

Health and Safety Policy

Statement of Intent

We believe that the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, staff, parents, students, volunteers and visitors.

Aim

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

Responsible people

The designated staff responsible for health and Safety is the Director and the Nursery Manager

They are responsible for training staff, making them aware of health and safety issues and hazards, ensuring the Health and Safety Policy and any procedures are followed at all times within the nursery, they are competent to carry out these responsibilities and regularly update their knowledge in this area. All staff, students and volunteers are responsible for making sure they follow policies and procedures that are in place.

Insurance cover

We have Employers Liability Insurance and Public Liability Insurance. The certificate is displayed in the main nursery hallway, and a copy can be found in the toddler hallway and Operational Plan.

Method

In order to achieve these aims we adhere to the following procedures

Risk Assessment

Our risk assessment process covers adults and children and includes

- checking for and noting hazards and risks both indoors and outside and during activities
- assessing the level of risk and who may be affected
- deciding which areas need attention
- developing action plans that specifies the action required, time-scales for the action, people responsible and any funding needed
- risk assessing anything that a child may come into contact with during a session

Risk assessments are written and reviewed regularly

We maintain lists of health and safety issues which are checked;

- daily before the session begins
- as and when new risks are identified
- reviewed yearly

Awareness raising

- Our induction training for staff, students and volunteers includes sharing the health and safety policy and helping them understand the shared responsibility for health and safety. It covers matters of employee well-being, safe lifting, suitability for work and the storage of potentially dangerous substances.
- We have a nursery training manual which room leaders share with new staff to help them learn the correct procedures for completing tasks that are required.
- Records are kept of induction training sessions and use of the training manuals and new staff, students and volunteers are asked to sign to confirm they have taken part.
- Health and safety issues are explained to the parents of new children so that they understand the procedures in place within the setting.
- As necessary health and safety training is included in staff meetings, memos and through annual training plans for staff.
- We operate a no smoking policy in all areas of the nursery and the outside area to the front of the nursery.
- Children are made aware of health and safety issues through discussions, activities and daily routines.

Children's safety

- We ensure that all staff that have been employed have been checked for criminal records by using an enhanced disclosure form from the criminal records bureaux.
- Staff cannot work unsupervised or carry out any positions of trust such as dealing with toileting needs until a satisfactory CRB check has been received.
- Adults do not normally supervise children on their own, doors are left ajar where possible if this has to happen.
- All children are supervised by adults at all times.
- Whenever children are on the premises there will be at least 2 members of staff present, at least one of these will hold a recognised level 3 or equivalent qualification and one will have had current 12 hour paediatric first aid training.

Security

- There are systems in place to record the arrival and departure times of all children, staff, students, volunteers and visitors.
- We have a CCTV system that covers the babies sleep room and the toddlers sleep room and the main entrance and forecourt of the building.
- Our security systems prevent unauthorised access to the premises.
- Our security systems prevent children from leaving the premises unnoticed.
- All entrance doors to the front of the building are kept locked at all times and keys are hung on chains by the doors which are out of reach of children.
- The garden areas are securely fenced off and gates are checked to ensure they are securely locked at the start of each session.
- Stair gates within the nursery are to be shut at all times.
- New staff are not allowed to get the door until they have met all of the parents, a tick list is provided for this, and when the list is complete they can start answering the door.
- There is a box on the registration form to list people that are able to collect each child.
- Children are only released into the care of individuals when prior consent is given from the parent.
- We require a password and identification documents from people collecting children if we have never met them before they will be able to gain access to the building.

- Staff must ensure if they have never met anyone at the door, they lock the person outside and go and get a senior member of staff.
- Lockers are available for staff, students and visitors to securely store their belongings.

Windows

- Low level windows are made from materials that protect them from accidental damage.
- Furniture items are never positioned under windows.
- Windows above the ground are secured to ensure children cannot climb through them.
- Only the small window to the front of the building can be opened to ensure people do not gain access.
- The front of the nursery is protected by a big gate to prevent vandalism from the outside of the building.

Internal doors

- Doors are either shut or kept open by door stops or securely latched, doors that are opened by door stops have finger guards on the top.
- Staff are expected to watch for children's fingers when opening or closing doors.

Flooring

- Floors are checked for wear and tear daily and during the monthly risk assessment and replaced as necessary.
- Floors are to be left clean after snack, meal and activity times.
- Any spillages are to be cleaned up immediately using a floor towel.
- Floors need to be dried using a floor towel after they have been mopped or cleaned.

Kitchen

- Children do not have unsupervised access to the kitchen.
- The cook always has an in date Food Hygiene Certificate.
- The person in charge and the person responsible for food preparation understands the principles of Hazard Analysis and Critical Control Point as it applies to their business as set out in the Safer Food Better Business guidelines. The basis for this is risk assessment as it applies to the purchase, storage, preparation and serving of food to prevent growth of bacteria and food contamination.
- The person responsible for food preparation and serving carries out daily opening and closing checks on the kitchen to ensure standards are consistently met and these are recorded in the Safer Food Better Business pack which can be found in the kitchen.
- At least one other member of staff will have an in date Food Hygiene Certificate.
- All staff are to follow the guidelines of the Safer Food Better Business pack which can be found in the kitchen.
- All surfaces are clean and non-porous.
- There are separate facilities for hand washing and washing up.
- Colour coded chopping boards are available in the kitchen and the correct board must be used for the correct food type.
- Allergy and dietary requirements list is given to the person responsible for preparing the food each day, Temperature of the fridges and freezers in nursery are checked each morning before food is prepared and results are recorded.

- Temperature of food is checked before serving using a food probe to ensure it is over 75°C, this is recorded.
- All food and drink is stored appropriately.
- Fresh water is available at all times.
- Cleaning materials and other dangerous items are stored out of children's reach or in locked cupboards.

Food and drink

- Staff who prepare and handle food receive appropriate training and understand and comply with food safety and hygiene regulations, these requirements are set out in the Safer Food Better Business pack which can be found in the kitchen.
- We use a photo board in each room to ensure staff are aware of allergies and dietary requirements, these boards need to be checked by staff before food is served to children.
- Snack and meal times are adequately supervised, and children do not walk around with food and drinks.
- Staff serving food to children must ensure it is suitable for their needs for example cut up or mashed enough.
- All food and drink is stored appropriately.
- Hot drinks are not allowed around the children at any times.
- Fresh drinking water is available to the children at all times.
- When children take part in cooking activities staff ensure:
 - allergies and dietary requirements are taken into account
 - children are supervised at all times
 - children are kept away from hot surfaces and hot water
 - children do not have unsupervised access to electrical equipment

Electrical items and gas equipment

- All electrical/gas equipment conforms to safety requirements, is checked regularly and replaced as required.
- The boiler/electric meter is not accessible to children.
- Heaters, electric sockets, wires and leads are risk assessed and appropriate safety measures put in place.
- There are sufficient sockets to prevent overloading.
- Lighting and ventilation is adequate in all areas including storage areas.
- All plug sockets have safety covers fitted when not in use.
- The working environment is kept warm in the winter and well ventilated in Summer, room temperatures are recorded daily and adjusted as needed.
- Radiators are fitted with thermostats so heating can be controlled.

Storage areas

- All staff **must** keep storage areas tidy and store toys and equipment safely.
- Shelves are not to be overloaded and stacked safely.
- Boxes are to be replaced if they get broken.
- Toys must be signed out of the store room and staff **must** clean or sterilize toys before returning them to the store room and sign to say they have done so.

Outdoor Play

- The outside play policy must be followed at all times.
- Our outdoor area is securely fenced off and gates need to be checked at the start of each session to ensure they are locked.

- A risk assessment is carried out on the garden area before the children are allowed outside to check for safety, and clear the garden of rubbish or pet mess.
- The garden has been checked and is free from poisonous plants.
- We have a pond area which is securely fenced off and the Use of Pond Area Policy ensures it is used appropriately.
- Staff need to continually risk assess the garden when it is in use.
- All water play is to be covered or emptied when not in use.
- Outdoor sand areas are covered when not in use and sand is replaced regularly.
- All outside activities are to be fully supervised.
- Items such as skipping ropes that could be a hazard to a child must be counted in and out and a member of staff must be with the activity at all times.
- Equipment that is used should be suitable to children's age, stage of development and needs.

Water/water play

- Water play is to be supervised at all times and must be emptied or covered when not in use.
- Spills must be cleaned up immediately with a floor towel.
- If water play has been set out you must have an adequate supply of floor towels available with the activity.
- Hot water is thermostatically controlled to prevent scalds.
- No hot drinks are allowed around children at any times, but can be taken to the staffroom on staff breaks.
- No hot water is to be used around the children when cooking.

Activities

- Children are supervised at all times.
- Physical activities are closely supervised to minimise accidents.
- Equipment is checked for safety before use and replaced as necessary.
- Before purchase of equipment we check to ensure it is suitable for the age and stage of development of the children and fit for purpose.
- The layout of play equipment allows children and adults to move safely and freely between activities.
- Equipment and resources are regularly checked for safety, broken items are removed immediately and replaced or repaired.
- All materials including paint and glue are non-toxic.
- Sand is suitable for children's play and cleaned or replaced regularly.
- Children are taught to handle and use tools safely.
- Children learn about health, safety and personal hygiene through the activities we provide and routines we follow.
- Activities need to be adapted to meet individual needs.

Sleeping children

- Sleep rooms and rest areas need to be checked for safety before children can use them.
- Sleeping children are checked regularly these checks are recorded in the sleep book.
- If more than 2 children are asleep a member of staff must stay in the room with them.

Outings and visits

Although we do not take the children off the premises we do have the following in place in case we should need to.

- We have procedures in place for the safe conduct of outings.
- Parents sign a consent form on registration to say if they are happy for children to be taken out of nursery on outings.
- Only children over the age of three who have prior signed consent can be taken on outings.
- A risk assessment needs to be carried out before the outing takes place.
- The ratio for outings is one adult to every two children.
- Named children are assigned to each individual adult to ensure no child gets lost.
- The outings bag must be taken on each outing, the bag must contain; tissues, spare clothes, first aid supplies, bottle of water, mobile phone, copy of risk assessment for the outing, Lost Child Procedure and any emergency medication for children if required.
- There will be a minimum of two staff on outings, at least one must be qualified to Level 3 or equivalent, and one must hold a current 12 hour paediatric first aid certificate.
- The lost child policy is taken on outings and needs to be followed if a child gets lost.

Hygiene

- We regularly seek information from the Environmental Health Department and the Health Authority to ensure we keep up to date with the latest regulations.
- Our daily routines encourage children to learn about personal hygiene.
- We have a daily cleaning routine for the setting which includes play rooms, toilet areas, kitchens and nappy changing areas.
- Procedures are in place for the cleaning of toys and equipment.
- The toilet and nappy changing areas have high standards of hygiene including hand washing and drying facilities and the disposal of nappies.
- Toilet areas are checked and cleaned regularly.
- Children are encouraged to wash hands before meals and after toileting.
- Gloves and aprons are worn for changing nappies and soiled children.
- Gloves and apron are available for cleaning.
- Children have their own flannels to clean their faces and hands after meals.
- Tables are cleaned before mealtimes and after activities.
- Tissue is available in each room to help keep noses clean.
- There are paper towels or hand dryers in the nursery bathrooms.
- There are separate towels for hand drying and drying up.

Safety of adults

- Adults are provided with guidance about the safe storage and lifting of large or heavy equipment.
- Tables **must** be lifted by two people.
- Chairs **must** only be carried in piles of three.
- Heavy boxes **must** be lifted by **two** people.
- Large pieces of indoor furniture must be moved by a **minimum** of **two** people.
- Large pieces of outdoor equipment must be moved by a **minimum** of **two** people.
- Heavier children can be changed by moving changing mats onto the floor if staff prefer.
- Step ladders are provided for changing displays/light bulbs etc.
- All warning signs are clear and easy to understand.
- The fire evacuation procedure is covered as part of the induction process.

- Staff on locking up shifts must leave together and must not be left in the building on their own.
- Staff sickness is recorded and monitored.
- Staff accidents are recorded on a staff accident form and handed to the office.
- All staff complete a health questionnaire which is regularly updated.
- We keep emergency contact details for all staff and these are updated on a regular basis.
- Risk assessments are carried out on staff /student and volunteers who have informed us they are pregnant.

Animals

- Animals that visit the setting are free from disease and safe to be with children, and do not pose a health risk.
- We do not keep any nursery pets.
- We have fish in the pond area outside and children and staff must thoroughly wash their hands after using the pond area.
- Children and staff must thoroughly wash their hands after coming into contact with any animals.

Fire Safety

- The person in charge and staff are familiar with fire safety regulations.
- We follow the guidance of The Fire Safety Risk Assessment – Educational Premises and have used this guidance to complete our fire risk assessment.
- We carry out risk assessments on the building for fire safety and these are reviewed regularly.
- Fire exits are clearly marked, never obstructed and easily opened from inside.
- Smoke alarms and fire fighting appliances conform to BSEN standards, and are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.
- We enforce a No Smoking Policy at all times within the nursery and on the entrance driveway to the nursery.
- Fire evacuation procedures are clearly displayed in each room around the nursery and fire drills are practiced regularly.
- Staff are made aware of fire evacuation procedures on induction.
- Records are kept of fire drills, monthly checks on smoke detectors and fire fighting appliances and the servicing of fire safety equipment.

First Aid, accidents and incidents

- At least one member of staff with a current 12 hour paediatric first aid qualification is on the premises at all times.
- At least one member of staff with a current 12 hour paediatric first aid qualification is on outings at all times.
- We aim to have at least one member of staff with a current paediatric first aid qualification in each room.
- The first aid qualification that staff hold includes first aid training for infants and young children and is in line with the guidelines set out in the Early Years Foundation Stage. All courses are booked through the North Somerset Training directory
- Our first aid kit contains only the recommended items, the list of items is updated each time a member of staff attends first aid training to ensure it is up to date. The contents of first aid kits are checked and topped up once every 3 months and this is recorded on the lid of the kit.
- First aid kits are easily accessible to adults and kept out of reach of children.

- At the time of admission to the setting parents' signed consent for emergency medical advice or treatment is sought. Parents sign and date if consent is given.
- Only staff with a current 12 hour paediatric first aid qualification can deal with children requiring any first aid.
- Gloves, aprons and biohazard kits available for cleaning up blood.

Dealing with accidents and incidents

- Each child has their own folder for accident/incident forms.
- Staff are trained on how to use accident/incident forms
- Accident/incident forms are signed by staff who were present when the accident took place and by parents or carers on collection of the child.
- We monitor accidents in the nursery on a weekly basis to identify any potential or actual hazards.
- We will notify Ofsted and the local Child Protection Agency of any serious accident, injury or death of any child whilst in our care and the action taken in respect of it. This will be done as soon as is reasonably practicable, but in any case within 14 days of the incident occurring.
- We follow the guidelines of RIDDOR(Reporting of Injury, Disease and Dangerous Occurrences Regulations) and report any severe injury, death, or dangerous occurrence to a child, parent, member of staff, student, volunteer or visitor on the premises to the Health and Safety Executive.
- There is an incident book in the office to record any incidents within the nursery such as intruders gaining access to the building, an attack on a member of staff or parent on the premises or near by, terrorist attack or threat of one or the death of a child. We record the date, time, nature of the incident, who was affected, if it was reported and to who it was reported.
- In the event of requiring any of the emergency services, the advice of these services are followed.
- Contact details for emergency services can be found near the phone in each room.

Medication and sickness

- Sick Child Policy and Procedure to be followed at all times.
- Health Protection Agency Posters that are displayed around nursery are used to inform us of exclusion periods for contagious diseases.
- Ofsted are informed of any Notifiable Diseases as listed on the sheet by the Health Protection Agency Poster in the upstairs hallway.
- Administering Medicine Policy to be followed at all times.
- Staff administering medicine to have received relevant training.
- Signed parental consent is always gained before giving children medication.
- Medication is stored appropriately and in line with the Administering Medicine Policy.

Records

- To ensure we meet the requirements of the Statutory Guidance in the Early Years Foundation Stage Framework we keep the following records:
 - Names and addresses of all staff on the premises, including temporary staff who work with children or have substantial access to them, health and emergency contact details for all staff.
 - All records relating to staff including application details, employment history, references and results of any checks carried out.
 - Names, addresses and contact details for any parents or adults authorized to collect children from the setting.

- The names, addresses and contact details of emergency contacts in case of children's illness or accidents.
- The allergies, dietary requirements and illnesses of individual children.
- The times of attendance of children, staff, volunteers and visitors.
- Accident, incident and medication records.
- Consent forms for outings, administration of medication, and emergency treatment.

In addition the following procedures, and documentation relating to health and safety are in place:

- **Risk Assessment (Pg 103)**
- **Garden Risk Assessment**
- **Opening Up and Locking Up Sheets**
- **Visitors Book**
- **Fire Evacuation Procedures (Pg 43 – 48)**
- **Fire Safety Records and Certificates**
- **Risk Assessment for Outings**
- **Medication Forms**
- **Medical Emergency Consent Forms**
- **Accident Forms**
- **Incident Forms**
- **Sick Child Procedure (Pg 114)**
- **Sick Child Monitoring Forms**
- **Medicine Form Training**

**All policy and procedure documents are subject to regular review
This policy was reviewed: February 2013**