



Childcare at its best

## **HEALTH AND SAFETY POLICIES AND PROCEDURES**

**This is the statement of general policy and arrangement for the individual setting. Overall and final responsibility for health and safety is that of the manager. Day to day responsibility for ensuring this policy is put into practice is delegated to the named health and safety officer.**

### ***Statement of intent***

*We believe that the health and safety of those in our care is of utmost importance. We endeavour to ensure that Greenacres is a safe and healthy place for all children, staff, parents, carers and visitors.*

### **Aim**

The setting aims to make children, parents/carers, staff and other visitors 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**

#### **Staff Roles & Responsibilities**

##### Proprietor

To ensure appropriate resources are available to enable correct implementation of Health and Safety requirements. Checking management documentation and procedures relating to Health and Safety.

##### Manager and Designated Health and Safety Officer

Implementation and updating of Health and Safety policies and procedures.

This includes ensuring that the policies and procedures are effectively communicated to all staff. Ensuring risk assessments are relevant and up to date, ensuring that staff are following procedures and completing the health and safety checklists daily. Reviewing these checklists and accident forms at least every half-term. Continued vigilance regarding health and safety issues and raising awareness amongst staff, children, parents/carers and visitors.

##### All Staff

To be responsible for completing the daily health and safety checklists. Ensuring that all staff are aware of Health & Safety procedures and that the correct procedures are being adhered to for the safety of everyone in the nursery. To make sure that equipment is in good working order and is checked on a regular basis. To be continually vigilant regarding health and safety issues and to raise awareness amongst staff, children, parents/carers and visitors.

## Parents/carers and visitors

This document is made available to all parents on our website. Parents are asked to comply with the policies and procedures to ensure the safety of everyone at the nursery. In particular, parents are requested to enter and depart the building with care, remembering to close all gates and doors carefully behind them.

Visitors and parents attending for settling-in sessions are requested to document their arrival and departure times in our visitors' book.

## **Risk Assessments and Daily Health and Safety Checks**

Risk Assessments are completed for:

- Fire Safety
- COSHH
- Outings (specific sites)
- Pregnant worker (staff specific)
- Day Nursery General Operations
- Large Equipment
- Medical conditions (Staff/Child Specific)

Risk assessments are completed and reviewed annually by the Health and Safety officer or if a significant change is required.

Pregnant Worker risk assessments are completed jointly by the Manager and Health and Safety officer at regular intervals.

We have many different risk assessments for various trips. Individual outing risk assessments are completed when planning a trip, these are completed by the staff members and manager together.

Daily Health and Safety Checklists are completed for all child accessible areas are the responsibility of all staff members are overseen by the Health and Safety Officer.

Any Health and Safety issues are relayed to management for rectification.

## **Insurance Cover**

Public liability insurance and employer's liability insurance is in place. The certificate is displayed on the parents' notice board.

## **Awareness Raising**

- Our induction for staff 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 covers matters including safe lifting and the storage of potentially dangerous substances.
- Records are kept of these induction training sessions and new staff are asked to sign the records to confirm that they have taken part.
- Health and safety issues are explained to the parents via our website so that they understand the part they play in the daily life of the setting.
- As necessary, health and safety training is included in regular training plans of staff 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.
  - We display the necessary health and safety Law poster in the
- 

## **ENVIRONMENT AND THE WORKPLACE**

The Provision is legally obliged to maintain a safe and acceptable working environment in as far as is reasonable and practicable. Employees, paid or voluntary, have a responsibility to co-operate to maintain this environment.

### Lighting

Must be suitable and sufficient in every part of the Provision through which people either pass or work. Doorways and potential hazards like steps must be well lit. Artificial lighting apparatus must be properly maintained and fluorescent lights must be flicker free.

### Noise at work Regulations 2005

Apply to all workplaces requiring assessment of noise levels and the taking of appropriate preventative action where excessive.

### Space

Around machinery and equipment must be adequate to ensure that safe working practices are achievable.

### Heating

The Provision must ensure that a reasonable temperature (not less than 16 centigrade) can be maintained in every room in which people are employed to work.

### Ventilation

Must be effective and suitable to ensure circulation of adequate supplies of either fresh or artificially purified air.

## **Security**

The times of the children's arrivals and departures are recorded on the signing in and out sheets.

The arrival and departure times of staff are recorded on our signing in/out board. All visitors and students are recorded in the visitors' book.

The nursery operates a password system to prevent unauthorised access to our premises. Our safety systems also prevent children leaving the nursery unnoticed.

## **Windows**

All windows are secured so that children cannot climb through

## **Doors**

Safety guards are in place to prevent children from trapping their fingers in doors.

## **Floors**

All surfaces are checked daily to ensure they are clean, dry and not uneven or damaged.

### **Kitchen**

- Children do not have unsupervised access to the kitchen area.
- All surfaces are clean and non-porous.
- There are separate areas for hand washing and for washing up.
- Cleaning materials are kept in appropriate place stored away from the reach of children and a COSHH assessment is kept of all chemicals in the building, located in the Health and Safety file.
- Any use of electrical equipment is supervised at all times.

### **COSHH (The Control of Substances Hazardous to Health Regulations)**

Chemicals are used for a variety of cleaning processes, and some are extremely hazardous. To comply with these regulations a list will be kept by the manager and Health and Safety Officer of all hazardous or potentially hazardous substances that are used in the Provision. A copy of this list will be kept in the Health and Safety Folder.

In addition to chemicals, all body fluids are to be treated as substances hazardous to health and should be carefully dealt with using protective gloves and materials that can be safely disposed of.

The Manager is to be informed of any hazardous substances which may be brought onto the premises for use by employees, paid or voluntary or other users.

Any person(s) using such chemicals must observe the following guidelines:

- all substances, which are included on the COSHH list, are to be stored in a safe place away from children.
- all hazardous substances are to be used with care;
- always read the label before use and follow the manufacturer's instructions;
- avoid inhalation, ingestion and skin contact of all chemical substances;
- always wear the appropriate protective clothing eg gloves etc;
- products must never be mixed as this could give rise to hazardous by-products
- Those using the substance must be familiar with the First Aid procedures to be used in the event of an accident.

In the interests of Health and Safety, substances hazardous to health should only be used if there is no less harmful or harmless alternative.

### **Electrical / gas equipment**

- All electrical/gas equipment conforms to safety requirements and is checked regularly.
- All electrical equipment is PAT tested annually.
- Heaters, radiators, electric sockets, wire and leads are properly guarded and the children are taught not to touch them.
- The temperature of hot water is thermostatically controlled to prevent scalds.

It is the responsibility of all users to inspect appliances for loose wiring, faulty plugs etc, BEFORE using them. Electrical faults must be reported immediately. Faulty equipment must be removed from usage and clearly labelled as such. No-one should attempt to repair the equipment themselves.

The following list shows examples of electrical faults:

- Equipment not working;
- Loose wiring;
- Broken casing around wires or applications;
- Electrical arcing (sparks);
- Plugs becoming warm...etc.

All employees, whether paid or voluntary, have a responsibility to observe basic principles of electrical safety as well as inspecting appliances before use, ie:

- Ensure that hands are dry before using an electrical appliance;
- Ensure that adequate instructions are obtained before using unfamiliar electrical equipment and comply with the manufacturer's instructions;
- Leads should never be pulled to remove a plug or to lift or move an appliance;
- Switch off at the mains, unplug and put away all electrical equipment (where appropriate) when not in use;
- Sockets must not be overloaded by the use of adaptors (when in doubt err on the side of safety/seek qualified advice);
- If extension cables are used then these must be placed in such a way so not to cause a hazard to anybody else.

### **Storage**

- All resources and materials which children select are stored safely.
- All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.
- Rubbish and nappy waste storage is provided in allocated refuse bins.
- Staff are made aware of the dangers of overloading shelves.

### **Outdoor area**

- Outside areas are risk assessed for broken equipment, animal faeces, security (all gates and doors are shut), drains are covered and that the activities provided are safe to carry out, before taking the children outside.
- Outdoor sand pits covered when not in use.
- 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 a daily cleaning routine for the setting which includes playrooms, kitchen, rest area, toilets and nappy changing areas.

- We have a schedule for cleaning resources and equipment.

We implement good hygiene practice practices by:

- Cleaning tables between activities
- Checking toileting areas regularly
- Wearing protective clothing such as aprons and gloves as appropriate
- Providing tissues and wipes
- Hand sanitisers are provided
- Using colour coded cloths for different cleaning purposes
  - Red cloths for art
  - Green for bathroom
  - Blue for the kitchen

### **Activities**

- Before purchase or loan, equipment and resources are checked 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 clear of foreign bodies, sand after play that has dropped on the floor is disposed of.
- Physical play is constantly supervised.
- Children are taught 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 Safety**

The Provision has a responsibility to maintain acceptable levels of hygiene and health and safety with respect to food.

All employees, paid or voluntary, who handle food, have a responsibility to:

- Maintain a high standard of personal hygiene;
- Refrain from handling food when they are suffering from an infectious disease, sickness or diarrhoea or have any infected wounds or skin infections. These must be reported to the manager.
- Adhere to the Provision's Health and Safety Policy;
- Report shortcomings to the appropriate person, eg faulty or damaged storage, preparation and service equipment.

### Principles of Safely Handling Food

- All foods must be checked to ensure that they are of the quality, substance and temperature required and that they are within their use-by-dates;
- All foods must be stored under conditions that will prevent their deterioration. Instructions on the label, if present, should be followed.

### Keep it Clean – Keep it Cool – Keep it Covered

- Food must be stored in areas designated specifically for that purpose (refrigerators, cupboards etc.);
- Saucepan handles should not overhang stove or worktop edges;
- Any food or liquid spillage must be cleaned up immediately;
- When cooking food, recipes or packet instructions must always be followed;
- Food not eaten at the meal for which it was prepared must be stored safely, and reheated only once to a safe temperature.
- Signs of any type of pest infection must be reported immediately.

### Principles of Safely Using Equipment in Catering Areas

- All electrical equipment must be switched off and the plug removed from the power source when it is being cleaned.
- Refrigerators and freezers must be routinely checked to ensure their effectiveness;
- All equipment must be used according to manufacturer's instructions;
- Doors and lids of equipment in use should fit securely;
- Hob burners, grills, ovens etc., must always be turned off when not in use;
- All cooking equipment should be checked when in use to ensure that it is functioning correctly. Any slight electrical shocks received from the equipment must be reported immediately;
- All equipment and working surfaces must be kept in a clean and hygienic condition;

### In addition to the above

- Adults must not carry hot drinks or food through the play areas and do not place hot food/drinks within reach of children.
- Snack and meal times are appropriately supervised and children do not walk about with food and drink.
- 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.

### **Outings and visits**

- We have agreed procedures for the safe conduct of outings, these are documented in our Outings Policy.
- Staff Ratio's vary according to the outing, but will always meet the statutory requirements of the EYFS.
- A risk assessment is carried out before an outing takes place.
- A first aid kit and care items (nappies, wipes, sun cream etc) are taken on all trips.
- Parents always sign a consent form to authorise their children to participate in going on a trip or outing.

- The children are appropriately supervised to ensure that no child goes missing and that there is no unauthorised access to the children.
- We have systems in place in the event that a child is lost – (please see Outings, trips and excursions policy).
- Whilst on the outing, children wear tabards displaying the nursery telephone number and nursery mobile number.
- For those children remaining on the nursery premises, the adult to child ratio conforms to the requirements of the Early Years Foundation Stage.

## **DRIVING SAFETY**

The provision has a responsibility to ensure that where any of our services arrange transport for their users, those people who do the driving are aware of the Travel Risk Assessment.

All persons driving on behalf of the Provision have a responsibility for their own safety and to ensure that their acts or omissions do not endanger the safety of others. They also have a responsibility to adhere to the principles laid out in this Risk Assessment.

### *Principles of Safe Driving*

- All drivers must hold a current and relevant licence;
- All drivers must read and observe the Highway Code;
- Speed limits must be observed;
- Seat belts must be worn at all times and appropriate car seats must be used when transporting toddlers and young children;
- The authorised number of passengers must not be exceeded;
- Passengers must not be allowed to leave the vehicle until it is safe for them to do so;
- Vehicles must not be left with the engine running when parked or being refuelled;
- Drivers must not be under the influence of alcohol or drugs during the Provision's business;
- The safety of the unborn child must be considered in the case of pregnant female drivers and medical advice in relation to pregnancy and driving must be respected;
- Mobile phones must not be used in the vehicle.

## **Animals**

Animals booked to visit the nursery are free from disease, safe to be with children and do not pose a health risk. For further information on pets on the premises, please see the 'Children's wellbeing' policy and risk assessment.

## **Fire Safety,**

Our Fire Risk Assessment is the controlling document for fire safety issues.

The Management team and Health and Safety Officer are responsible for ensuring that precautions are taken against fire through the routine maintenance of fire safety equipment, through reviewing and posting emergency fire procedures in buildings and educating employees, whether paid or voluntary, in safe practices.



It is the duty of all employees, paid or voluntary, to co-operate in the implementation of this Policy and to report to Management or the Health and Safety officer in any instances where the property procedures are not being implemented e.g. wedging open of fire doors, escape routes obstructed by furniture or rubbish, the removal of fire extinguishers from the allocated positions and the reporting of faulty electrical equipment.

Within the premises, the Provision operates a Policy of No Smoking. It is the responsibility of each individual smoker to ensure that they only smoke away from the building and ensure that their cigarette is properly extinguished.

#### In the event of a fire:

Don't Panic – follow the Fire Procedures located in each room.

- Do not tackle the fire unless, the fire is obstructing your exit and
- You have been trained to do so;
- You feel able to do so;
- You do not put yourself at risk;
- The fire is small.

Remember **the important thing is to save lives, not property**, do not collect your belongings.

#### **Carbon monoxide**

If a branch is fitted with a carbon monoxide alarm. The designated health and safety officer checks the alarm monthly.

#### **First Aid and Medication**

As the majority of staff hold a current paediatric first aid training certificate (relevant to babies and young children), we ensure at least one member of staff is on the premises or on an outing at any one time.

At the time of admission to the nursery, parents written permission for emergency medical advice or treatment is sought. Parents sign and date their written authorisation.

#### **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 reach of children.

#### **Procedures to follow in an Emergency:**

In the event of an emergency such as flooding, explosion, toxic or chemical accidents or any such situation that involves emergency evacuation please follow these guidelines swiftly and calmly.

- Alert all staff to follow the same procedures as for fire alarms
- Dial 999 for emergency services
- Sound alarm to evacuate ensuring all safety procedures are considered

- Once safely in evacuation procedure, the health and safety officer or a senior nursery member of staff should shut down the nursery before evacuating themselves
  - Remember to take any essential items such as register, contact numbers, first aid kit and any medications if possible.
  - If the situation allows also take nappies, baby food and bottles.
  - Once assembled at safety point and register is checked, move quickly on to your specified safety premises which is: \_\_\_\_\_
1. You must then call the local Early Years and childcare team and then children's parents
  2. All staff should be aware of the need to be sensitive in helping the children cope in such an emergency. Helping children cope in emergencies can be found in our children's wellbeing section.
  3. Please be aware that some emergencies may require that you do not leave the premises. In this case staff should be prepared for meeting the children's needs emotionally and physically.
  4. All staff should read the emergency response planning risk assessment.

### **Accident Records**

Management of accidents is set out in our accident procedure

- Accident records are kept safely and are accessible. All staff know where they are kept and how to fill out and complete individual accident forms.
- The accident reports are reviewed monthly to identify any potential or actual hazards.
- Separate accident forms for staff, parents and visitors are kept. All staff are made aware of their location and are actively encouraged to inform management and/or the Health and Safety officer if they have an accident and to document it.
- Ofsted, Early Years and RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations) are contacted in the event of a serious accident, disease or death on the premises, to any child, employee, parent or visitor. I will follow their advice. In such cases a full investigation and risk assessment will take place.

### **Medication**

Administration of medication is controlled by the Managing and Administering Medication Policy. Children's medications are stored in their original containers, are clearly labelled and are inaccessible to the children, Prescribed medicines MUST have the original pharmacy label present, stating the child's name, date and dosage. Parents give prior written permission for the administration of medication. The administration is recorded accurately and parents sign the medicine form. Children must be at the point where they are ready for their second dose of prescription only medicine (POM) to be administered before they can return to nursery and we can administer it on their parents behalf.

### **Sickness**

Our policy for the exclusion of ill or infectious children, staff and adults is discussed with parents. This includes procedures for contacting parents or other authorised adults if a child becomes ill at nursery.

Ofsted and the Health Protection agency are notified of any infectious diseases, which a qualified medical person considers notifiable.

Further information on pandemics such as influenza are available in the health and safety file.

## **Safety of adults**

Staff are provided with guidance about manual handling, this includes lifting and carrying children as well as the safe storage, movement, lifting and erection of large pieces of equipment. When doing so, staff must assess if the equipment is appropriate to lift, does it need more than one person to carry it, is the pathway clear, is there someone to call if needed to help.

When adults need to reach up to store equipment or to change a light bulb, they are provided with safe equipment to do so.

The sickness of staff and their involvement in accidents is recorded (See Staff Sickness Policy).

The records are reviewed to identify any issues, which needs to be addressed.

The safety of Pregnant staff is ensured through completion of a Pregnant Worker Risk Assessment and appropriate actions.

The office (workstation) area is also risk assessed and measures are taken to ensure that staff help to prevent health problems by:

- Sitting comfortably at the correct height.
- Maintaining a good posture.
- Avoiding repetitive and awkward movements, keep frequently used items within easy reach.
- Changing position regularly.
- Using a good keyboard and mouse technique with wrists straight and not using excessive force.
- Making sure there are no reflections or glare on screens by carefully positioning them in relation to sources of light.
- Adjusting the screen controls to prevent eyestrain.
- Keeping the screen clean.
- Reporting to their manager any problems associated with use of the equipment.
- Planning work for breaks away from the workstation.
- When changing nappies, please be aware of the weight of the child you are lifting and the height of the changing table to assess if it would be more appropriate to change the child at a lower level (Discreetly in the floor using the nappy mat)

## **Records**

We keep records of:

- Adults authorised to collect children from nursery.
- The names, addresses and telephone numbers of emergency contacts in case of children's illness or accident. Emergency contacts are also kept for staff.
- The allergies, dietary requirements and illnesses of individual children.
- The times of attendance of children, staff, volunteers and visitors
- Accidents and medication
- Incidents