



# Health and Safety Policy



## **POLICY STATEMENT**

- The nursery is committed to the highest standards of health and safety for children, staff, parents and visitors. In order to ensure this, we will:
- Conduct a risk assessment and review it regularly – at least once a year or more frequently where the need arises. The risk assessment will cover outdoor and indoor spaces, furniture, equipment and toys. A record will be maintained of areas which have been checked. ALL STAFF are responsible for ensuring that the premises remain safe and free from hazards.
- We aim to make children, parents, staff and volunteers 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.
- Health and Safety coordinator is: **KELSIE MOSS**
- We display the necessary health and safety poster in: The main corridor near baby room.
- We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed in: The main entrance

## **PREMISES**

- Staff sign in and out every day on daily time sheets located in each room, times are logged when staff have breaks and leave the room to show ratios are maintained at all times.
- A safety check of the inside and outside will be made at the start of each day in each room.
- A member of staff will open the door to all parents. Staff will also see parents out of the nursery to avoid unauthorized people on the premises. The manager/admin assistant is located in the office at certain times of the day (near the main entrance) and will monitor visitors into the setting. A sign will be visible informing parents not to let other parents/visitors into the nursery.
- Fire doors / exits will not be propped open and must be free from obstruction.
- All appropriate gates and doors must be made secure and the gate checked before children are allowed outside. A member of staff during outside playtimes will always be located near the main gate to approach visitors to the nursery.
- The responsibility of care transfers from parent to nursery once they have handed over to a member of staff in their respective rooms. A parent must sign their child in, on the register located in their child's relevant room.
- Parents are responsible for supervising their children on the climbing frame out of nursery session times. A sign is displayed stating that The Orchard nursery is not responsible for any accidents that may occur.
- Parents must ensure that their children remain with them whilst walking into the nursery for their session.
- The manager and health and safety coordinator will carry out risk assessments, a risk assessment form should be completed if deemed necessary and acted upon if potential hazards are identified.
- Potential hazards must be reported to the health and safety coordinator and/or manager.
- During opening hours no exit doors should be locked.
- A copy of evacuation procedure must be displayed in all rooms, and all staff should be aware of the procedure in the event of an emergency.
- Fire training is to be conducted at induction/ or at staff meeting yearly.
- Fire drills will be carried out every 6 weeks and recorded. Every half term.
- Fire extinguishers and alarms should be regularly checked.
- All heaters and electronic points are risk assessed and follow safety guidelines.
- All staff are responsible for ensuring all rooms are adequately heated, ventilated and lit, any problems should be reported to the manager.
- There is a no smoking policy on the premises. If staff wish to smoke on allocated breaks they must go out of the school grounds and cover/remove their uniform.
- Hot drinks are only to be taken into the rooms in a hot flask cup, with a screw lid, which is totally out of reach of the children. Snacks of any kind are not to be eaten in front of the children.
- Bottles are to be used by staff who wish to have a drink. Fizzy drinks ie coke can/bottles are not to be consumed in front of the children.
- Toys and equipment must not be allowed to litter the floor or cause a hazard.
- Wet play must be cleared of any spillages.
- Toilet areas must be regularly checked and recorded.



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- A check should be made of the building before entry. If evidence of forced entry, staff should not enter and the police should be called.
- Premises should be checked at the end of the day to ensure all electrical equipment is switched off, windows closed.

## **CHILDREN**

- Parents are responsible for signing their child in and out each day, room supervisor to oversee and check/remind parents at every pick up/drop off times.
- The school main gate has a magnetic security buzzer system in place. Parents must press the nursery button to gain entrance and speak through the intercom phone, giving the child's name to gain entrance.
- We want our nursery to be a safe and secure place for parents and children. On arrival you will need to ring the doorbell to gain access to the building. Our main door has a key fob system of which only the staff know the code. When entering and leaving please make sure the door is closed behind you. A member of staff will always greet parents and children at the door.
- Parents **MUST** close the gates to the playground and pre-school entrance. This is for security reasons and safety of all the children. Staff are to oversee and check before children go out to play .
- Your child may only be collected by authorised collectors, an up to date photograph of the collector and a password must be provided. **UNDER NO CIRCUMSTANCES WHATSOEVER**, will the nursery release a child to any unauthorized person. This includes relatives of any generation. Should you wish for an unauthorized person to collect your child, in extraordinary circumstances, then a phone call from yourself with a clear description of the collector and a password may satisfy the manager/deputy to release your child to that person.
- The adult:child ratios required by ofsted must be maintained at all times, no member of staff should be left on their own with any amount of children.
- A correctly stocked first aid box will be available in the kitchen, baby room and older children's rooms. When going on trips and outings a first aid box will be taken.
- Member of staff with a first aid qualification will be present at all times. All newly qualified early years' staff (with full and relevant level 2 or level 3 childcare qualification) has to also hold a current paediatric first aid (PFA) or emergency PFA certificate in order to be included in the required ratios in early years' settings. (Note childcare providers will be allowed a three month 'grace' period to complete PFA training after starting work with a new employer.)
- All accidents must be recorded on eyLog (Online system) and a copy send to the parents. Staff will inform parents of the accident upon collect and parents must sign the First aid acknowledgement form. Parents are also asked to sign the electronic form on eyLog.
- Our staff do not wear jewellery or fashion accessories, such as belts or high heels, that may pose a danger to themselves or children.
- Parents must ensure that any jewellery worn by children poses no danger; particularly earrings which may get pulled, bracelets which can get caught when climbing or necklaces that may pose a risk of strangulation.
- Children must not have access to any areas when hazardous materials are stored, all medicines and cleaning materials must be stored out the reach of children in a lockable cupboard/cabinet.
- Any child who sleeps at the setting should be made comfortable and regularly checked every 10 minutes, and this will be recorded.
- Clean sheets for each child will be put on the mattresses/sleep mats will be sprayed with anti-bacterial spray after every use.
- The nursery supplies sun screen and is applied every time the children go outside. Children will not go outside between the hours of 11am – 3pm during hot spells. We talk to the older children about the importance of drinking more and will offered more drinks during the day. The sunscreen will be factor 30 or above.
- Parents need to give consent for staff to apply sun cream. If the child has sensitive skin or allergies, parents must provide appropriate sun screen for their child.

## **EQUIPMENT**

- All equipment offered to children will be developmentally appropriate. It will be recognized that some equipment for older children may pose a risk for younger children.
- All equipment will be regularly checked and any dangerous, broken items repaired or discarded.



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- All equipment purchased will meet the British/European standard, equipment should be used in accordance with the manufacturer's instructions.
- Equipment should be kept clean and should be washed with Milton and a rota basis every Friday/Monday, and a record kept, larger play equipment, should be wiped with a cloth soaked in Milton.

## **HEALTH AND HYGIENE**

- We seek information from the Public Health England to ensure that we keep up-to-date with the latest recommendations.
- Guidelines laid down by environmental health will be able in the case of contagious illness.
- All food and drink will be prepared in a hygienic way, all staff handling food will have a basic food hygiene certificate. A re-usable purple apron must be worn by staff when the children are eating.
- Fridge temperatures will be checked and recorded twice a day.
- All snack and meals provided will be nutritious and pay attention to children's dietary requirements. A 3 week menu will be provided. We are a healthy early years setting.
- Children will be encouraged to wash their hands before eating and after using the toilet.
- Hand dryers and anti-bacterial hand wash will be used in the toilets and other wash hand areas.
- All floor areas will be cleaned daily, and tables will be wiped with anti-bacterial spray before and after use. PVC table clothes are to be used at lunch and tea time.
- All staff must use disposable gloves and a disposable white apron when changing nappies or dealing with spillage of bodily fluid, such as blood or urine, or when dealing with an injury, In-between each child's nappy being changed clean gloves will be worn.
- All nappies and disposable wipes must be sealed in the appropriate bags and disposed in the nappy bin. Nappy change areas must be thoroughly wiped down with anti-bac spray after each use.
- Any soiled clothing must be place a nappy bag, and returned to the parents to be washed.
- All dirty laundry must be placed in the appropriate container and the lid kept on.
- Dirty laundry will be stored in the disabled toilet, and only taken the kitchen for washing when food is not being prepared.
- Older children must be encouraged to blow and wipe their own noses.
- Children will be encouraged to look after the settings animals, by taking responsibilities for feeding, and cleaning it's home, children will have to follow strict hygiene procedure when involved in pet care eg hand washing after handling.
- Control of substances hazardous to health:-
- Our staff implement the current guidelines of the Control of Substances Hazardous to Health Regulations (COSHH).
- We keep a record of all substances that may be hazardous to health - such as cleaning chemicals, or gardening chemicals if used and where they are stored.
- Hazardous substances are stored safely away from the children.
- We carry out a risk assessment for all chemicals used in the setting. This states what the risks are and what to do if they have contact with eyes or skin or are ingested.
- We store data safety sheets for all chemicals in the COSHH folder in the office.
- The nursery will act in accordance with RIDDOR (Reporting of injuries, Diseases and Dangerous Occurances Regulations)

### **It is the duty of the Manager to:**

- Know and implement the nursery policies and national safety requirements relating to the premises, the staff and the children. This includes all new legislation as and when it becomes legally required.
- Ensure that fire and safety equipment conforms to the required safety standards.
- Ensure that the required number of staff have regular updated safety training from relevant agencies and receive certificates as evidence of this.
- Ensure insurance policies are relevant and up to date.

Signed on behalf of the nursery.....*Emma Middleton*.....Date:... August 2019