

Health and Safety

Our Nursery takes the maintenance of health and safety extremely seriously as a matter of both legal and moral importance. The Management and staff will always strive to go beyond the minimum statutory standards to ensure that health and safety remains the first priority

The Nursery aims to ensure the health, safety and welfare of all staff, children, visitors and other individuals. The Health and Safety at Work Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992 and their associated Approved Code of Practice (ACoP) and guidance will be complied with at all times.

It is vital to ensure that all members of staff and other persons who are affected by the Nursery's activities take health and safety matters seriously. Staff who have been found to have blatantly disregarded safety instructions or recognised safe practices will be subject to the procedures laid out in the Staff Disciplinary Procedures policy.

Staff are responsible for ensuring that the provisions of the Health and Safety policy are adhered to at all times. As such, they are required to:

- Take reasonable care for their own health and safety as well as of other persons who may be affected by their acts or omissions at work
- Report any accidents, incidents or dangerous occurrences that have led to, or may in the future be likely to lead to, injury or damage, and assist in the investigation of any such events
- Undergo relevant health and safety training when instructed to do so by the Manager
- Maintain an environment that is safe and without risk to health.

The Registered Person holds ultimate responsibility and liability for ensuring that the Nursery operates in a safe and hazard free manner. The Registered Person will ensure that adequate arrangements exist for the following:

- The nursery will identify a designated trained health and safety officer
- Ensuring that staff both understand and accept their responsibilities in relation to health and safety procedures
- Providing adequate health and safety training for all staff
- Monitoring the effectiveness of the Health and Safety policy and authorising any necessary revisions to its provisions
- Providing adequate resources, including financial, as is necessary to meet the Nursery's health and safety responsibilities
- Ensuring that all accidents, incidents and dangerous occurrences are adequately reported and recorded (including informing the Health and Safety Executive - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) (refer to RIDDOR form), and Ofsted, where appropriate)
- Reviewing all reported accidents, incidents and dangerous occurrences, and the Nursery's response, to enable corrective measures to be implemented
- Information received on health and safety matters is distributed to the all members of staff.

Health and Safety Inspections and Risk Assessment

The identification, assessment and control of hazards within the Nursery are vital in reducing accidents and incidents. For further information refer to the risk assessment policy.

Daily safety checks are carried out, to ensure that the facilities are maintained in a suitable state of repair and decoration.

Any action required as a result of a health and safety inspection is taken as rapidly as possible.

An investigation is carried out on all accidents, incidents and dangerous occurrences.

Safety Policy

The Nursery's premises are safe, secure and adequately spacious for play and for children to interact freely (a minimum of 2.3 square metres' space per child).

Staff and any other authorised persons who are regular visitors to the Nursery will be issued with either an identity badge or clearly identifiable clothing, which they are expected to wear at all times while on the Nursery's premises.

The Management is responsible for ensuring that the Nursery's premises are clean, well lit, adequately ventilated and maintained at an appropriate temperature.

The Nursery's premises comply with all the requirements of the Disability Discrimination Act 1995 and all other relevant regulations and guidance.

During the opening hours, the premises are used by and solely available to the Nursery, its staff and the children.

There is adequate space for storing all the Nursery equipment safely and securely so that staff and children are protected when accessing toys and equipment.

Under normal circumstances, staff will ensure that there is one toilet and one washbasin with hand soap and hot and cold water available for every 10 children, ensuring an adequate balance between male and female facilities.

No child will be left unsupervised in the kitchen area.

Members of staff will have access to a telephone on the Nursery premises at all times.

In the event of snow or ice on external pathways, staff will ensure that this is regularly cleared and kept safe.

All chemicals will be stored in an appropriate way that is inaccessible to children. COSHH regulations must also be observed.

Supervision

Children are supervised appropriately according to the level of risk involved during play and activities along with the ages and number of children involved in a given activity. Staff are deployed adequately to ensure general supervision at all times.

Site Security

The entrances to the nursery building will be kept locked to the outside, and only authorised persons will be allowed access into the nursery via our secure finger print activated entry system.

Visitors without approved finger print access will have to knock on the office door where they will be greeted, asked to sign the visitor's book, and required to state the purpose of their visit. If they have come to collect a child they will be required to give the agreed password before proceeding into the nursery.

Visitors to the Nursery will not be left unsupervised with children at any time.

If an unexpected visitor has no suitable reason to be on the Nursery premises, then they will be asked to leave immediately and escorted from the premises. If the visitor repeatedly refuses to leave, the police will be telephoned immediately.

A record will be made of any such incidents in the Incident Record Book, and the Management will be immediately notified.

The Manager (in consultation with staff and parents/carers) will regularly review security procedures.

Equipment

All furniture, toys and equipment are kept clean, well maintained and in good repair and in accordance with BS EN safety standards or the Toys (Safety) Regulations (1995) where applicable.

Equipment will be properly maintained and inspected in accordance with the manufacturer's instructions. All electrical toys and equipment are subject to PAT (Portable Appliance Testing), and staff are trained on the correct use of computers and other IT equipment.

All equipment and resources will be selected with care, and risk assessments carried out before new toys and equipment are purchased, according to the principles of the Risk Assessment policy.

Defective or broken equipment will be taken out of use and stored in a safe place before being disposed of. Flammable equipment will be stored in a safe location away from sources of heat and/or naked flames.

Animals

No animal will be allowed on the premises without the prior knowledge (with the exception of disability assistance dogs) and permission of the Manager. A visit from an animal must be prearranged and accompanied by a responsible handler.

Closing the Nursery at short notice/in an emergency

In very exceptional circumstances, the nursery may need to be closed at very short notice due to an unexpected event. 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 or child
- Serious assault on a staff member or child by a member of the public
- Serious accident or illness
- Chemical contamination.

In such circumstances, the Manager 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 the Registered Person and to take the necessary actions in relation to the cause of the closure. All children will be supervised until they are safely collected.

If after every attempt, parent/carers cannot be contacted, the Nursery will follow its Uncollected Child procedure.

A child will never be left alone on the Nursery premises.

If the registration is affected it is necessary to inform Ofsted of a closure.

Health

Staff will make sure there is a regular supply of drinking water available to children at all times, especially in hot conditions. In such circumstances, staff will also ensure that children are adequately protected from the sun.

Sun Protection

The Manager and staff understand the dangers posed to children and themselves by over exposure to the sun.

In hot weather, parents/carers are encouraged to provide sunscreen for their children. A store of sun protection should also be kept on the premises. Parents should give permission for sun cream to be applied.

Children will also be expected to wear a hat when playing outside in the sun.

When necessary, staff will apply sunscreen to children.

In hot weather, staff will encourage children to drink water frequently. Staff should also ensure that shady areas out of the sun are always available to children when playing outside.

Hygiene

The Manager and all staff will be vigilant to any potential threats to good hygiene in the Nursery. To this end, a generally clean environment will be maintained at all times.

Toilets are cleaned daily and that there is always an adequate supply of soap and hand drying facilities for both staff and children. This is also monitored throughout the session.

The First Aiders will be mindful of the need to observe the highest standards of personal hygiene when administering any treatment to children.

As such, they will wash their hands thoroughly both before and after giving first aid, and ensure that plasters or disposable gloves cover any cuts, wounds or skin damage.

Kitchen Hygiene

All areas where food and drink are stored, prepared and eaten are prone to the spread of infections. Therefore, staff must be particularly careful to observe high standards of hygiene in such instances. To this end the following steps will be taken:

- Staff will be trained in food hygiene
- Waste will be disposed of safely and all bins will be kept covered
- Food storage facilities will be regularly and thoroughly cleaned
- Kitchen equipment will be thoroughly cleaned after every use.
- If cooking is done as an activity with children, all surfaces and equipment involved will be thoroughly cleaned before and after the session

Personal Hygiene

In all circumstances, staff will adhere to and ensure that children carry out the same routines.

- Washing hands before and after handling food or drink
- Washing hands after using the toilet
- Covering cuts and abrasions while at the premises
- Taking any other steps that are likely to minimise the spread of infections
- Washing of hands prior to and following first aid.

Dealing with Spillages

Spillages of substances likely to result in the spread of infections will be dealt with rapidly and carefully. Blood, vomit, urine and faeces will be cleaned up immediately and disposed of safely and hygienically by double bagging and taken out of the setting. Staff will wear disposable plastic gloves and an apron while using disinfectant solution, and wash

themselves thoroughly afterwards. Children will be kept well clear while such substances are being dealt with.

The Manager and staff are committed to taking all practicable steps to prevent and control the spread of infectious germs, and to uphold high standards of personal hygiene in order to minimise the risk of catching or spreading infections.

Insurance

The Children Act 1989 and the Health and Safety at Work Act 1974, place a number of legal responsibilities on the Nursery. Therefore, the Nursery has insurance cover appropriate to its duties under this legislation, including Employer's Liability Insurance. Responsibility will, in most cases, rest with the Nursery, but staff will take reasonable care, both for themselves and other people who may be affected by their acts or omissions at work. If the Nursery is held responsible for any incident that may occur, public liability insurance will cover compensation.