
Hepatitis B	None – contact HPT for more advice
Impetigo	Until the skin has healed or 48 hours after commencing antibiotics
Infective hepatitis	7 days from the onset – contact HPT for more advice
Measles	4 days from when the rash first appeared and recovered
Meningococcal meningitis/septicaemia	Until certified well – contact HPT
Meningitis due to other bacteria	Until recovered – contact HPT
Meningitis viral	None
MRSA	None – contact HPT
Mumps	5 days minimum or until the swelling has subsided
Pertussis (Whooping cough)	5 days from commencing antibiotics or 21 days from the onset
Plantar warts	Should be treated and covered
Poliomyelitis	Until certified well
Respiratory syncytial virus, or RSV	3-8 days from onset of symptoms or until child is well
Ringworm of scalp	Until the treatment has started.
Ringworm of the body	Until the treatment has started.
Rubella (German Measles)	6 days from onset of rash
Scabies	Until treatment has been given
Scarlet fever and streptococcal infection of the throat	24 hours from the start of the antibiotic treatment
Shingles	Exclude only if rash is weeping
Slapped cheek (parvovirus)	None
Threadworms	None – treatment recommended
Tonsillitis	None
Tuberculosis	Until declared free from infection by a doctor
Typhoid fever	Until declared free from infection by a doctor
Vomiting	48 hours from last episode
Warts (including Verrucae)	Exclusion not necessary. Sufferer should keep feet covered.

## **Sickness and illness**

At Sunny Days we promote the good health of all children attending. To help keep children healthy and minimise infection, we do not expect children to attend setting if they are unwell or have a high temperature of 38 degrees Celsius or over. Please be aware that the NHS no longer recognises teething as a cause for high temperatures or loose nappies. If a child is unwell, it is in their best interest to be in a home environment.

## **Accidents/Incidents in Setting**

Generally minor accidents and incidents in setting will be treated with appropriate first aid practices and depending on the severity primary carers may be contacted but, in all cases, primary carers will be informed on collection and asked to sign an accident/incident form. If the injury is more serious parents and emergency services will be contacted.

In all cases where a child sustains a **head bump/injury** in the setting the primary carer must be contacted.

## **Allergies**

At Sunny Days we are aware that children may have or develop an allergy resulting in an allergic reaction. Our aims are to ensure allergic reactions are minimised or, where possible, prevented and that staff are fully aware of how to support a child who may be having an allergic reaction.

## **Medication**

At Sunny Days we promote the good health of children attending setting and take necessary steps to prevent the spread of infection (see sickness and illness).

Any child who has been sent home from the setting/play club because of ill health will not be readmitted for at least 24 hours unless they have been seen by a health care professional who confirms there is no medical issue. Managers discretion may be used where applicable. If a child is prescribed a new antibiotic they will not be allowed to return to the setting/play club for 24 hours to ensure no reaction occurs.

If a child requires medicine, we will obtain information about the child's needs for this and will ensure this information is kept up to date.

We follow strict guidelines when dealing with medication of any kind in the setting and these are set out below:

- Medication must be prescribed by a doctor, dentist, nurse or pharmacist (Medicines containing aspirin will only be given if prescribed by a doctor)
- Prescription medicine will only be given to the person named on the bottle for the dosage stated
- Medicines must be in their original containers
- Parents and/or carers of any child requiring prescription medication should hand over the medication to the most appropriate Senior member of staff who will then note the details of

the administration on the appropriate form and another member of staff will check these details

- Parents and/or carers must give prior written permission for the administration of each and every medication.
- The setting will not administer a dosage that exceeds the recommended dose on the instructions unless accompanied by written instructions from a relevant health professional such as a letter from a doctor or dentist
- The parent/carer must be asked when the child has last been given the medication before coming to setting; and the staff member must record this information on the medication form. Similarly, when the child is picked up, the parent or guardian must be given precise details of the times and dosage given throughout the day. The parent's signature must be obtained at both times
- At the time of administering the medicine, a senior member of staff will ask the child to take the medicine or offer it in a manner acceptable to the child at the prescribed time and in the prescribed form. (It is important to note that staff working with children are not legally obliged to administer medication)
- If the child refuses to take the appropriate medication, then a note will be made on the form
- Where medication is "essential" or may have side effects, discussion with the parent will take place to establish the appropriate response.

Non-prescription medication:

- The setting will not administer any non-prescription medication containing aspirin
- The setting will only administer non-prescription medication for a short initial period, dependant on the medication or the condition of the child. After this time medical attention should be sought
- If the setting feels the child would benefit from medical attention rather than non-prescription medication, we reserve the right to refuse setting care until the child is seen by a medical practitioner
- If a child needs liquid paracetamol or similar medication during their time at setting, such medication will be treated as prescription medication with the onus being on the parent to provide the medicine. The setting provides one specific type of medication should parents wish to use this but permission will still be sought.
- An emergency setting supply of fever relief (e.g Calpol) and antihistamines (e.g. Piriton) will be stored on site. This will be checked at regular intervals by the designated trained first aider to make sure that it complies with any instructions for storage and is still in date
- If a child does exhibit the symptoms for which consent has been given to give non-prescription medication during the day the setting will make every attempt to contact the child's parents. Where parents cannot be contacted then the setting manager will take the decision as to whether the child is safe to have this medication based on the time the child has been in the setting, the circumstances surrounding the need for this medication and the medical history of the child on their registration form. Giving non-prescription medication will be a last resort and the setting staff will use other methods first to try and alleviate the symptoms, e.g. for an

increase in temperature the setting will remove clothing, use fanning, tepid cooling with a wet flannel. The child will be closely monitored until the parents collect the child

- For any non-prescription cream for skin conditions e.g. Sudocream, prior written permission must be obtained from the parent and the onus is on the parent to provide the cream which should be clearly labelled with the child's name
- If any child is brought to the setting in a condition in which he/she may require medication sometime during the day, the manager will decide if the child is fit to be left at the setting. If the child is staying, the parent must be asked if any kind of medication has already been given, at what time and in what dosage and this must be stated on the medication form
- As with any kind of medication, staff will ensure that the parent is informed of any non-prescription medicines given to the child whilst at the setting, together with the times and dosage given
- The setting DOES NOT administer any medication unless prior written consent is given for each and every medicine.

### **Injections, pessaries, suppositories**

As the administration of injections, pessaries and suppositories represents intrusive nursing, we will not administer these without appropriate medical training for every member of staff caring for this child. This training is specific for every child and not generic. The setting will do all it can to make any reasonable adjustments including working with parents and other professionals to arrange for appropriate health officials to train staff in administering the medication.

All staff will undertake a paediatric first aid course during their employment which will have a section on administering an adrenaline auto injection (Epi-pen)

### **Staff medication**

All setting staff have a responsibility to work with children only where they are fit to do so. Staff must not work with children where they are infectious or too unwell to meet children's needs. This includes circumstances where any medication taken affects their ability to care for children, for example, where it makes a person drowsy. If any staff member believes that their condition, including any condition caused by taking medication, is affecting their ability they must inform their line manager and seek medical advice. The setting manager will decide if a staff member is fit to work, including circumstances where other staff members notice changes in behaviour suggesting a person may be under the influence of medication. This decision will include any medical advice obtained by the individual or from an occupational health assessment.

Where staff may occasionally or regularly need medication, any such medication must be kept in the person's locker/separate locked container in the staff room or setting room where staff may need easy access to the medication such as an asthma inhaler. In all cases it must be stored out of reach of the children. It must not be kept in the first aid box and should be labelled with the name of the member of staff.

### **Storage**

All medication for children must have the child's name clearly written on the original container and kept in a closed box, which is out of reach of all children.

Emergency medication, such as inhalers and EpiPens, will be within easy reach of staff in case of an immediate need, but will remain out of children's reach.

Any antibiotics requiring refrigeration must be kept in a fridge inaccessible to children.

All medications must be in their original containers, labels must be legible and not tampered with or they will not be given. All prescription medications should have the pharmacist's details and notes attached to show the dosage needed and the date the prescription was issued. This will all be checked, along with expiry dates, before staff agree to administer medication.

## **Sun Care**

At Sunny Day we are committed to ensuring that all children are fully protected from the dangers of too much sun/UV rays. Severe sunburn in childhood can lead to the development of malignant melanoma (the most dangerous type of skin cancer) in later life.

The setting stocks a standard quality high factor sun cream available for all children's use. If parents wish us to use a particular cream for their child, they must supply their own labelled high factor sun cream with prior written consent for staff to apply. Staff must be aware of the expiry date and discard sunscreen after this date. Please check our Physical Development practices for full care details.

## **Risk Assessments**

At Sunny Days we promote the safety of children, parents, staff and visitors by reviewing and reducing any risks.

Risk assessments document the hazard/aspects of the environment that needs to be checked on a regular basis, who could be harmed, existing controls, the seriousness of the risk/injury, any further action needed to control the risk, who is responsible for what action, when/how often will the action be undertaken, and how this will be monitored and checked and by whom.

The setting carries out written risk assessments regularly (at least annually). These are regularly reviewed and cover potential risks to children, staff and visitors at the setting. When circumstances change in the setting, e.g. a significant piece of equipment is introduced; we review our current risk assessment or conduct a new risk assessment dependent on the nature of this change.

All staff are trained in the risk assessment process to ensure understanding and compliance.

All outings away from the setting are individually risk assessed. For more details refer to the visits and outings policy.

## **Health and safety in the office**

At Sunny Days we take the welfare of our employees seriously and put safeguards in place to help protect the health and safety of all employees. This includes any staff who are required to undertake office duties as part of their role including those that may involve sitting at a computer.

We carry out risk assessments to assess any health and safety risks to employees carrying out office duties and provide appropriate equipment for their role.

Staff using computers can help to prevent health problems in the office by:

- Sitting comfortably at the correct height with forearms parallel to the surface of the desktop and eyes level with the top of the screen
- Maintaining a good posture
- Avoiding repetitive and awkward movements by using a copyholder and keeping frequently used items within easy reach
- Changing position regularly
- Using a good keyboard and mouse technique with wrists straight and not using excessive force
- Making sure there are no reflections or glare on screens by carefully positioning them in relation to sources of light
- Adjusting the screen controls to prevent eyestrain
- Keeping the screen clean
- Reporting to their manager any problems associated with use of the equipment
- Planning work so that there are breaks away from the workstation.

Seating and posture for typical office tasks:

- Good lumbar support from the office seating
- Seat height and back adjustability
- No excess pressure on underside of thighs and backs of knees
- Foot support provided if needed
- Space for postural change, no obstacles should be under the desk
- Forearms approximately horizontal
- Minimal extensions, flexing or straining of wrists
- Screen height and angle should allow for comfortable head position
- Space in front of keyboard to support hand/wrists during pauses in typing.

If an employee requires additional support, please let the manager know as soon as possible.

## **Fire safety**

At Sunny Days we make sure the setting is a safe environment for children, parents, staff and visitors through our fire safety policy and practices.

The manager makes sure the setting premises are compliant with fire safety regulations and seeks advice from the local fire safety officer as necessary, including following any major changes or alterations to the premises.

The manager has overall responsibility for the fire drill and evacuation practices. These are carried out and recorded for each group of children every three months or as and when a large change occurs, e.g. a large intake of children or a new member of staff joins the setting. These drills will occur at different times of the day and on different days to ensure evacuations are possible under different circumstances and all children and staff participate in the rehearsals.

The manager checks fire detection and control equipment and fire exits in line with the timescales in the checklist below.

### Fire checklist

	<b>Who checks</b>	<b>How often</b>	<b>Location</b>
<b>Escape route/fire exits (all fire exits must be clearly identifiable)</b>	All staff	Constantly during day	In all rooms
<b>Fire extinguishers and blankets</b>	External provider (Fireline)	Yearly	All locations
<b>Evacuation pack</b>	Room Supervisor	Daily	All locations
<b>Smoke/heat alarms</b>	Property Manager - subcontractor	Yearly	All locations
<b>Fire alarms</b>	Property Manager - subcontractor	Yearly	All locations
<b>Fire doors closed, in good repair, doors free of obstruction and easily opened from the inside</b>	All staff & Property Manager	Daily	All locations

### Registration

An accurate record of all staff and children present in the building must be kept at all times and children/staff must be marked in and out on arrival and departure. An accurate record of visitors must be kept in the visitor's book. These records must be taken out along with the register and emergency contacts list in the event of a fire.

### No smoking policy

The setting operates a strict no smoking policy – please see this separate policy for details.

### Safety checks

At Sunny Days we make sure the setting is a safe environment for children, parents, staff and visitors by carrying out safety checks on a regular basis in accordance with the timescales set out in the setting checklists. These include daily checks of the premises, indoors and outdoors, and all equipment and resources before the children access any of the areas. The checks are recorded to show any issues and solutions.

This policy should be read in conjunction with the fire safety, risk assessments, visits and outings and the equipment and resources policies.

All staff should be aware of potential hazards in the setting environment and monitor safety at all times.

## **Electrical equipment**

Our electrical equipment is PAT tested regularly by an external contractor – this is arranged by the Property Manager.

- All electrical cables are kept out of the reach of children wherever possible and shielded by furniture where they need to be at floor level
- Electrical sockets are all risk assessed and any appropriate safety measures are in place to ensure the safety of the children.

## **Dangerous substances**

All dangerous substances including chemicals **MUST** be kept in locked areas out of children's reach. All substances must be kept in their original containers with their original labels attached. Safety Data Sheets (Control of Substances Hazardous to Health (COSHH)) and risk assessments must be kept for all substances and the appropriate personal protection taken e.g. gloves, apron and goggles.

## **Hot drinks and food**

Hot drinks must only be consumed in staff only areas. No canned drinks, sweets or crisps are to be kept or consumed in the setting rooms.

## **Transport and outings**

The setting has a comprehensive documented policy relating to outings, which incorporates all aspects of health and safety practices including the arrangements for transporting and the supervision of children when away from the setting.

## **Room temperatures**

- Staff should be aware of room temperatures in the setting and should ensure that they are suitable at all times and recorded on the appropriate sheet. There is a thermometer in each room to ensure this is monitored
- Staff must always be aware of the dangers of babies and young children being too warm or too cold
- Temperatures should not fall below 18°C in the baby rooms and 16°C in all other areas
- Where fans are being used to cool rooms, great care must be taken with regard to their positioning.

## **Water supplies**

- A fresh drinking supply is available and accessible to all children, staff and visitors
- All hot water taps accessible to children are thermostatically controlled to ensure that the temperature of the water does not exceed 40°C.

## **Gas appliances**

- All gas appliances are checked annually by a registered Gas Safety Register engineer – this is organised by the Property Manager.

## **Manual handling**

At Sunny Days we recognise that staff need to carry out manual handling especially in relation to lifting children. A variety of injuries may result from poor manual handling and staff must all be aware and adhere to the setting's manual handling policy. We instruct all staff in correct handling techniques and expect them to follow these to minimise the risks of injury.

We know that lifting and carrying children is different to carrying static loads and therefore our manual handling training reflects this. All staff will receive training in manual handling within their first year of employment and will receive ongoing training as appropriate.

## **Preventing injuries**

As with other health and safety issues, we recognise that the most effective method of prevention is to remove or reduce the need to carry out hazardous manual handling. Wherever possible, we review the circumstances in which staff have to carry out manual handling and re-design the workplace so that items do not need to be moved from one area to another.

Where manual handling tasks cannot be avoided, for example lifting children and changing nappies, we carry out a risk assessment by examining the tasks and deciding what the risks associated with them are, and how these can be removed or reduced by adding control measures.

Our manual handling assessment considers the following:

- The tasks to be carried out
- The load to be moved (including moving children)
- The environment in which handling takes place
- The capability of the individual involved in the manual handling.

We expect staff to use the manual handling practices when carrying out manual handling in order to reduce the risk of injury.

## **Healthy workplace**

At Sunny Days we are committed to providing a workplace which supports and encourages a healthy staff team through staff training, health and safety awareness and supervisions.

### **Dress code**

Staff must follow our dress code at all times. The dress code is detailed in our Induction Guide.

### **Staff breaks**

It is the responsibility of the setting manager to ensure that all staff working six hours or more take a break of 20 minutes, 30 minutes or more dependant on hours worked and ensuring that ratios are maintained.

Staff under 18 require a break of 30 minutes in circumstances where they work 4.5 hours a day. All breaks should be taken away from an employee's normal work area (where this is applicable).

### **Personal hygiene**

Staff must follow the personal hygiene code at all times and encourage children to adopt the same good personal hygiene code themselves.

All hands must be washed before handling food, after using the toilet or toileting children, after playing outside, wiping noses, messy play activities and after contact with animals.

After noses have been wiped the tissue must be disposed of hygienically and hands should be washed.

### **Cleaning**

The setting is committed to providing a safe, happy and healthy environment for children to play, grow and learn. Cleanliness is an essential element of this practice. The setting will be cleaned daily and regular checks will be made to the bathrooms. These will be cleaned at least daily (more if necessary i.e. at lunch time). The nappy changing facility will be cleaned after every use and potties will be cleaned out after every use. Any mess caused throughout the day will be cleaned up as necessary to ensure that a hygienic environment is provided for the children in our care.

### **Kitchen**

Staff are made aware of the basic food hygiene standards through appropriate training and this is reviewed every three years.

- Children must NOT enter the kitchen except for supervised cooking activities
- Doors/gates to the kitchen to be kept closed/locked at all times.

### **Setting**

- Staff must be aware of general hygiene in the setting and ensure that high standards are kept at all times – hygiene practices must be followed.
- All surfaces should be kept clean and clutter free

### **Staff rooms**

- It is the responsibility of every member of staff to ensure that their staff room is kept clean and tidy
- Fridges must be cleaned out weekly
- Microwave to be cleaned after every use
- Surfaces to be wiped down daily
- All implements used for lunch or break to be washed and tidied away.

## **Animal health and safety**

At Sunny Days we recognise that pets can help meet the emotional needs of children and adults. Caring for pets also gives children the opportunity to learn how to be gentle and responsible for others and supports their learning and development.

### **Setting pets**

At Sunny Day, if there is a pet in setting:

- A full documented risk assessment is completed, including considerations for children with any allergies
- All pets are homed appropriately and securely
- Only staff have responsibility for cleaning out the pet living enclosure. Protective equipment such as gloves and aprons are used
- Pets are not located near food, dishes, worktops or food preparation areas.


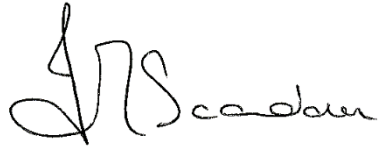
### **Visits to farms**

- A site visit must be made by a senior member of staff before an outing to a farm can be arranged. We check that the farm is well-managed, that the grounds and public areas are as clean as possible and that suitable first aid arrangements are made. Animals should be prohibited from any outdoor picnic areas
- We check that the farm has suitable washing facilities, appropriately signposted, with running water, soap and disposable towels or hot air hand dryers. Any portable water taps should be appropriately designed in a suitable area
- We will ensure that there is an adequate number of adults to supervise the children, taking into account the age and stage of development of the children
- We will explain to the children that they will not be allowed to eat or drink anything, including crisps and sweets, or place their hands in their mouths, while touring the farm because of the risk of infection and explain why
- We will ensure suitable precautions are in place where appropriate e.g. in restricted areas such as near slurry pits or where animals are isolated.

### **During the visit**

- If children are in contact with, or feeding animals, we will warn them not to place their faces against the animals or put their hands in their own mouths afterwards, and explain why
- We will encourage children to leave comforters (e.g. soft toys and blankets) and dummies either at setting, in the transport used or in a bag carried by a member of staff to ensure cross-contamination is limited
- After contact with animals and particularly before eating and drinking, we will ensure all children, staff and volunteers wash and dry their hands thoroughly. If young children are in the group, hand washing will be supervised. We will always explain why the children need to do this
- Meals, breaks or snacks will be taken well away from the areas where animals are kept and children will be warned not to eat anything which has fallen on the ground. Any crops produced on the farm will be thoroughly washed in portable water before consumption
- We will ensure children do not consume unpasteurised produce, e.g. milk or cheese

- Manure or slurry presents a particular risk of infection and children will be warned against touching it. If they do touch it, we will ensure that they thoroughly wash and dry their hands immediately
- We will ensure all children, staff and volunteers wash their hands thoroughly before departure
- We will ensure footwear and clothing is as free as possible from faecal materials.

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Date of Next Review:	4 <sup>th</sup> March 2027 or sooner if required	
Review to be undertaken by:	Aimee Scadden	