HEALTH AND SAFETY POLICY

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

Aim
We aim to make children, parents 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
The member of staff responsible for health and safety is the Nursery Manager or the Person in Charge. The Nursery Manager undertakes appropriate training to ensure they are competent to carry out these responsibilities.

Insurance cover
We have public liability insurance and employers’ liability insurance. The certificate for public liability insurance is displayed in the reception area.

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, the storage of potentially dangerous substances and emergency procedures.
- 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.
- 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. Smoking is not permitted anywhere on or around the premises. This includes the whole of the premises if on a shared site (such as a school or a sports centre) which also includes the car parking areas. This rule applies equally to staff, students, volunteers, children, parents/carers or any other visitors.
- Staff, students or volunteers who arrive at the setting clearly under the influence of illegal drugs or alcohol, will be asked to leave immediately and disciplinary procedures implemented. This is documented in the employment contracts.
• 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 Criminal Records Bureau.
• 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.

Security
• Systems are in place for the safe arrival and departure of children. The times of the children’s arrivals and departures are recorded in the daily attendance register.
• The arrival and departure times of adults – staff, volunteers and visitors – are recorded.
• Our security systems prevent unauthorised access to our premises.
• Our systems prevent children from leaving our premises unnoticed.
• There are procedures in place for situations which require a lockdown.

Windows
• Low-level windows are made from materials that prevent accidental breakage or are made safe.
• Windows are protected from accidental breakage or vandalism from people outside the building.
• Windows above the ground floor are secured so that children cannot climb through them.

Doors
• Most doors on the premises have finger shields to prevent children’s fingers from being trapped.

Floors
• All surfaces are checked daily to ensure they are clean and not uneven or damaged.

Kitchen
• Children do not have unsupervised access to the kitchen.
• All surfaces are clean and non-porous.
• Cleaning materials and other dangerous materials are stored in a locked cupboard out of 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; and
- do not have unsupervised access to electrical equipment.

**Electrical/gas equipment**
- All electrical/gas equipment conforms to safety requirements and is checked regularly.
- Our electrical switchgear/meter cupboard is not accessible to the children.
- Electrical sockets, wires and leads are properly guarded and the children are taught not to touch them. Sockets are covered when not in use.
- There are sufficient sockets to prevent overloading.
- The temperature of hot water is controlled to prevent scalds.
- Natural lighting and ventilation is adequate in all 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 secure
- Our outdoor area is checked for safety and cleared of rubbish before it is used.
- Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides.
- Where water can form a pool on equipment, it is emptied before children start playing outside.
- Our outdoor sand pit is covered when not in use and is cleaned regularly.
- All outdoor activities are supervised at all times.

**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 schedules 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; and
- providing tissues and wipes

**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 and washable.
- Sand is clean and suitable for children’s play.
- Physical play is constantly supervised.
- Children are taught how to handle and store tools safely.
- Children who are sleeping are checked regularly.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.

**Food and drink**

- Staff who prepare and handle food receive appropriate training and understand – and comply with – food safety and hygiene regulations.
- Please refer to the Food Hygiene Policy
- All food and drink is stored appropriately.
- Snack and meal times are appropriately supervised and children do not walk about with food and drinks.
- Fresh drinking water is available to the children at all times.
- We operate systems to ensure that children do not have access to food/drinks to which they are allergic.
- Ideally staff will not have hot drinks during contact time with children or in the playrooms due to the risk of the drink being spilt and a child being hurt. However if the risk to the child is managed and the risk of spillage is minimised, then hot drinks are acceptable.

**Outings and visits**

- We have agreed procedures for the safe conduct of outings in our Outings Policy.
- Parents always sign consent forms before visits and outings.
- A risk assessment is carried out before an outing takes place.
Our adult to child ratio is usually higher than normal, depending on the nature of the visit or outing.

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.

Staff take a 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.

Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.

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**

We have a policy in place explaining the procedure to follow if a child should go missing from the setting or during a visit or outing (Lost Child Policy).

**Animals**

- Animals visiting the setting are free from disease and safe to be with children, and do not pose a health risk.
- Children wash their hands after contact with animals.
- Outdoor footwear worn to visit farms are cleaned of mud and debris and should not be worn indoors.

**Fire safety**

- Fire doors are never obstructed and easily opened from inside.
- Smoke detectors/alarms and fire fighting appliances conform to BSEN standards (The BSI British Standards are the UK’s national standards organisation that produces standards and information products that promote and share best practice. BSEN is a European standard that has been adopted in the UK. BSEN standards often supersede pre-existent BSI standards). The equipment is fitted in appropriate high risk areas of the building and is 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 and parents; and
  - practised regularly at least three times a year (both with prior warning and without).
- Records are kept of fire drills and the servicing of fire safety equipment.

**In the event of a fire**

A member of staff will raise the alarm immediately and the emergency services will be called at the earliest possible opportunity.
All children will immediately be escorted out of the building and to the assembly point using the nearest marked exit. No attempt will be made to collect personal belongings, or to re-enter the building after evacuation.

The entire premises will be checked by the person in charge and the register will be collected, providing that this does not put anyone at risk. On exiting the building, the person in charge will close all accessible doors and windows to prevent the spread of fire.

The register will be taken and all children and staff accounted for. If any person is missing from the register, the emergency services will be informed immediately.

In event of a fire, the assembly point is the school car park. The area is marked with a green assembly point sign.

**Closing the nursery in an emergency**

In very exceptional circumstances, the setting may need to be closed at very short notice due to an unexpected emergency. Such incidents could include:

- Serious weather conditions (combined with heating system failure).
- Burst water pipes.
- Discovery of dangerous structural damage.
- Fire or bomb scare/explosion.
- Death of a member of staff.
- Serious assault on a staff member by the public.
- Serious accident or illness.

In such circumstances, the person in charge and staff will ensure that all steps are taken to keep both the children and themselves safe. All staff and children will assemble at the pre-arranged venue, where a register will be taken. Steps will then be taken to inform parents/carers and to take the necessary actions in relation to the cause of the closure. All children will be supervised until they are safely collected.

**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. See separate policy on First Aid and Medication.

**Our accident record sheets:**

- are kept safely and accessibly;
- all staff and volunteers know where there are kept and how to complete them: and
- they are reviewed annually to identify any trends
- accidents are investigated to reduce the potential for similar accidents to re-occur

Ofsted is notified of any serious 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, 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.
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 (more than 24hrs); and
- 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 on an Incident Form.

Administration of medication

- Medication must be in-date and appropriate for the condition of the child.
- Children taking medication must be well enough to attend the setting.
- Children’s medication is stored in their original containers.
- The administration is recorded accurately on the Medication Authorisation Form and is signed by staff. Parents sign and date the form to acknowledge the administration of a medicine.
- If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional.

Sun Protection
The staff understand the dangers posed to children and themselves by over exposure to the sun. See individual sun protection policy.

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 while in the setting.

- We do not provide care for children who are unwell, have a high temperature, or sickness and diarrhoea, or who have an infectious disease. If a child or member of staff becomes ill outside setting hours, they should notify the setting as soon as possible. The minimum exclusion periods outlined in the Guidance on Communicable Diseases’ (Health Protection Agency) will then apply.
- Parents will be notified immediately if their child becomes unwell at the setting and needs to go home. The child will be comforted, kept safe and under close supervision until they are collected. The child should remain at home until they are better for at least 24 hours, or according to the times set out in the ‘Guidance on Communicable Diseases’ (Health Protection Agency).
- If a member of staff becomes ill at work, similar restrictions on their return will apply.
- Children with head lice are not excluded, but must be treated to remedy the condition. The child/ren concerned will not be isolated from other children, and there is no need for them to be excluded from activities or sessions at the setting.
- Parents are notified if there is a case of head lice in the setting and advice and guidance on treating head lice will be provided.
• Parents are notified if there is an infectious disease, such as chicken pox.
• HIV (Human Immunodeficiency Virus) may affect children or families attending the setting. Staff may or may not be informed about it.
• Children or families are not excluded because of HIV.
• Good hygiene practice concerning the clearing of any spilled bodily fluids is carried out at all times.
• Staff suffering from sickness and diarrhoea should not be present at the setting.
• Ofsted is notified of any infectious diseases that 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.
• The sickness of staff and their involvement in accidents is recorded
• There is a specific risk assessment for all staff who undertake home visits.

Records
we keep records of:

Adults
• names and addresses of all staff on the premises, including temporary staff who work with the children or who have substantial access to them;
• names and addresses of the owners or of all members of the management;
• all records relating to the staff’s employment with the setting, including application forms, references, results of checks undertaken etc.

Children
• names, addresses and telephone numbers of parents 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;
• 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

- Prior parental consent to administer medicine.
- Record of the administration of medicines.
- Prior parental consent for emergency treatment.
- Accident record.

Managing Risk

Children want and need to take risks when they learn and play. The nursery aims to respond to these needs and wishes by offering children stimulating and challenging environments for exploring their abilities. In doing this, the nursery recognises that it needs to balance the need for children to take risks and to be exposed to hazards, while ensuring that they are kept safe from harm. **Minor bumps, trips, falls, bruises and scrapes are part of a young child’s life as they develop their co-ordination skills through interactive learning and play.** By exposing them to an acceptable level of risk while protecting them from serious or lasting harm, they learn to adapt to more challenging environments.

The Health & Safety Executive recognised this when they issued the following statement...."Safety must be considered at all stages of learning and play provision but that, inevitably, there will be a risk of injury when children play, as there is a risk of injury in life generally. We must not lose site of the important developmental role of play for children in the pursuit of the unachievable goal of absolute safety. The important message though is that there must be freedom from unacceptable risk of life threatening or permanently disabling injury in learning and play”.

Acceptable risks to children are those that they can both see and appreciate under controlled conditions. It therefore follows that children must be protected from harm through risks which they cannot see or fully appreciate. We must also ensure that we are not ignoring obvious hazards which are the root cause of repeated minor injuries (such as uneven playing surfaces, sharp edges and slippery surfaces). Proper accident reporting and detailed analysis of accident records are a vital part of identifying such hazards.

To protect Early Years children from unacceptable risks, the nursery has a duty of care to identify those risks through a process of inspection and risk assessment. Named individuals must have clearly identified responsibilities for managing, monitoring and implementing safety systems and performing periodic checks. Under the Health & Safety at Work Act 1974, the Board of Trustees, Nursery Manager and nursery practitioners are jointly responsible for ensuring a safe environment for the children at the nursery.
The risk assessment process includes:

- Daily checklists to identify risks in our activities and environment before the start of each session.
- Annual risk assessments of the whole premises to identify hazards and to minimise them.
- Individual risk assessments for specific duties or activities which pose a risk to children and staff.
- Analysis of accident records to identify ongoing problems and risks.

**Responsibilities**

To protect Early Years children from unacceptable risks, the nursery has a duty of care to identify those risks through a process of inspection and risk assessment. Named individuals must have clearly identified responsibilities for managing, monitoring and implementing safety systems and performing periodic checks. Under the Health & Safety at Work Act 1974, the Board of Trustees, Nursery Manager and nursery practitioners are jointly responsible for ensuring a safe environment for the children at the nursery.

**The named Health and Safety officer is Kate Sykes.**

Every employee is required to co-operate in implementing this policy by:

- acting with due care for the health, safety and welfare of themselves, their colleagues and other persons who might be affected by their acts or omissions;
- complying with the instructions and procedures issued for safe working and making proper use of protective clothing and safety equipment provided;
- reporting to their line manager any health and safety concerns, hazards, risks or defects in equipment or safety procedures which come to their notice;
- reporting to their line manager any accidents, dangerous occurrences and near misses and co-operating with any resulting investigations;

This policy was reviewed on 1st June 2015.

Trustee:- ________________________________ (____________________)

Trustee:- ________________________________ (____________________)

Trustee:- ________________________________ (____________________)