

HEALTH AND SAFETY POLICY

Named person for Health and Safety – Maureen Cunnington (Deputy) (overseen by Manager Val Brown)

The safety of children is of paramount importance. To ensure the safety of children, parents, staff and visitors the Nursery will ensure safety in the following areas: -

- Staff attend regular health and safety training and have information in individual files.
- Health and Safety is discussed at staff meetings.
- Any Health and Safety issues are reported to the Manager/Deputy (Health and Safety co-ordinator), Lead Practitioner.
- A designated member of staff in each room ensures that the daily Health and Safety and Cleaning check lists are completed.
- Any new legislation is discussed at a staff meeting and the Health and Safety named person ensures that all staff carries this out.
- The **‘WHAT YOU SHOULD KNOW’** poster is situated in the staff room.
- Visitors or parents report any Health and Safety issue to either their Lead Practitioner, Manager or Deputy.

The safety of children is of paramount importance. To ensure the safety of both children and adults the Nursery will ensure safety in the following areas: -

PHYSICAL ENVIRONMENT

- Risk Assessments on premises both outdoors and indoors will be made before every session before the children go out to play
- Low level glass will be covered or replaced by safety glass
- Equipment will be checked regularly and any dangerous items repaired/discarded. This is monitored by an equipment inventory.
- Large equipment will be erected with care and checked regularly
- Equipment offered to children will be developmentally appropriate, recognising that materials suitable for an older child may pose a risk to younger/less mature children
- Blinds are provided for Health and Safety reasons (making sure cords are short)
- Thermometers are in each room
- Windows open to allow ventilation
- Equipment is cleaned and maintained – checklists are completed, daily and monthly.
- Children are made aware of Health and Safety, e.g. not walking around with scissors, staff model how to handle equipment appropriately, no running indoors etc.

SECURITY

- The main entrance is always made secure by being locked through the day.
- All access to parents and visitors through the security door is accompanied by a member of staff. (see arrivals and collection policy)
- All visitors sign the signing in book situated on the table near to the entrance door on arrival and departure.
- Staff check visitors I.D. and issue them with a badge.
- Children and staff are signed in and out of a register in each room every day.

- Staff and children who arrive before 9.00am and children who stay after 3.30pm are signed in and out of the register during this time (All year care children).
- Safety checks on premises both outdoors and indoors will be made every day and before children enter nursery or go out to play.
- If a child is not collected from nursery, we follow the non-collection procedure.
- The Manager, Deputy have access to collect the children's passwords from their registration form, they are then relayed to the staff as appropriate.
- The telephone is situated in the Managers office and in the staff room.
- Anyone who tries to access the nursery through the fire doors is asked to use the main entrance door.
- No member of staff/adult is to open the fire door to speak to a person outside of it.
- All staff can answer the door, Manager, Deputy monitor this. Staff are aware that they must lock the door behind them. Students can open the entrance door but are not allowed to open the security door to parents or visitors without a member of staff's permission.
- Unwanted visitors are not able to gain access through our security door.

SECURITY FOR CHILDREN

- Equipment offered to children will be developmentally appropriate, recognising that materials suitable for an older child may pose a risk to younger/less mature children.
- Handles on all internal fire doors will be at an adult height to prevent children from opening them.
- Medicines and hazardous substances will be kept away from children in a locked cupboard.
- Any sharp corners on furniture will be covered with plastic covers.
- Fire doors are not to be locked and are kept closed
- Fire exits to be kept free from furniture and equipment.
- Evacuation cot to be always kept empty
- Cots and mattresses all conform to standards and children sleep in the correct position with adequate covering.
- Plug sockets are covered with plastic covers
- Safety gates will always be closed

FIRST AID

- All Staff are named First Aiders
- There is a first aid box in each room in the nursery
- One staff member from each room is responsible for the re-stock of first aid boxes. These are checked monthly by a designated member of staff.
- A first aid box is always taken out on outings
- The Manager Val Platt, Deputy Maureen Cunningham and all staff administer emergency first aid (unless the emergency is needing immediate hospital treatment), then an ambulance is called straight away (permission to do this is signed by parents on the child's registration form).
- Everyone in the nursery abides by the RIDDOR booklet.
- If the children or staff have an accident it is recorded on an accident sheet, signed by the member of staff who dealt with it and by the child's parents.

- If anyone has an accident in either the entrance, office, or toilets they will fill in the accident book situated in the office.
- Any medication that is administered to a child is recorded on a medication sheet signed by the member of staff administering it, a witness and by the child's parents.
- All staff in the nursery are aware of the COSHH regulations.
- Staff attend Manual Handling training.

INSURANCE

- Our insurance covers outings, employer's liability and buildings and contents.
- The insurance certificate is displayed on the parent's notice board in the entrance.

CATERING

- All staff handle food, they have all obtained Food and Hygiene training.
- The cook is responsible for cooking food.
- The temperature controls of the fridge and freezer is recorded three times a day.
- The food is probed and temperature before serving is recorded.
- Dietary requirements of the children are written on their registration forms and then transferred to a list situated on the wall in the kitchen and in the care rooms.
- There is also a separate list in each of the care rooms so that staff are aware of the dietary requirements of the children.
- Individual needs are catered for i.e. Allergies, cultural needs etc.
- We have achieved Level 5 rating from the Food Standards Agency
- We have a food hazard analysis displayed on the notice board in the kitchen.
- The windows are fitted with fly screens.

HYGIENE

- Each room has a set of cleaning procedures and rules, which include cleaning equipment and furniture, that is signed and dated by staff each day, also a monthly cleaning rota for toys etc.
- All care rooms have hand washing facilities. There are hygiene notices on the walls in the rooms.
- All cultural wishes are respected by noting them down in the child's keyworker file and staff adhering to them.
- Disposable gloves and aprons are provided for nappy changing and any accidents or sickness.
- Waste is disposed of in accordance with the local authority.
- The cleaner is responsible for the cleaning of the building inside and out.
- We have a list of notifiable diseases and these incubation periods are situated on the parent's notice board in the entrance.
- Staff wear tabards when serving food at snack times, and mealtimes

RISK ASSESSMENT

- The Deputy Maureen Cunnington is responsible for risk assessments overall.
- They are reviewed every 12 months or earlier if a situation arises and stored in the Managers office on the bookshelf.
- The staff are aware the main copy is situated in the main office.

GAS AND ELECTRIC

- The gas meter is situated in a locked cupboard in the Pre-school room and the electric meter is in a locked storeroom on the outside of the building.
- Any approved checks on appliances are done by a GAS SAFE registered engineer.
- There are safety stickers on appliances to show inspection (PAT TEST) date and maintenance.
- Emergency Lighting is tested twice a year by Evolution Electrical Installations Ltd
- Fire Alarm, Fire tests and security alarm tests are carried out by Lantern Fire and Security
- Fire equipment is tested once a year by LANTERN Fire and Security

SUPERVISION

- We are registered for children from birth to 14 years.
- The nursery is split into a baby room, toddler room and a Pre-school room, Before and After School room.
- We offer a wide and varied range of activities to suit all ages and abilities, both indoors and outdoors. If children want privacy, they are allowed their own quiet space in the room and a member of staff supervises them from afar.
- No more than one member of staff is to leave the room until the other returns. There is a staff deployment timetable in the Pre-school room and toddler room.
- All Year Care staff supervise the children in the room early morning before 9.00am. and after 3.30pm.
- Term-time staff collect term-time children from their parents in the entrance and take them to the rooms.
- On collection of children All Year parents collect their child from the room. Term-time parents wait in the entrance and a member of staff brings their child to them. This is for security reasons only, not to segregate parents.
- All Year children are together in one room early in the morning, then split into their own rooms as staff arrive. (8.50a.m.)
- Staff can eat a **little** of the food in the room with the children to help support them with eating.
- All hot drinks and glasses are kept high up on a shelf out of reach of children, adults only have a drink during the children's snack time. Plastic cups and glasses are used by the staff.
- All toilets situated in the care rooms are open plan and a member of staff assists the child at the toilet if he/she needs support.
- Staff under school age are not employed, other than supervised work-experienced students.
- Outings-the ratios of staff: children are increased on outing to 1:2 children.

OUTSIDE AREA

- A member of staff carries out a visual risk assessment of the outside area before the children go out to play and this is recorded on a sheet situated inside the French doors on the window in each care room, Inside the door in the baby room.
- There are secure fenced boundaries and a small gate on the soft play area joining the nursery outside area which is always left closed
- Staff will ensure the main gate is locked via the top bolt when children are outside.

- All equipment is checked before the children use it and it is all age, stage appropriate, and there is adequate staffing.
- There is a footpath from the entrance gate to the nursery entrance door and it is adequately lit both morning and evening.
- We have no hazardous plants.

OUTINGS AND TRANSPORT

- A reputable company is used if travelling on a coach; seatbelts are fitted in all vehicles. Ensuring that the driver has a valid driver's licence. (Relevant documents on the company are kept)
- Seatbelts are checked and securely fastened around children.
- There is signed written permission from parents on the registration form to take children on outings.
- The supervision and ratio increases to 1:2 adults.
- A nursery mobile phone, register, headcount form and a first aid box, accident forms (adult and child), child's medication i.e. inhalers, plus any food and drink is all taken with us.
- All emergency contacts of parents are in the back of the register.
- Risk Assessment are carried out beforehand.
- If a taxi is needed to transport a child permission is sought beforehand from the parent.

SAFETY IN THE SUN

We want children to enjoy the sun but must protect them by carrying out the following: -

- Discussions take place with the children on why they must use sun cream, protective clothing i.e. hats and why we have to play in the shade.
- A letter is given out to parents at the beginning of summer to ask for them to bring in a sunhat and sun cream (factor 30+ and it must be in date) with the child's name on to protect them whilst playing outside.
- Staff limit the times when the children are outside.
- Canopies and gazebos are used to shade the children.

Some areas and activities pose particular hazards. All staff will be aware of these:

- Children playing with or near water will be continuously supervised
- There will be safe surfaces beneath and around climbing equipment and such activities will be appropriately supervised
- All cooking activities involving the use of heat will be continuously supervised. Children will not be allowed in the kitchen
- Systems will be in place to ensure that children are not at risk from swinging doors or gates
- Systems will be in place to ensure that no child can leave the premises unattended
- Children are not to play around the fire extinguishers in the entrance