



## **HEALTH & SAFETY POLICY**

### **Safeguarding and Welfare requirements: 3.63**

#### **Statement of Intent**

Forest Park Day Nursery and Pre-school believe that the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, Parent/guardians, staff and volunteers by assessing and minimising the hazards and risks.

#### **Aim**

We aim to make children, Parent/guardians and staff 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.

#### **Methods**

The member of staff with overall responsibility for health and safety is the Manager Holly Barnes. She is competent to carry out these responsibilities and has undertaken health and safety training and regularly updates her knowledge and understanding. We display the necessary health and safety poster in the Office.

#### **Risk assessment – The basis of this policy is risk assessment.**

Our risk assessment process includes:

- Identification of hazards and risks indoors and outside, and in our activities and procedures.

Our assessments covers where necessary staff, children, parents, students visitors and contractors;

- Assessment as to the level of the risk as high, medium and low. This is both the risk of the likelihood of it happening, as well as the possible impact if it did.
- Developing an action plan that specifies the action required the timescales for action, the person responsible for the action and any funding required.
- Monitoring and reviewing. Regular updates to include new equipment.

We maintain lists of health and safety issues, which are checked:

- Daily before the session begins;
- Weekly; and
- Monthly - when a full overview of Procedures and risk assessment is carried out.

#### **Insurance Cover**

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed in the Front Entrance of the Nursery.

## **Awareness Raising**

Our induction training for staff and volunteers includes a clear explanation of health and safety issues so that all adults are able to adhere to our policy and understand their shared responsibility for health and safety. The induction training covers matters of employee well-being, including safe lifting and the storage of potentially dangerous substances.

- Records are kept of these induction training sessions and new staff and volunteers are asked to sign the records to confirm that they have taken part.
- Health and safety issues are explained to the Parent/Carers of new children so that they understand the part played by these issues in the daily life of the setting.
- As necessary, health and safety training is included in the annual training plans of 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 issues through discussions, planned activities and routines.

## **Children's Safety**

- We ensure all staff employed have been checked for criminal records by an enhanced disclosure from the Capita Education Resources Criminal Records Agency,
- Adults do not normally supervise children on their own.
- All children are supervised by adults at all times.
- Whenever children are on the premises at least two adults must be present.

## **Safety of Adults**

- Adults are provided with guidance about the safe storage, movement and lifting of large pieces of equipment.
- When adults need to reach up to store equipment or to change light bulbs they are provided with safe equipment to do so.
- All warning signs are clear and in appropriate languages.
- Adults do not remain in the building on their own or leave on their own after dark.
- The sickness of staff and their involvement in accidents is recorded. The records are reviewed every quarter of the year to identify any issues that need to be addressed.

## **LIFTING AND MANUAL HANDLING**

The Provision has a moral and legal responsibility to its employees, paid or voluntary; to reduce the risk of work associated back problems and other lifting and carrying injuries.

It is important to note that the handling of loads applies to lifting, lowering, carrying, pushing, pulling, holding or moving by bodily force any discreet moveable object including a person.

For general guidance, all employees may from time to time have to lift or handle some objects. Firstly consider whether it is necessary to lift the object, consider if there are any alternatives and if you are at all unsure do not attempt to lift. You are responsible for your own safety and for the safety of those you work with.

If you decide to proceed with the lifting activity the correct way to lift is as follows:

- Keep the back straight;
- Place the feet slightly apart;
- Bend the knees;
- Grip firmly (with palms not fingertips), then lift slowly holding the object as close to your body as possible;
- Do not twist the body during the lifting procedure.

## **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, students, visitors and contractors - are recorded.
- Our systems prevent unauthorised access to our premises.
- Our systems prevent children from leaving our premises unnoticed.
- The personal possessions of staff, students and volunteers are securely stored during sessions.

## **Windows**

All glass windows are risk assessed and monitored for any changes, cracks and damages.

## **Doors**

- We take precautions to prevent children's fingers from being trapped in doors.
- Parents/guardians and staff are encouraged to take care when opening doors and also expected to close all doors and gates behind themselves. Parents/guardians are also informed not to let any parents in or to hold doors open for them but let the waiting parent ring the bell.

## **Floors**

- All surfaces are checked daily to ensure they are clean and not uneven or damaged.
- Caution – wet floor signs- are used to indicate when extra caution should be taken.

## **Visitors or Contractors**

- The only entrance door to the nursery is operated by a digi lock, which is not accessible for parents/guardians or children.
- Visitors and contractors to the Nursery enter the building by ringing the doorbell at the Nursery. Visitors and contractors must sign in and out of our Visitors Book. We must check identity and fill in the Indemnity Form. The nursery operates no shoes policy so visitors will be asked to remove shoes or if they would prefer we will provide blue covers for shoes. A visitor will NEVER be left alone with the children.
- Names and details of expected visitors /contractors are written on the notice board in the staff room. Staff are also informed if any visitors are expected on that day during morning report or as soon as we know if it is an emergency.

## **Electrical Equipment**

- All electrical equipment conforms to safety requirements and is checked regularly.
- Our boiler/electrical switchgear/meter cupboard is not accessible to the children.
- Radiators, wires and leads are properly guarded and the children are taught not to touch them. Electrical sockets are all fitted with socket covers to prevent children from touching them.
- There are sufficient sockets to prevent overloading.
- The temperature of hot water is controlled to prevent scalds.
- Lighting and ventilation is adequate in all areas including storage areas.

## **Storage**

- All resources and materials from which children select are stored safely.
- All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

## **Outdoor area**

- Our outdoor area is securely fenced.
- Our outdoor area is checked for safety and cleared of rubbish or animal excrement before it is used.
- Our outdoor sand pit and mud kitchen are covered when not in use and is cleaned regularly.
- Where water can form a pool on equipment, it is emptied before children start playing outside.
- All outdoor activities are supervised at all times.

## **Activities**

- Before purchase or loan, equipment and resources are checked to ensure that they are safe for the ages and stages of the children currently attending the setting.
- 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 are taught to handle and store tools safely.
- Children who are sleeping are checked regularly by going into sleep room and checking they are breathing. We also use a timer that goes off every 10 minutes and when checks are finished we write on a sleep sheet as a way of verification.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow. For hand washing we use a photo system as a visual aid for all children. Water is always available for children to drink and cups are labelled.

## **Animals**

- Animals visiting the setting must be free from disease and safe to be with children, and do not pose a health risk. If there was a health risk such as lambs to pregnant or lactating women we would put up a notice for parents/guardians to see.
- Our setting's pets are free from disease, safe to be with children, and do not pose a health risk.
- Children would wash their hands after contact with animals.

## Hygiene

- We regularly seek information from the Environmental Health Department and the Health Authority to ensure that we keep up to date with the latest recommendations.
- Our daily routines encourage the children to learn about personal hygiene.
- We have a daily cleaning routine for the setting which includes play room(s), kitchen, rest area, toilets and nappy changing areas.
- 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 and the disposal of nappies.
- We implement good hygiene practices by:
  - cleaning tables between activities;
  - checking toilets regularly;
  - wearing protective clothing - such as aprons and disposable gloves - as appropriate;
  - providing sets of clean clothes to children and tabards to staff;
  - ensuring sole use of flannels or wet wipes
  - providing tissues and wipes; and Antibac hand gel in the rooms, adult toilet, kitchen and Reception Area

## Food and drink; FOOD HYGIENE

The Forest Park Day Nursery and Pre-school will observe current legislation regarding food hygiene, registration and training. We follow good hygiene practices such as:

- Always wash hands and use soap under running water before handling food and after using the toilet. Paper towels used for drying hands.
- Prepare raw and cooked food in separate areas.
- Keep food covered and either refrigerated or piping hot.
- Food temperatures will be taken prior to serving.
- All meals, snacks and drinks that are provided will be nutritious, healthy and balanced.
- At nursery we pay due attention to children's particular special dietary, preferences and allergy requirements that a child may have and we operate systems to ensure that children do not have access to food/drinks to which they are allergic. The information gathered when a child is registered with nursery is indicative to this and all the relevant people are informed within the nursery. An update form is issued to parent/guardian if there are any changes in a child's special diet, allergy or preference.
- Fresh drinking water will be available and accessible at all times.
- Babies in our care have their own milk kitchen for suitable sterilisation equipment for baby's food, cup and bottle requirements. Aprons and gloves will be available for use as appropriate.
- We use a reputable and professional outside catering company, who supply our cooked hot meals. <http://www.zebedees.co.uk/>
- All staff members that prepare and handle food receives appropriate food handling training every three years and understands – and complies with – food safety and hygiene regulations.
- All food and drink is stored appropriately.
- Snack and meal times are appropriately supervised and children do not walk about with food and drinks.

We are inspected annually by Environmental Health who checks our records and kitchen procedures.

## **FOOD POISONING**

Forest Park Day Nursery and Pre-school steps are taken to avoid any form of food poisoning. However we accept we must notify Ofsted of any cases affecting two or more children looked after at the setting. The nursery will undertake to do this in the time frame of 14 days.

## **BOTTLE POLICY**

We will be unable to reheat or serve pre-prepared formula brought in from home. If a carton is provided then there are guidelines to be followed in our bottle policy.

## **ILLNESS**

We cannot admit any child into the nursery who is in distress, feeling unwell or who might have a contagious illness. Any of these situations are unfair to the child and might present a problem to other children and our staff.

A child who becomes ill or injured during their stay will be treated with care and consideration and parents/guardians will be contacted. If we suspect that a child has a contagious illness we would advise parents to get GP advice. We ask you keep us informed if it is a contagious disease so we can put up a general notice.

## **Kitchen**

- Children do not have unsupervised access to the kitchen.
- All surfaces are clean and non-porous.
- There are separate facilities for hand-washing and for washing up.
- Cleaning materials and other dangerous materials are stored out of children's reach.
- When children take part in cooking activities, they:
  - are supervised at all times; and do appropriate hand washing
  - are kept away from hot surfaces and hot water; and
  - do not have unsupervised access to electrical equipment.

## **Fire safety**

- Fire doors are clearly marked, never obstructed and easily opened from inside.
- Smoke detectors/alarms and fire fighting appliances conform to BSEN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.
- Our emergency evacuation procedures are approved by the Fire Safety Officer and are:
  - clearly displayed in the premises;
  - explained to new members of staff, students, volunteers and Parent/guardians
  - practiced regularly at the beginning of each month.
- Records are kept of fire drills and the servicing of fire safety equipment.

## **Outings and visits**

We have agreed procedures for the safe conduct of outings.

- Parent/guardians sign a general consent on registration for their children to be taken out as a part of the daily activities of the setting.
- Parent/guardians always sign consent forms before major outings.
- A risk assessment is carried out before an outing takes place.
- Our adult to child ratio is high, normally one adult to two children.
- Named children are assigned to individual staff to ensure each child is individually supervised and to ensure no child gets lost and that there is no unauthorised access to children.
- Outings are recorded on a Going Out Sheet in the Fire Bag.
- Staff take the Nursery mobile phone on outings, and supplies of tissues, wipes, pants etc. as well as a mini first aid pack, a snack and water. The amount of equipment will vary and be consistent with the venue and the number of children as well as how long they will be out for.
- A minimum of two staff should accompany children on outings and a minimum of two should remain behind with the rest of the children.

## **Missing child - Follow the policy.**

### **First aid and medication**

At least one member of staff with current first aid training is on the premises or on an outing at any one time. The first aid qualification includes first aid training for infants and young children.

Our first aid kit:

- complies with the Health and Safety (First Aid) Regulations 1981;
- is regularly checked by a designated member of staff and re-stocked as necessary;
- is easily accessible to adults
- is kept out of the reach of children

At the time of admission to the setting, Parent/guardians' written permission for emergency medical advice or treatment is sought. Parent/guardians sign and date their written approval. They also let us know if they can or cannot have plasters.

Parent/guardians sign a consent form at registration allowing staff to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that Parent/guardians have been informed and are on their way to the hospital.

### **Our accident Sheet:**

- is kept safely and accessible;
  - all staff and bank staff know that blank sheets are kept in the room manual and how to complete them; and copies of all accidents are kept in the child's file.
  - is reviewed at least half termly to identify any potential or actual hazards.
- Ofsted is notified of any injury requiring treatment by a general practitioner or hospital doctor, or the death of a child or adult.

When there is any injury requiring general practitioner or hospital treatment to a child, Parent/guardians, volunteer or visitor or where there is a death of a child or adult on the premises, we make a report to the Health and Safety Executive using the format for the Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR).

## **Administration of medication**

See Medication Policy and Procedures in Policy File

## **Sickness**

See Sickness Policy and Procedures in Policy

## **Dealing with incidents**

We meet our legal requirements for the safety of our employees by complying with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations). We report to the Health and Safety Executive:

- Any accident to a member of staff requiring treatment by a general practitioner or hospital.
- Any dangerous occurrences. This may be an event that causes injury or fatalities or an event that does not cause an accident but could have done, such as a gas leak.
- Any dangerous occurrence is recorded in our Incident Book. See below.

## **Our Incident Sheet**

- We keep an incident sheets for recording incidents for children in the Room Manual and all staff and Bank staff know where to find them and how to fill them in We also have Incident Forms for those that that are reportable to the Health and Safety Executive as above.
- These incidents include:
  - break in, burglary, theft of personal or the setting's property;
  - fire, flood, gas leak or electrical failure;
  - attack on member of staff or Parent/Carer on the premises or near by;
  - any racist incident involving a staff or family on the centre's premises;
  - death of a child, and
  - a terrorist attack or threat of one.
- On the incident sheet we record the date and time of the incident, nature of the event, who was affected, what was done about it - or if it was reported to the police, and if so a crime number. Any follow up, or insurance claim made, should also be recorded.
- In the unlikely event of a terrorist attack we follow the advice of the emergency services with regard to evacuation, medical aid and contacting children's families.

Our standard Fire Safety Policy will be followed and staff will take charge of their key children. The incident is recorded when the threat is averted.

- In the unlikely event of a child dying on the premises, for example, through cot death in the case of a baby, or any other means involving an older child, the emergency services are called, and the advice of these services are followed.
- The incident sheet is not for recording issues of concern involving a child. This is recorded in the child's own file.

## **Records**

In accordance with the Statutory Framework Guidance 2012, we keep records of:

### Adults

- Names and addresses of all staff on the premises, including temporary staff and students who work with the children or who have substantial access to them;
- Names and addresses of all directors
- all records relating to the staffs employment with the setting, including application forms, references, results of checks undertaken etc.

## Children

- Names, addresses and telephone numbers of Parent/guardians and adults authorised to collect children from setting;
- The names, addresses and telephone numbers of emergency contacts in case of children's illness or accident;
  - The allergies, dietary requirements and illnesses of individual children; • We operate systems to ensure that children do not have access to food/drinks to which they are allergic.
- The times of attendance of children, staff, volunteers and visitors;
- Accidents and medicine administration records;
- Consents for outings, administration of medication, emergency treatment; and incidents.

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

## **Safety**

- Risk assessment.
- Record of visitors.
- Fire safety procedures.
- Fire safety records and certificates.
- Operational procedures for outings.

## **Health**

- Administration of medication.
  - Prior parental consent to administer medicine and Emergency Ibuprofen and Paracetamol.
- Record of the administration of medicines.
- Prior parental consent for emergency treatment.
- Accident record.
- Sick children.
- No smoking.

## **Legal Framework**

- Health and safety at work (1974)
- Management of health and safety at work regulations (1992)
- Electricity at work regulations (1989)