

Health and Safety

Statement of Intent

The Nursery believes that the health and safety of children is of paramount importance. We make our Nursery a safe and healthy place for children, parents, staff and volunteers.

Aim

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

Methods

A member of staff is allocated as responsible for health and safety. She/He is competent to carry out these responsibilities. She/He has undertaken health and safety training and regularly updates her/his knowledge and understanding. We display the necessary health and safety poster in the staff room.

Risk Assessment

Our risk assessment process includes:

- Checking for hazards and risks indoors and outside, as well as in our activities and procedures. Our assessment covers adults and children.
- Deciding which areas need attention.
- Developing an action plan which specifies the action required, the timescales for action, the person responsible for the action and any funding required.

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

- Daily before the sessions begin.
- Monthly.
- Yearly – when a full risk assessment is carried out.

Insurance Cover

We have public liability insurance and employers' liability insurance. The certificate is displayed in the entrance.

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, following the guidelines of COSHH. 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 parents of new children so that they understand the part they play in the daily life of the Nursery.
- 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 through good role modelling from adults, discussions, planned activities and routines.

Children's Safety

- Only persons who have been checked for criminal records by an enhanced disclosure from the Disclosure and Barring Service and are registered with Ofsted as practitioners have unsupervised access to the children, including nappy changing and helping with toileting.
- 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 are present.

Security

- Systems are in place for the safe arrival and departure of children.
- A register of attendance and departure is kept.
- Our systems prevent unauthorised access to our premises.
- Our systems prevent children from leaving our premises unnoticed.

Doors

- All main doors are locked at all times and will only be opened by a member of staff.
- All low level doors are fixed with child safety locks to prevent children's fingers from being trapped and to prevent unsupervised access.

Floors

- All surfaces are checked daily, throughout the day, to ensure they are clean and not uneven or damaged.

Kitchen

- Children do not have unsupervised access to the kitchen at any time.
- All surfaces are clean and non-porous.
- Cleaning materials and other dangerous materials are stored out of the children's reach.
- When children take part in cooking activities, they:
 - Are supervised at all times.
 - Are kept away from hot surfaces and hot water.
 - Do not have unsupervised access to electrical equipment.

Electrical/Gas Equipment

- All electrical/gas equipment conforms to safety requirements and is checked regularly.
- Our boiler/electrical switch/meter cupboard is not accessible to the children.
- Fires, heaters, electric 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 scalds.
- Lighting and ventilation is adequate in all areas including storage areas.

Storage

- All resources and materials which children select are stored safely.
- All equipment and resources are stored or stacked safely following the guidelines of COSHH.

Outdoor Area

- Our outdoor area is securely fenced.
- Our 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 the children start playing outside.
- Our outdoor sandpit is covered when not in use.
- All outdoor activities are supervised at all times.
- Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides.

Hygiene

- We regularly seek information from the Environment 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 Nursery which includes playroom(s), kitchen, rest area, toilets and nappy changing areas and offices.
- The toilet/nappy changing area has a high standard of hygiene including hand washing and drying facilities and the disposal of nappies.
- We have a schedule for cleaning resources and equipment, dressing up clothes and furnishings.
- We implement good hygiene practices by:
 - Cleaning tables between activities.
 - Checking toilets regularly.
 - Cleaning/sterilising nappy changing area between each change of nappy.
 - Wearing protective clothing such as disposable gloves and aprons – as appropriate.
 - Providing sets of clean clothes.
 - Providing tissues and wipes.
 - Ensuring sole use of flannels and towels.

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 Nursery.
- The layout of the 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 and this is recorded.
- Children learn about health, safety and personal hygiene through activities we provide and the routines we follow.

Food and Drink

- All food and drink is stored appropriately.
- Adults do not carry hot drinks through the play area(s) and do not place hot drinks within reach of the children.
- Snack and mealtimes are appropriately supervised and children are encouraged to be independent during all meal times.
- Fresh drinking water is available to children at all times.
- We operate systems to ensure that children do not have access to food/drinks to which they are allergic or their parents/carers would prefer they did not eat/drink.

Outings and Visits

We have agreed procedures for the safe conduct of outings:

- Parents always sign consent forms before major outings and also when their child is being settled into the Nursery.
- Our adult to child ratio is high- a minimum of one adult to two children will go on outings at all times.
- A risk assessment is carried out before an outing takes place.
- An adult will carry a mobile phone, money, first aid box, drinks and other necessary resources when going on any outing.
- The children are appropriately supervised to ensure no child gets lost and that there is no unauthorised access to children.
- Records are kept of vehicles used to transport children, with named drivers and appropriate insurance cover.
- For those children who remain at the Nursery, the correct adult to child ratio conforms to the requirements of the National Standards for Day Care.

Animals

- Animals visiting the Nursery are free from disease, safe to be with children and do not pose a health risk.
- Our Nursery pets are free from disease, safe to be with children and do not pose a health risk.

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, volunteers, students and parents/carers.
 - Practised regularly (at least once every six weeks).
- Records are kept of fire drills and the servicing of all fire equipment.

First Aid and Medication

A number of our staff hold a relevant and up to date First Aid certificate and at least one member of staff, qualified in First Aid is on the nursery premises and on nursery outings at all times.

We have multiple First Aid boxes stored around the nursery which:

- Comply with the Health and Safety (First Aid) Regulations 1981.
- Are regularly checked by a member of staff and restocked as necessary.
- Are easily accessible to adults.
- Are kept out of the reach of children.

At the time of admission to the nursery, parent/carer's written permission for emergency medical advice or treatment is sought. Parent/carers sign and date their written approval.

Emergency medication for serious conditions (i.e. allergies) will be stored accordingly on discussions with parents/staff. This will be easy accessible in case of emergency. Staff would seek appropriate advice from parents (and if necessary other professionals) on administering this medication if required.

Accidents and Incidents:

All accidents will be recorded on accident forms which parents are asked to sign when collecting their child to acknowledge that they have been informed about the accident.

The accident form will record the following information:

- Child's name
- Date/time/place of accident
- Circumstances/description of accident
- Nature of injury
- Treatment given
- Which member(s) of staff were responsible for the child at the time of the accident
- Which member of staff informed the parent of the accident
- Signature of parent/carer acknowledging that they have been told about the accident.

The accident sheets are reviewed monthly by the Nursery Manager to identify risk areas or problems with equipment.

If an accident is serious enough that the staff feel further medical help is required, the child will be taken to the nearest Accident and Emergency department, or walk in centre. If deemed necessary an ambulance will be called.

Two members of staff will accompany the child and take the child's records with them; containing details of the child's GP and health visitor, and any allergies that they may have. Parents will be contacted immediately so that they can join the child and member of staff at the hospital. The Manager will be made aware of any serious injuries and will investigate accordingly.

Any serious accidents/incidents/death will be reported to RIDDOR, Ofsted and the Local Safeguarding Children's Board.

RIDDOR contact information;
Online details: www.hse.gov.uk/RIDDOR
phone: 0845 300 9923

OFSTED contact information;
Online details: <http://www.ofsted.gov.uk/>
Phone: 0300 123 1231

MASH (Multi Agency Safeguarding Hub) contact information:
Email: mash@westsussex.gcsx.gov.uk
During office hours on the number below:
Telephone: 01403 229900

Sickness

Our policy for the exclusion of ill or infectious children is discussed with parents. This includes procedures for contacting parents – or other authorised adults – if a child becomes ill at Nursery. We follow the Health Protection Agency's (HPA) guidance on Infectious diseases. And ask parents to keep children at home for the amount of time recommended by the HPA. For further details please see the poster in our entrance, or online at:

http://www.hpa.org.uk/webc/HPAwebFile/HPAweb_C/1194947358374

Ofsted and the HPA are notified of any infectious diseases which a qualified medical person considers notifiable.

Safety of Adults

- Adults are provided with guidance about the safe storage, movement, lifting and erection 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.
- The sickness of staff and their involvement in accidents is recorded. The records are reviewed every term to identify any issues which may need to be addressed.

Records

In accordance with the National Standards for Day Care, we keep records of:

- Adults authorised to collect children from the Nursery.

- 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.
- The times of attendance of children, staff, volunteers and visitors.
- Accidents.
- Incidents.

No Smoking

We operate a non smoking policy in the nursery and in the surrounding grounds.