

Health and Safety Policy

Statement of Intent

The safety of the children is paramount at all times. We make our nursery a safe and healthy place for children, staff, parents/carers and visitors.

Aims

We aim to make children, staff, parents/carers and visitors aware of health and safety issues and to minimize the hazards and risks to enable children to thrive in a healthy and safe environment.

Method

- To create and maintain an environment that is safe and without risk to health
- To prevent accidents and cases of work related ill health
- To use, maintain and store equipment safely
- To ensure that all staff are competent in their work, or have a competent mentor

Responsibilities

It is the overall responsibility of the Manager and one other designated staff member to assess the risk of Health and Safety within the daily activities of the nursery. The identification, assessment and control of hazards within the nursery are vital in reducing accidents and incidents.

All staff members are responsible for reporting any potential risks, to the manager and designated Health and Safety Officer via a risk assessment form for their work area.

The manager and designated Health and Safety Officer will ensure that:

- Regular safety inspections are carried out and the reports accurately logged
- Any action required as a result of a Health and Safety inspection is taken as quickly as possible
- Any information received on Health and Safety matters is distributed to the Registered person and all members of the staff team
- Investigations are carried out on all reported accidents, incidents and dangerous occurrences
- Staff are given training to identify potential hazards

All staff are responsible for ensuring that the provision of the Health and Safety policy is adhered to at all times.

The staff will:

- Take reasonable care for their own Health and Safety as well as other persons who may be affected by their acts
- Take reasonable care of the equipment and premises that are used by the children, and the activities that are carried out within the nursery
- Report any accidents, incidents or dangerous occurrences that has led to, or may in the future be likely to lead to, injury or damage

To prevent the risks of accidents and incidents we have risk assessments in place. Our risk assessment process includes:

- Checking for hazards and risks indoors and outside, in daily activities and procedures, our assessments include adults and children.
- Identifying which areas need attention
- Develop an action plan, which specifies the action required, the timescale for action, the person responsible for the action and the date when the action is completed.

Assessments are made on a daily basis prior to the acceptance of children into the nursery setting. Any identified hazards will be recorded within the above process.

Reviews are conducted annually or when there are changes to equipment or resources, any change to the premises, or when particular needs of a child or other visitors necessitate this.

Insurance cover

We have a public liability and employers' liability insurance cover. This certificate is displayed in the reception area.

Raising awareness

- Our staff induction shows clear guidelines to staff members and volunteers, to ensure that they adhere to our Health and Safety policy
- New parents are given copies of the Health and Safety policy
- Health and Safety training is included in the annual training plans of the staff, and Health and Safety is discussed regularly at staff meetings
- We have a no smoking policy
- Children are made aware of Health and Safety, dependant on their age, by discussion, planned activities and daily routines

Children's safety

- Only persons who have been checked for criminal records by an enhanced disclosure from the Criminal Records Bureau and are registered with Ofsted as child carers have unsupervised access to the children, including nappy changes and helping children to go to the toilet.
- Adults do not normally supervise children on their own
- All children are supervised by adults at all times
- At the very least there are always 2 members of staff whenever children are on the premises. The ratio of staff to children is always adhered to

Security

- Systems are in place for the safe arrival and departure of children. The times of the children's arrivals and departures are recorded
- The arrival and departure times of adults - staff, volunteers and visitors - are recorded
- Our system prevents unauthorised access to our premises
- Our system prevents children from leaving unnoticed
- The personal possessions of staff and volunteers are securely stored during working nursery hours

Outdoor area

- Our outdoor area is securely fenced
- The outdoor area is checked for safety and cleared of rubbish before it is used
- Where water can form a pool on equipment, it is emptied before children start playing outside
- All outdoor activities are supervised at all times

Electrical/gas equipment

- All electrical/gas equipment conforms to safety requirements and is checked regularly
- Our boiler/electrical switchgear/meter cupboard is not accessible to the children
- Heaters, electrical sockets, wires and leads are properly guarded and the children are taught not to touch them
- There are sufficient sockets to prevent overloading
- The temperature of hot water is controlled to prevent scolding

- Lighting and ventilation is adequate in all areas including storage areas

Storage

- All resources and materials are stored safely
- All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing
- All cleaning equipment is stored in a locked child-proof cupboard
- Chemicals and dangerous substances are stored in a locked cupboard out of children's reach

Hygiene

- Our daily routines encourage the children to learn about personal hygiene
- We have a daily cleaning routine for the nursery
- We have a schedule for cleaning resources and equipment, dressing up clothes and furnishings
- The toilet area has a high standard of hygiene including hand washing and drying facilities
- The nappy changing area has a high standard of hygiene with anti-bacterial spray to wipe down the mats and clinical waste bins for the disposal of nappies
- We implement good hygiene by:
 - Cleaning tables with anti-bacterial spray in between activities
 - Checking toilets regularly
 - Encouraging children to wash their hands after activities, before meals and after using the toilet or potty
 - Wearing protective clothing, such as aprons and disposable gloves

- Providing tissues and wipes
- Providing spare clothes

Activities

- The layout of play equipment allows adults and children to move safely and freely between activities
- All equipment is regularly checked for cleanliness and safety, and any dangerous items are repaired or discarded
- All materials, including paint and glue are non toxic
- Sand is clean and suitable for children's play
- Physical play is constantly supervised
- Children who are sleeping are checked (and recorded that they are checked) regularly
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow

Mealtime

- Staff who prepare and handle food receive appropriate training and understand and comply with food safety and hygiene regulations
- All food handlers carry a basic food hygiene certificate
- All food and drink are stored appropriately
- Adults do not carry hot drinks through the play area and do not place hot drinks within reach of children
- Snacks and meal times are appropriately supervised and children do not walk about with food or drinks
- Drinking water is available to the children at all times

- We operate systems to ensure that children do not have access to food/drinks to which they are allergic or through religion, are prohibited to eat

Outings and visits

The nursery believes that visits and outings play an important and enriching role in the programme of activities that we provide for children, however during such events, the safety of the children is paramount.

Our procedure for a visit or outing is as follows

- Prior to a visit or outing, wherever possible, a member of staff will carry out an inspection of the site and the proposed destination route
- The manager will ensure that a thorough risk assessment has been carried out prior to the proposed visit of an outing. This will include consideration of the journey and any transportation involved. If a prior visit is not possible, the manager will write to the venue requesting all relevant information and a risk assessment statement where available
- Parents/carers sign a consent form prior to starting the nursery, to give consent for their children to go off the premises, by means of walking or in a pushchair. Any other major outings require an additional consent form signed by a parent/carer
 - Our staff to child ratio during outings are always higher than that stated by Ofsted
 - The children are appropriately supervised to ensure that no child gets lost and that there is no unauthorised access to children
 - Records are kept of the vehicle used to transport children, with named drivers, driving license details and appropriate insurance cover
 - The manager will ensure that a full first aid box is to hand

- At the very least, 2 members of staff will keep mobile phones with them at all times and their numbers will be left at the nursery in case of an emergency
- A register will be taken at the beginning, middle and end of the visit or outing. Additionally, regular head counts will be taken by staff
- A list of all members of staff and children participating in the visit or outing, along with relevant mobile phone numbers, will be left with the staff on the nursery premises

Fire safety

The nursery understands the importance of vigilance to fire safety hazards.

The nursery has an up to date fire certificate and notices explaining the fire procedures are positioned next to the fire exits.

All staff, students, volunteers and children are made aware of the fire safety procedures set out in this policy.

Fire procedures

- All staff are aware of the location of fire exits, the fire assembly points and where fire safety equipment is stored
- Fire doors and fire exits are clearly marked, are not obstructed at any time and are easily opened from the inside
- Fire exits are kept closed at all times but never locked. Fire extinguishers and fire alarm systems are regularly tested in accordance with manufacturers guidance
- The manager will appoint a designated Fire Safety Officer who will be responsible for arranging fire drills and tests. Fire drills will take place periodically
- All fire drills are recorded and records kept of the servicing of fire safety equipment

Fire Prevention

The nursery will take all steps possible to prevent fires occurring, therefore the manager and the staff team are responsible for:

- Ensuring that power points are not overloaded with adapters
- Ensuring that the nurseries no smoking policy is always adhered to
- Checking for frayed or trailing wires
- Checking that fuses are replaced safely
- Unplugging all equipment before leaving the premises
- Storing any potentially flammable materials safely
- The fire safety procedures are explained to new staff, students and volunteers as part of the induction process

In the event of a fire

- A member of staff will raise the alarm immediately and the emergency services will be called at the earliest possible opportunity
- All children will immediately be escorted out of the building and to the assembly point using the nearest available marked exit. No attempt will be made to collect personal belongings or to re-enter the building after evacuation
- The entire premises will be checked by the Fire Safety Officer and the register and children's contact detail collected. The Fire Safety Officer will close all doors and windows to prevent the spread of the fire
- The register will be taken and all children and staff accounted for. If any person is missing from the register, the emergency services will be informed immediately
- If for any reason the designated Fire Safety Officer is absent at

the time of an incident, the manager will assume responsibility or nominate a replacement member of staff

First aid, medication and health

The nursery is committed to encouraging and promoting good health and to dealing efficiently and effectively with illnesses and emergencies that may arise while children are in our care.

First aid

- The nursery recognises its responsibilities in providing adequate and appropriate equipment and facilities to enable suitable first aid to be given at the nursery
- The nursery has a number of designated first aiders on the premises. These persons have an up to date first aid certificate
- The nursery has a designated first aider, who is responsible for ensuring they maintain the correct contents of all first aid boxes
- The manager will ensure that there is a fully trained First aider available at all times
- First aid training is available to all staff throughout the year
- The first aid box will be regularly checked to ensure its contents are up to date and in good condition

Each of our first aid boxes contains:

- General guidance leaflet
- Sterile triangular bandage
- Adhesive plasters
- 2 sterile eye pads and attachments
- Cotton wool
- A sterile gauze
- Micropore tape
- Disposable gloves
- Individually wrapped assorted dressings
- Individually wrapped triangular bandages
- Safety pins

- A first aid box will be taken on all off site visits or outings. This is the responsibility of the designated first aider or manager

In the event of a major accident, incident or illness

The nursery requests that parents/carers sign a consent form, contained in the contract, to consent to medical treatment, given by the manager or senior qualified staff, in the event of a major accident or illness occurring at the nursery.

In the event of such an event, the following procedures will apply:

- In the first instance the first aider will be notified and take responsibility for deciding on the appropriate action
- The first aider will assess the situation and decide whether the child needs to go straight to hospital or whether they can safely wait for their parents/carers to arrive
- If the child needs to go straight to hospital, an ambulance will be called. The parent/carer will also be contacted. A member of staff will accompany the child to the hospital and consent to medical treatment being given, as long as the emergency medical treatment form has been signed
- If the child does not need to go straight to hospital but their condition means they should go home, the parent/carer will be contacted and asked to collect their child. In the meantime the child will be made as comfortable as possible and be kept under close supervision
- Parents/carers will be made fully aware of the details of any incidents involving their child's health and safety, and any actions taken by the nursery and its staff
- All phone calls made to parents/carers are recorded with the child's name, the reason for contact, the date, time of phone call and the response of the parent/carer
- All accidents and incidents will be recorded in detail and logged on

the incident sheets. Parents/carers will be asked to sign the sheet to acknowledge the accident or incident and any actions taken by the staff

- The manager and other relevant members of staff should consider whether the accident or incident highlights any actual or potential weaknesses in the nurseries policies or procedures and act accordingly, making suitable adjustments where necessary

In the event of a minor accident, incident or illness

- In the first instance, the designated first aider will be notified and take responsibility for deciding upon any appropriate action
- If the child does not need hospital treatment and is judged to be able to safely remain at the nursery, the first aider will remove the child from the activities and, if appropriate, treat the injury/illness themselves
- At the end of the child's day, the parent/carer will be informed of the incident or accident or any treatment given
- If the injury or illness incurred is such that treatment by the first aider is deemed inappropriate, but is not serious enough for hospitalisation, the parent/carer will be contacted immediately and asked to collect their child. Until the parent/carer arrives, the child will be kept under close observation and made as comfortable as possible

Medication

If a child is deemed unwell, the nursery considers that they should be cared for in the home environment.

- Prescribed medication will be administered by a Senior nursery nurse (for details on administration of unprescribed medication, please refer to the medication policy)
- Parents will be asked to sign a medical form prior to the administration of medication
- Parents will need to fill in an emergency medical form (found within

the nursery contract) to enable medical treatment to be given in the event of an emergency

Sun protection

The manager and staff understand the danger posed to children and themselves through over exposure to the sun.

- In hot weather, parents/carers are asked to provide sun cream and sun hats for their children, to remain on the premises. All children will be encouraged to wear their hats during outside play and when activities maybe extended to the outside environment
- Cold drinks will be made available throughout the day for the children to drink. Staff will encourage the children to drink more frequently

Dealing with spillages

- Spillages of substances likely to result in the spread of infections will be dealt with rapidly and carefully. Blood, vomit, urine and faeces will be cleaned up immediately and disposed of safely and hygienically. Staff will wear disposable plastic gloves and aprons while using bleach or anti-bacterial spray and wash themselves thoroughly afterwards. Children will be kept well away from the area during this time
- Spillages such as food or drink will be cleared up immediately to prevent accidents or injuries

Kitchen hygiene

The kitchen area, where food is stored, prepared and cooked is prone to the spread of infections. Therefore, staff must be particularly careful to observe high standards of hygiene.

The following steps will be taken:

- Waste will be disposed of safely and all bins will be kept covered
- Food storage facilities will be regularly and thoroughly cleaned
- Kitchen equipment will be thoroughly cleared after use
- Staff and children will wash and dry their hands thoroughly before coming into contact with food
- Kitchen staff are given a daily cleaning rota to adhere to

Animals

No animals will be allowed on the premises without the prior knowledge and permission of the nursery manager.

Infectious and communicable diseases

The nursery is committed to the health and safety of all children and staff within the setting. It will be necessary, as some point, for a poorly child to be collected early from a session or be kept at home while they get better.

Minimum exclusion periods for illness and disease

Once antibiotics have been prescribed children should be given 24 hours before returning to nursery, to allow the medication to start working (providing that the child can cope with the nursery day)

<u>Disease</u>	<u>Period of exclusion</u>
<u>Chickenpox</u>	Until all spots have scabbed over, to reduce the risk of infection from weeping spots
<u>Conjunctivitis</u>	24 hours after treatment is given via the doctor dependant on the severity of the infection
<u>Sickness & Diarrhoea</u>	24 hours clear
<u>Diphtheria</u>	2-5 days

<u>Gastro-enteritis, Food poisoning and Dysentery</u>	24 hours clear or until advised by the doctor
<u>Glandular Fever</u>	Until certified well
<u>Hand, foot and mouth Disease</u>	During acute phase and while rash and ulcers are present
<u>Impetigo</u>	Until the lesions have healed
<u>Hepatitis A</u>	7 days from onset of jaundice and when recovered
<u>Hepatitis B</u>	Until clinically well
<u>Measles</u>	Until the rash has disappeared and the child is well
<u>Meningitis</u>	Until certified well by a doctor
<u>Mumps</u>	7 days minimum or until the swelling has subsided
<u>Pertussis (Whooping Cough)</u>	21 days from the onset, or until advised by a doctor
<u>Rubella (German Measles)</u>	5 days from the onset of rash, or until the rash has disappeared and the child is well enough to cope with the nursery day
<u>Scabies</u>	5 days after treatment is given
<u>Scarlet Fever and Streptococcal infection of the throat</u>	3 days from the start of the treatment
<u>Tuberculosis</u>	Until declared free from infection by the doctor
<u>Typhoid fever</u>	Until declared free from infection by the

doctor

Head lice

Until treatment has been given (please ask the manager if you would like information on possible treatments)

This list is not necessarily exhaustive, and staff are encouraged to contact local health services if they are in any doubt.