



HEALTH AND SAFETY POLICY

STATEMENT OF INTENT

Grassroots Day 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 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.

Good practice in infection control is more appropriate and effective than knowledge of status of individuals.

Standard infection control guidelines must be followed in all first aid situations where there is risk of contact with blood or bodily fluids.

Appropriate infection control equipment is available, such as disposable gloves and aprons, paper towels, bleach and other disinfectants.

Grassroots Day Nursery accepts no responsibility for infection incurred due to the breaching of our Health and Safety rules.

METHODS

- **Organisation and Responsibilities**

The member of staff responsible for health and safety in this setting is:
Kimberley How.

They are competent to carry out these responsibilities. They have undertaken health and safety training and regularly update their knowledge and understanding. We display the necessary health and safety poster in the nursery. All staff may use the nursery telephone to contact the emergency services if necessary.

RISK ASSESSMENT

Our risk assessment process includes:

- Checking for hazards and risks indoors and outside, and in our activities and procedures. 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
- The members of staff responsible for health and safety undertake regular training in risk assessments

All members of staff must report faulty equipment to their room leader, who informs the nursery Manager.

INSURANCE COVER

Grassroots Day Nursery has public liability insurance and employers' liability insurance.

CHILDREN'S SAFETY

- Only persons who have been checked for criminal records by an enhanced disclosure from the DBS have unsupervised access to the children, including helping them with toileting
- 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 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, 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 and work experience students are securely stored during nursery sessions

KITCHEN

- Children do not have access to the kitchen
- All surfaces are clean and non-porous
- There are separate facilities for hand-washing and for washing up
- Cleaning materials and other dangerous materials are stored out of children's reach
- When children take part in cooking activities, they are supervised at all times and are kept away from hot surfaces and hot water
- Children do not have unsupervised access to electrical equipment

ELECTRICAL/GAS EQUIPMENT

- All electrical 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 is 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
- 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
- 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 nursery which includes classrooms, kitchen, office, toilets 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 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 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 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 (see sleeping chart)
- 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
- All food and drink is stored appropriately
- Adults do not carry hot drinks through the play area(s) and do not take hot drinks into rooms where children are
- Snack and meal times are appropriately supervised and children do not walk about eating or drinking
- 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
- If a child has an allergic reaction either on site or on an outing, a first aider follows the procedure for administering medicine (if appropriate) and the parent will be informed as soon as possible and in severe circumstances an ambulance called

ANIMALS

- Animals being kept or visiting the nursery are free from disease, safe to be with children and do not pose a health risk
- A full risk assessment is carried out before children are allowed contact with any animals
- Any 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 fire fighting 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

FIRST AID AND MEDICATION

- At least one member of staff with a current first aid training certificate (relevant to infants and young children) 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
- Our first aid kit complies with the Health and Safety (First Aid) Regulations 1981 and is regularly checked by a designated member of staff and re-stocked as necessary

MEDICATION

- All medication is clearly labelled with the child's name and is kept out of the reach of children
- 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 approval
- Our Accident forms are kept safely and accessibly. All staff and volunteers know where they are kept and how to complete it
- Ofsted is notified of any injury requiring treatment by a General Practitioner or hospital, or the death of a child or adult
- We meet our legal requirements for the safety of our employees by complying with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations)

MEDICATION PROCEDURE

- Children's prescribed drugs are stored in their original containers and are clearly labelled
- Parents give prior written permission for the administration of medication. The administration is recorded accurately and parents sign the record 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

SICKNESS

- Our policy for the exclusion of ill or infectious children is discussed with parents
- If a child should become ill at nursery, they are moved to a quiet area with a member of staff. The child's parent will be contacted in order to arrange the best care for the child

RECORDS

In accordance with the EYFS statutory framework, we keep records of;

- Adults authorised to collect children from nursery
- Names, addresses and telephone numbers of emergency contacts in case of illness or accident
- Allergies, dietary requirements and illnesses of individual children
- The times of attendance of children, staff, volunteers and visitors
- Accidents and incidents

HEALTH AND SAFETY PROCEDURES

SANDPITS

- Sandpit to be sieved for foreign bodies
- To be covered at all times when not in use
- Disposal of spilt sand
- Use of 'child friendly' sand

FOOD HANDLING

- All staff preparing food to hold food and hygiene certificates
- Daily fridge and freezer temperatures are noted twice a day
- List of daily food temperatures
- Menu to change on a daily basis to ensure all food groups covered
- Any cuts on skin to be covered with blue plasters
- Any persons suspected of suffering from vomiting or diarrhoea to be excluded from nursery for a period of at least 48 hours after the last bout of vomiting or diarrhoea

MEDICINE

- Records of medicine prescribed to the children on nursery premises kept in child's file
- Records of medicines administered in previous 24 hours also stated on medicine form. This records details regarding dosage, times, medicine, signatures from parents and staff
- Medicines to be kept in original bottles with original pharmacy label in the child's name
- Expiry date to be checked prior to administration
- Medicine to be checked by 2 members of staff prior to administering
- Medicines to be administered by a qualified first aider with a 12 hour paediatric certificate and to be witnessed by one other member of staff
- No students to administer medicines
- Non-prescription medicines, i.e. teething gel and infant painkillers may be administered only with written parental consent (refer to medication policy)
- Medicines to be stored safely and in the correct environments. Staff should check drug information leaflet for guidance

FIRST AID

- All staff to hold up to date First Aid certificates
- List of first aid contents available in box
- First aid boxes available in kitchen, Butterflies room and Barn Owls bathroom

- First Aid boxes are clearly marked
- Emergency contact numbers to be readily available
- Parents to sign consent form to agree for staff to administer basic first aid if necessary

ACCIDENT RECORDS

- If a child arrives at nursery with an injury it must be recorded on the Existing Injury form, and signed by parent and staff
- Each incident to remain confidential

ACCIDENT AT NURSERY

- Recordable on an accident form, this would include: time, date and nature of injury, details of child affected, type and location, action taken and by whom, circumstances of incident and witnesses, 2 staff signatures and parental signature required
- Review accident records on a 3 monthly basis to identify any recurring trends of injury

SICK CHILDREN

- Children who have suffered from sickness and or diarrhoea must be excluded from nursery for at least 48 hours after the sickness and diarrhoea has stopped
- Children with contagious illnesses (not including colds) must be kept away from nursery until no longer contagious
- Children with very high temperatures should not attend nursery
- Children with head lice must be treated before returning to nursery
- Any stomach bugs and food poisoning etc should be reported to the nursery
- Any illnesses need to maintain the confidentiality of the individual child, but parents are to be made aware of any infectious illnesses that may be present
- Sick children to be given a quiet and comfortable area to rest and await collection
- OFSTED to be notified of any infectious diseases and any case of food poisoning affecting two or more children that are looked after on the premises

DRINKING WATER

- To be available at all times; older children responsible for pouring own drinks
- Jug and cups to be placed on a table in Barn Owls room
- Suitable cups to be provided for younger children

HYGIENE

- Preventing the spread of infections and maintaining the cleanliness of the premises and equipment is achieved by:
 - Checking setting is clean prior to children’s arrival
 - Having a cleaning rota displayed on premises including play area, toilets, kitchen and nappy changing area
 - Cleaning the toilet area after lunch and in the evenings and whenever necessary
 - Minimum weekly cleaning of toys in baby room with anti-bacterial spray and placed in Milton. More frequent cleaning is to be carried out on a needs basis
 - Cleaning equipment in other rooms on a weekly basis
 - Washing sheets daily
 - Storing dummies separately in child’s own labelled pot

SignedProprietor

Signed.....Manager

To be updated 1/11/2017 or before if required