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# Health and safety guidelines

## including sun protection and plants

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- Flexes from electrical equipment must not be left un-taped across a floor and plug sockets must be covered with plug socket covers.
- Sharp implements, such as scissors, should be kept out of the way when not in use. When carried, they should be held holding the blades closed and pointing downwards.
- Do not overload upper drawers, shelves, or cupboard tops.
- No child should ever connect/disconnect electrical apparatus to/from the mains supply, even if the equipment is his/her own property.
- Be careful of windows opening outwards, especially where pedestrians pass.
- Smoking/vaping by staff is not permitted on any site at any time.
- Ensure that hazardous areas, e.g. storage rooms on site are locked.
- Broken glass should be wrapped in newspaper and deposited in a dustbin.
- Children should be instructed to wash their hands after using toilets and before snack and lunchtimes and to leave the toilets in a suitable condition for the next person.
- Some activities are potentially hazardous, even with good supervision. All are potentially hazardous with poor supervision. A minimum ratio of 1 adult to 8 children must always be maintained.
- If any child persistently ignores safety rules, exclude them, and report the exclusion to the PDO .
- Conduct regular safety checks of equipment and do not allow damaged equipment to be used, especially electrical equipment. Report any issues to the PDO.
- Check contents of first aid boxes daily using the list contained within.
- Ensure that safety notices are always clearly displayed.
- Report all actual or potential hazards in writing to the PDO immediately. In an emergency, telephone the PDO immediately.

## Protection from the Sun

Young children need special care when they are in the sun. They love to play outdoors but are not aware of how the sun can damage their skin. Over exposure to the sun's harmful ultraviolet (UV) rays causes sunburn. Redness of the skin, however slight, is an indication that it has been damaged. Having sunburn as a child leads to a greater risk of skin cancer in later life.

### What precautions can we take?

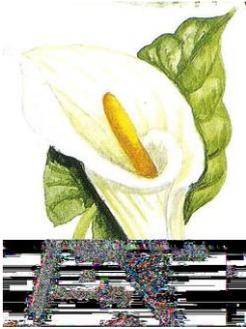
- Practical protection in the form of shade and appropriate clothing is the most effective way of preventing sunburn and reducing the risk of skin cancer.
- Have activities in the shade whenever possible and make sure children have regular water breaks out of the sun.
- Special consideration should be given to outdoor activities between 11am and 3pm when the sun is at its strongest and can cause most damage.
- Organise sun safety sessions with fun and practical activities for the children.

Cover up – Clothes are the best form of sunscreen. Loose fitting clothes keep you cool as well as protecting from the sun. Wear wide brimmed hats and sunglasses if appropriate. Use high factor sun cream. All participants should be requested to bring a bottle of sun lotion. Staff should label the bottle with the child's name. You are not advised to put the cream on the children, just to supervise.

## Poisonous Plants and Berries

The following is a list of some of England's most readily available, commonly grown plants and berries that are poisonous. See below for pictures. The list is *not* comprehensive:

Monkshood	Ivy
Arum Lily, Lords and Ladies	Hellebore, Lenten Roses
Belladonna, Deadly Nightshade	Laburnum, Golden Rain
Datura, Angels Trumpets	Lantana
Autumn Crocus	Oleander
Lily of the Valley	Cherry Laurel
Daphne	Castor Oil Plant
Leopard Lily, Dumb Cane	Rue
Foxglove	Yew
Spurge	Giant Hogweed
Glory Lily	Stinging Nettle



Arum Lily



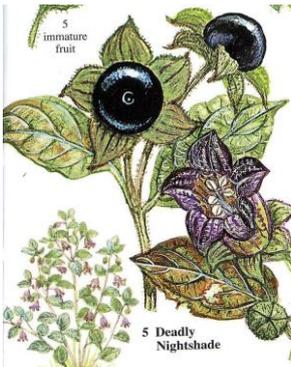
Daphne



Autumn Crocus



Foxglove



Belladonna – Deadly Nightshade



Helleborines



Cherry Laurel



Ivy



Laburnum



Spurges



Cherry Laurel



Stinging Nettle



Monkshood



Yew

