

## **Health and Safety Policy**

Little Cherubs Nursery 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. 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.

The member of staff responsible for health and safety is **Claire La Roche**. She is competent to carry out these responsibilities. She has undertaken health and safety training and regularly updates her knowledge and understanding. We display the necessary health and safety poster in the entrance hall.

### Risk assessment

Our risk assessment process includes ensures that staff are checking for hazards and risks indoors and outside, and in our activities and procedures. Our assessment covers adults and children that attend our setting. We use risk assessment to highlight particular area's that need attention. The Health & Safety representative will report this to the manager who will specify the action required, the timescales for action, the person responsible for the action; high risks are then reported to the proprietor.

We maintain Risk Assessment to ensure we meet provide a suitable environment for staff, children & visitors. A paper document is kept of each risk assessment; **Claire La Roche** is responsible for ensuring these are completed and work is carried out. We carry out the following risk assessments:

- Annually – check of the building as a whole.
- Monthly fire safety check – Fire Drill & ensure the building is suitable equipped to prevent a fire.
- Daily – check the building is safe to open in the morning.
- Report – when an object is broken or serious accident has happened; this is used to document and report to **Claire La Roche**.

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed in Entrance to the Nursery.

### Awareness rising

During the induction process staff and volunteers have a clear explanation of health and safety checklist's so that all adults are able to adhere to our policy and understand their shared responsibility for health and safety within our setting. Records are kept of the staff induction; staff and volunteers are asked to sign the records to confirm that they have taken part.

Health and safety issues are explained to the parents so that they understand the part played by these issues in the daily life of the setting. Parents are reminded of safety whilst entering and exiting the building.

Little Cherubs Nursery has a no smoking policy and signs are displayed to show this is a no smoking building.

Children are made aware of health and safety issues through discussions, planned activities and routines. The children are reminded of the dangers if their actions are going to cause harm to themselves or others. Children are explained to about keeping safe, looking after each other & regularly talk about feelings.

We ensure all staff employed at Little Cherubs Nursery have been checked for criminal records by an enhanced disclosure from the Criminal Records Bureau. Any staff without a CRB clearance are not left unsupervised with children.

All children in the nursery are supervised by a suitable adult at all times. Any time that children are on the premises at least two adults will be in the building one of which must be qualified.

### Security

A fingerprint system is in place for the safe arrival and departure of children; only parents and staff have access to these. The computer keeps a record of persons & time entered via this system. The times of the children's arrivals and departures are recorded via the room registers.

The arrival and departure times of adults - staff, volunteers and visitors - are recorded. Staff are recorded in the staff signing in book (in the staff room), any other persons in the Nursery are to sign in the Visitors book at on Entrance to the Nursery.

All persons not registered on the fingerprint entry systems must be greeted by a member of staff. If this person is unknown or unauthorised to enter the building the member of staff will close the door and contact the manager or appointed person in charge.

Children are only allowed to leave with a person who is authorised to collect them. If a person other than parents are collecting then permission from the parent must be given before the child leaves the building. In some cases grandparents or other persons collect children on regular occasions so permission to leave must be given in writing.

### The Building

The Nursery has no Low level windows that are within the reach of children. All windows within our setting are double glazed to reduce the risk of breakage. Windows are protected from accidental breakage or vandalism from people outside the building.

The windows on the top floor are in the roof so there is no danger of children climbing through them. All ground floor windows are out of children's reach & have safety catches fitted to limit how far open they can be to prevent people coming in or out of these windows.

We take precautions to prevent children's fingers from being trapped in doors; Finger guards are fitted on all the doors to reduce the risk, doors also have slow closing hinges to allow staff time to ensure that children are not in the door way.

Children do not have unsupervised access to the kitchen area; they are discouraged from entering unless it is for a specific activity. All surfaces are clean and non-porous. Cleaning materials and other dangerous materials are stored in a child locked cupboard. 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.

All electrical equipment conforms to safety requirements and is checked via a PAT test once a year. Our boiler, fuse board & gas meter are stored in a cupboard that is not accessible to the children. Any heaters, electric sockets, wires and leads are properly guarded and the children are taught not to touch them. We have sufficient sockets to prevent overloading. Lighting and ventilation is adequate in all areas including storage 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 securely fenced and back gate is locked when children are not attending. When children are attending our setting the padlock is unlocked to ensure a safe exit in an emergency.

The outdoor area is checked for safety and cleared of rubbish every morning during the daily risk assessment.

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 such as hand washing before meals and after toileting. We have daily cleaning routines for the setting, which include the children's play room(s), kitchen, rest area, toilets and nappy changing areas. To ensure that all these areas are kept clean and tidy for staff and children. We have a schedule for cleaning resources and equipment, dressing-up clothes and furnishings. The setting holds a no shoe zone upstairs in the baby room where all children and any adult entering the room are asked to remove outdoor shoes or cover them with shoe covers provided before entering the children's play zone.

The toilet area has a high standard of hygiene including hand washing and drying facilities. We make sure the high standard is kept throughout the day by checking the children's bathroom every half hour to make sure that it has remained clean and tidy and is fully stocked up.

We implement good hygiene practices by:

- cleaning tables between activities using colour coded cloths;
- checking toilets regularly on half hour intervals;
- wearing protective clothing - such as aprons and disposable gloves - as appropriate;
- providing sets of clean clothes;
- providing tissues and wipes; and
- ensuring sole use of flannels and towels.

### 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; 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 to handle and store tools safely. Children who are sleeping are checked regularly and recorded on the sleep chart and a sleep monitor is turned on and with a member of staff at all times.

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 are not permitted to have hot drinks outside of the staff room. 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. In each room is an up to date dietary requirements so all staff are aware of children and staff with any requirements.

## Outings and visits

We have agreed procedures for the safe conduct of outings. Parents sign a general consent on registration for their children to be taken out as a part of the daily activities of the setting. A risk assessment is carried out before and during an outing stating:

- The date and time of the outing
- The venue and mode of transport
- Names of staff assigned to named children
- Regular head counts when out
- Venue is safe and clean for the children to use

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.

Our adult to child ratio is high, one adult to two children for the under 3yrs. The under twos go in a single or double buggy and the 2-3yrs have a wrist strap attached to a member of staff. The 3-5yrs the ratio is one adult to four children. For better practice two members of staff will attend the outing. The children hold a fire rope with a member of staff holding on at the front and one at the back. Children are assigned to an individual member of staff to ensure that each child is individually supervised and to ensure no child gets lost and that there is no unauthorised access to children at any time. A minimum of two staff should accompany children on outings and a minimum of two should remain behind with the rest of the children.

If a child requires his/her nappy changing a qualified member of staff will report to the supervisor that they are changing a child's nappy and take the child to the nearest changing facility. Staff are not permitted to use a public toilet whilst a child is in their presence.

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

## Fire safety

- All doors within the nursery are Fire doors and 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 and recorded.
- Our emergency evacuation procedures are approved by the Fire Safety Officer and are clearly displayed in the premises. These are explained to new members of staff, volunteers and parents. Fire drills are practised regularly at least once every six weeks. To ensure all staff and children are aware of the fire procedure. Members of staff must take their registers with the children's contact details and their fire bags with them. After each fire drill it is recorded with the time and date and how long it took to evacuate the building.

Please see fire procedure for more details. These are displayed in each room with a fire evacuation first and secondary route plan.

## First aid

All staff at Little Cherubs Nursery are asked to attend a First Aid Course, allowing all staff to be a First Aider. The first aid qualification includes first aid training for infants and young children.

The first aider can apply treatment in the event of an accident involving a child or adult. The first aider who deals with the accident then must fill in an accident form with the following details;

- Name of child, date and time
- Description of how the accident happened
- Mark of on the body map where the injury occurred

- Description of the injury
- What treatment given
- Staff present at the time
- If a head injury the child must be checked for alertness every 15 minutes
- If parent contacted
- Then signed at the end of day by manager/ deputy in managers absence and parent

Our first aid boxes comply with the Health and Safety (First Aid) Regulations 1981 these are kept in each room throughout the nursery, which are easily accessible to adults. The first aid boxes are checked once a month by heads of room to make sure there up to date. If anything needs replacing then **Claire La Roche** health and safety officer is informed.

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

Parents sign a consent form at registration allowing staff to take their child to the nearest Accident and Emergency unit at Saint Peters to be examined, treated or admitted as necessary on the understanding that parents have been informed and are on their way to the hospital.

Ofsted is notified of any 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; 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 in our Incident Book. See below.

Information for reporting the incident to Health and Safety Officer is detailed in the Pre-school Learning Alliance's publication, Accident Record.

#### Our Incident Record

We keep a record of incident including those that that are reportable to the Health and Safety Executive as above, these are kept in the back of the premises file. These incidents include:

- break in, burglary, theft of personal or the setting's property;
- fire, flood, gas leak or electrical failure;
- attack on member of staff or parent on the premises or near by;
- any racist incident involving a staff or family on the centre's premises;
- death of a child, and
- a terrorist attack, or threat of one.

In the incident record will have the following information:

- Date and time of the incident,
- nature of the event,
- Who was affected,

- What was done about it - or if it was reported to the police, and if so a crime number.
- Any follow up, or insurance claim made, should also be recorded.

In the unlikely event of a terrorist attack we follow the advice of the emergency services with regard to evacuation, medical aid and contacting children's families. Our standard Fire Safety Policy will be followed and staff will take charge of their key children. The incident is recorded when the threat is averted.

In the unlikely even of a child dying on the premises, for example, through cot death in the case of a baby, or any other means involving an older child, the emergency services are called, and the advice of these services are followed.

The incident record is not for recording issues of concern involving a child. This is recorded in the child's own file.

### 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. Adults do not remain in the building on their own or leave on their own after dark. The sickness of staff and their involvement in accidents is recorded. The records are reviewed termly to identify any issues that need to be addressed.

### Records

In accordance with the National Standards for Day Care, 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 committee;
- 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:

#### *Section 3 –the welfare requirements*

- Risk assessment.
- Record of visitors.
- Fire safety procedures.
- Fire safety records and certificates.
- Operational procedures for outings.

*National Standard 7: Health*

- Administration of medication.
- Prior parental consent to administer medicine.
- Record of the administration of medicines.
- Prior parental consent for emergency treatment.
- Accident record.
- Sick children.
- No smoking.