

Health and Safety Policy

Statement of intent

This 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, students 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 allow the children to thrive in a healthy and safe environment.

Methods

A named member of staff at each nursery school is responsible for health and safety.

They are competent to carry out these responsibilities. They undertake relevant health and safety training and regularly update their knowledge and understanding.

A named member of staff at each nursery school is responsible for first aid.

Risk assessment

Our risk assessment process includes checking for hazards and risks indoors and outside, and in our activities and procedures. Risk assessments will also measure the risk benefit to a child where necessary.

Our assessment covers:

- adults and children,
- deciding which areas need attention, and
- 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 session begins,
- weekly, and
- at termly Governance meetings.

Insurance cover

We have Public Liability Insurance and Employers' Liability Insurance. Our certificates are displayed at each nursery.

Awareness raising

- ★ Our induction training for staff and volunteers includes a clear explanation of health and safety issues so that all adults can 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.
- ★ Records are kept of these induction training sessions and new staff and volunteers are asked to sign the records to confirm 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 issues through 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 child carers, have unsupervised access to the children, including helping them with toileting.
- ★ 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. The times of the children's arrivals and departures are recorded.
- ★ The arrival and departure times of adults - staff, students, volunteers and visitors - are recorded.
- ★ Our systems prevent unauthorised access to our premises.
- ★ Our systems prevent children from leaving our premises unnoticed.
- ★ The personal possessions of staff, students and volunteers are securely stored during nursery sessions.
- ★ No children will be allowed out of the building or off the grounds at any time unless they are accompanied by a member of staff and the correct ratios of children to adult are maintained. Permission for a trip/outing will be obtained from the parent before the event. A parent's signature will be needed.
- ★ Children will only be checked out of nursery if they are accompanied by their parent/carer or by an adult known to the child and only if nursery has been informed in advance. If a member of staff has any concerns, the parent will be contacted.
- ★ Parental responsibilities will remain with the persons named on the child's birth certificate which will be seen by the initial nursery registration.
- ★ If a relationship between parents or carers of a nursery child should change, and both parents hold joint parental responsibility, nursery will not be able to prevent either party from collecting their child/children. In these kinds of circumstances, we would expect parents to come to an amicable agreement for the sake of the child/children.
- ★ If a parent holds sole parental responsibility, he/she may make amendments to the child's registration forms regarding who is permitted to collect the child. These amendments should be brought into the nursery in a signed, written statement.
 - The parent would be asked to reset the security password for collection of their child. (He/she would be asked if there was any legal reason why the child could not be collected by their partner)
 - If there was a legal reason for a parent not having access to their child, the nursery would need to hold a copy of any legal documentation.
 - All staff would be alerted to the situation.
 - The staff team that controls the entrances to the nursery will not allow any such parent access to the nursery rooms unless this has been agreed with the parent of the child.
 - If a parent who has been removed from the information held by the nursery, arrived to collect their child, a member of staff would contact the mother of the child. The child would not be permitted to leave the nursery without the mother's permission.
 - Staff would immediately contact the Police if a parent or carer who had a court injunction, denying access to their child, arrived to collect their child. They would not be allowed onto the nursery premises and would be verbally told, via our intercom, that the Police had been called.

- By request of either parent or carer, the nursery will provide individual letters and information regarding the child's development to both parents/carers. Wherever possible the child's Learning Journal should be shared between both parents/carers to incorporate both home settings and experiences.

Windows

- ★ Low-level windows are made from materials which prevent accidental breakage or are made safe.

Doors

- ★ We take precautions to prevent children's fingers from being trapped in doors.

Floors

- ★ All surfaces are checked daily to ensure they are clean and not uneven or damaged.

Kitchen

- ★ Children do not have access to the main kitchen.
- ★ All surfaces are clean non-porous and kept clean.
- ★ There are separate facilities for handwashing and for washing up.
- ★ Cleaning materials and other dangerous materials are stored safely.
- ★ 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 boiler/electrical switchgear/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 are 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 to prevent them accidentally falling or collapsing.

Outdoor area

- ★ Our outdoor area is securely fenced, and gates are always kept locked.
- ★ Our outdoor area is checked for safety and cleanliness before it is used.
- ★ Adults and children are alerted to the dangers of any 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.

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 regulations.
- ★ 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, toilets and where applicable sleep and nappy changing areas.
- ★ We have a schedule for cleaning resources and equipment, dressing-up clothes and furnishings.
- ★ The toilet area has a high standard of hygiene, including handwashing and drying facilities and the disposal of nappies.
- ★ We implement good hygiene practices by:
 - cleaning tables between activities,
 - checking and cleaning toilets regularly,
 - wearing protective clothing - such as aprons and disposable gloves - as appropriate,
 - providing sets of clean clothes,
 - providing tissues and wipes, and
 - ensuring thorough deep cleaning of any area that may have been contaminated by vomit or urine etc. This will be monitored through our incident records.

Activities

- ★ Before purchase or loan, equipment and resources are checked to ensure they are safe for the ages and stages of the children currently attending the nursery.
- ★ 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 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.
- ★ Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.
- ★ Children are encouraged to take risks through monitored and supervised risky play.

Food and drink

- ★ Staff who prepare and handle food receive appropriate training and understand – and comply with – food safety and hygiene regulations.
- ★ All food and drink is stored appropriately.
- ★ Adults do not drink hot drinks in the play area(s).
- ★ Snack and mealtimes are appropriately supervised, and children do not walk about with food and drinks.
- ★ Fresh drinking water is always available to the children.
- ★ We operate systems to ensure that children do not have access to food/drinks to which they are allergic.
- ★ Healthy eating habits are promoted and are reflected at all mealtimes. Fruit and vegetables are offered at snack time and children are encouraged to try different kinds of foods they have not tried before e.g. for multi-cultural celebrations
- ★ Children are encouraged to wash their hands before eating and before handling any kind of food e.g. cooking.
- ★ Religious and medical dietary requirements are observed, and details are recorded on registration sheets.

- ★ Children who are weaning have specific information recorded about the texture and consistency of their food. Key persons will consult and record regularly about any changes to the texture of their diet.

Outings and visits

- ★ We have agreed procedures for the safe conduct of outings.
- ★ Procedures to be followed on outings are contained within our operational plan.
- ★ A risk assessment is carried out before an outing takes place.
- ★ Parents always sign consent forms before major outings.
- ★ The children are appropriately supervised to ensure no child gets lost and that there is no unauthorised access to children.
- ★ Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.

For those children remaining at nursery, the adult-to-child ratio conforms to the requirements of the Statutory framework for the Early Years Foundation Stage.

The current ratios are:

- children aged 3 months to two years: 1 adult - 3 children
- children aged 2 years to three years: 1 adult - 4 children
- children aged 3 years to 5 years: 1 adult - 8 children

There is additional information in our Responsibility of Staff in an Emergency Policy.

Animals

- ★ Animals visiting the nursery are free from disease, safe to be with children and do not pose a health risk.
- ★ 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 firefighting 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 and parents, and
 - practised regularly at least once every six weeks.
- ★ Records are kept of fire drills and the servicing of fire safety equipment.

Lockdown procedure

In the case of a terrorism alert, the nursery has a procedure to move the children to the safest part of the building. This procedure is discussed at staff meetings.

First aid and medication

All staff receive Paediatric First Aid Training, and it is renewed every three years.

Our first aid kits:

- ★ comply with the Health and Safety (First Aid) Regulations 1981,
- ★ are regularly checked by a designated member of staff and re-stocked as necessary,
- ★ are easily accessible to adults, and
- ★ are kept out of the reach of children.

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

Our accident books:

- ★ are kept safely and accessibly, and
- ★ all staff and volunteers know where they are kept and how to complete them.

Ofsted will be notified of any injury requiring treatment by a General Practitioner or hospital, or the death of a child or adult.

Any injury requiring GP or hospital treatment to a child, parent, volunteer or visitor is reported to the local office of the Health and Safety Executive.

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 local office of the Health and Safety Executive:

- ★ any accident to a member of staff requiring treatment by a General Practitioner or hospital, and
- ★ any dangerous occurrences (i.e. an event which does not cause an accident but could have done).

Children's prescribed drugs are stored in their original containers, are clearly labelled and are inaccessible to the children. Parents give prior written permission for the administration of medication. The administration is recorded accurately, and parents sign the record book to acknowledge the administration of a medicine.

If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant staff member by a health professional.

Staff are not permitted to bring their own medication into nursery rooms unless it is needed for emergency reasons i.e. EpiPen or inhaler. Staff will have a healthcare plan in place and medication will be stored in a locked cupboard where applicable. Staff will need to have a colleague witness any self-administration of medication during a shift.

In compliance with the statutory framework for the Early Years Foundation Stage, the following policies and documentation in relation to health and safety are in place:

- ★ Risk assessment.
- ★ Record of visitors.
- ★ Fire safety procedures.
- ★ Fire safety records and certificates.
- ★ Operational procedures for outings.
- ★ Administration of medication.
- ★ Prior parental consent to administer medicine.
- ★ Record of the administration of medicines.
- ★ Prior parental consent for emergency treatment.
- ★ Accident record.
- ★ No smoking.

This policy was adopted by Once upon a time nursery school

Date: 24 September 2007

Amended on: 2 September 2024

Signed on behalf of the nursery

To be reviewed: Annually or sooner if any matters arise