

Health and Safety Policy

Aim

We aim to provide a safe and healthy environment / workplace for all children, staff, parents and visitors who come into the Knowle Nursery. Our policies and procedures are revised regularly to have a high regard for health, safety and hygiene.

- All staff are given a job description, induction and asked to complete a physicality form
- All staff are made aware of policies and procedures at regular staff meetings. Staff meetings are also used to compile, review and revise policies by all team members. Staff sign each policy to acknowledge they have read and understood all policies and procedures
- Policies are available, displayed in the kitchen and are available on the nursery website for all parents, visitors and students to read
- We have safety notices displayed around the nursery and parents are made aware of any other safety issues by newsletters and parents notice board
- Activities, stories, discussions and visitors all contribute to making the children aware of safety and hygiene issues
- All visitors to the setting are made aware of potential hazards, the fire procedure and the location of adult and children's toilet areas (Following our safeguarding policy)
- Our kitchen is registered with environmental health
- All portable appliances are (PAT tested)
- There are signs on the children's toilets stating that parents must seek permission before entering. For example to top up nappies or assist with their child when they drop off or pick up

Insurance

- *The public liability insurance certificate is displayed on the parent board*
- *Severe accidents are reported to the insurance company and relevant forms are completed*

Risk Assessments

- *Risk assessments are carried out and recorded by the designated health and safety officers (or owner/manager) on all nursery outings*
- *Risk assessments are carried out and recorded on equipment and live stock that are brought into the nursery setting*
- We have two members of staff responsible for daily checks. The check list for inside and outside the setting is completed on a daily basis. This check list is displayed in the kitchen daily and then filed at the end of each week.
- There is also a maintenance check list that is completed weekly and given to the owner to action any changes that need to be made with a priority system
- Any reportable incidents are reported to the Owner or Premises manager
- Overall responsibility of the building is Park Mead School
- We have a fitted child gate to restrict access to the kitchen area. No child is to be left unsupervised in the kitchen. We also have an external lock on the

kitchen door so the kitchen area can be closed off completely. This is high up so children can not access it

- No child to be left unattended in the nappy changing area.
- **At all times the intimate care and toileting policy is followed with permission sought from parents prior to their child starting**

Outside area

- Daily checks of outside area and prior to children going outside
- Have an appointed member of staff to ensure gates are locked
- Any water area will not be left unattended and will be emptied at the end of the session for hygiene and drowning purposes
- Sandpit is covered daily
- Parents are advised in the newsletter to ensure their child arrives with sun cream, sun hat, and suitable clothing for outside area (wet weather and cold weather) Staff will apply sun cream if necessary
- Staff endeavour to be good role models and should apply sun cream, hats and sun glasses
- Covered outdoor area and planned activities in the shaded areas
- Best practice reinforced at circle time to encourage children to be independent and keep safe

Hygiene

- All equipment is cleaned ongoing through out the year
- We have a washing machine to clean towels, aprons, dolls cloths and all washable toys
- Surfaces cleaned ongoing with the appropriate coloured cloth. Information on cloths clearly displayed by each sink area in each room.
- Sand is replaced at the end of each term and checked daily for cleanliness
- We have a daily school cleaner who is responsible for the cleanliness of the inside of the nursery
- It is advisable to use the dishwasher for kitchen equipment
- Daily hygiene routine for children includes encouraging washing hands after toilet /outside play/ handling pets and before cooking, snack and lunch
- Children's toilets display correct sequences in picture form e.g. flush, wet hands, soap, rinse and use hand dryer
- We have child size sinks and toilets
- Promote good hygiene through stories, puppets and discussions
- Show children how not to spread germs, which are invisible. Hands should cover mouth when coughing or sneezing and then wash hands. We endeavour to lead by example
- Children involved in tidy up time-we provide cloths, child size brooms and child size sinks
- We provide tissues and bins to encourage the children to dispose of dirty tissues correctly
- We are aware of cultural and religious beliefs and will consult with parents as regards to toilet training and food preparation
- We have an appointed person in charge of making sure there is always a supply of cleaning materials
- Kitchen cloth is soaked in diluted Milton over night as per manufactures instructions
- Broom cupboard contains mops, buckets and brooms

- Nappy changing area provides separate baskets for parents to supply their child's nappies, sacks and wipes as well as a daily changing record for nappies and any toileting assistance eg. Changed cloths
- Nappy bin –nappies have to be double wrapped
- Changing mat wiped after each nappy change with anti bacterial disposable wipe
- We use aprons, gloves and disposable paper cloths for cleaning body fluids/ blood and spillages all this equipment will be double wrapped and disposed of in the nappy bin (refer to illness and injury policy)
- We use staff meetings and courses to promote good hygiene practice
- At least one member of staff at each session holds a Food Hygiene certificate
- Parents notice board has information on notifiable diseases
- When visiting farms and the handling of pets a risk assessment would be carried out prior to the visit to ensure there are adequate washing facilities. We would follow the premises guide lines
- We have a poster displaying the signs and symptoms of communicable diseases
- Ofsted would be notified if two or more children on the premises were affected by food poisoning or a child having meningitis. If there is an outbreak on the premises of any notifiable disease as identified in the Public health Act 1984 (Control of Diseases) Refer to illness and injury policy

Accidents

- As by law all qualified staff complete the 6 hour first aid paediatric training and all full time staff to complete the 12 hour first aid paediatric training
- All accidents are recorded on an individual accident/ incident sheet with a body map. These are signed by the member of staff and counter signed by parent/carer. They are filed in the registration folder and also recorded on an accident sheet at the front of the folder
- If a child arrives at nursery with injuries the parent or carer will be asked to record this on an accident form and counter sign
- We have two first aid boxes clearly marked where they are located
- First aid boxes contain a contents check list (we use hypoallergenic plasters)
- First aid boxes are suitably stocked and checked by an appointed person
- In an emergency extra first aid help can be obtained from the school storage of medication
- Medication should not be left in the child's bag or locker
- Medication will be kept in a sealed bag or box and marked clearly with the child's name and the name and dose of the medication. It will be stored in the medication box in the top middle cupboard in the kitchen.
- Medication that requires refrigeration will be stored in the fridge. We have a safety gate to restrict access to children.
- Staff medication will be stored on the top shelf in the staff locker cupboard

DETAILS OF STORAGE OF MEDICATION IS IN OUR MEDICATION POLICY

Children in a plaster cast

If a child has a plaster cast the following points will have to be taken into consideration

- As long as the child's doctor is happy for the child to attend nursery
- The extent of the plaster cast. If the child is unable to move around and is not sufficiently mobile a risk assessment would be carried out. If the child had to be carried to all activities this may cause a health safety issue for the member of staff and children and therefore may not be suitable for the child to attend nursery.
- If the cast is a long-term medical problem i.e. a cast for spinal correction a risk assessment and discussion with parent/carer and outside agency would take place and a care plan completed.
- Plaster cast for normal breaks i.e. legs, arms will need to be assessed and a risk assessment carried out. A member of staff to be appointed to assist the child in activities and toileting
- Parent/carer to bring the child in early and collect early to avoid any risk if required
- Parent/carer to be made aware that the child will do inside play only and will not be permitted to use any steps
- Two weeks after the plaster is removed the child should be monitored closely and kept safe as the plaster protected the injury

Children with Epilepsy or suffering from Seizures

Parents to complete a medical form

Depending on severity of children's needs we will refresh our epilepsy training with the epilepsy nurse (last completed September 2016)

Follow procedure – call out 'RED, RED, RED' and make the area safe for the child and stay with the child

Other staff to remove children safely from the area

Time seizure

Call parent or ambulance depending on the care plan

Nut allergy

We have a nut free policy at all times.

Riddor (REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES REGULATIONS 1995)

- An accident reporting system is in place and regularly reviewed
- Any accident to an employee that keeps them off work for more than three days will be reported to Health and Safety Executive

Coshh (CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH) REGULATIONS 1995

- Cleaning products are stored in high cupboards and outside of the nursery on the school premises
- Equipment and resources are stacked/stored safely to avoid falls onto heads

Equipment

- We have a sufficient quantity of equipment and resources for the amount of children that attend
- We provide books, equipment and resources that promote positive images of people of all races and abilities
- Recycled materials are washed thorough
- We provide furniture suitable for both adults and children
- Children are able to select resources themselves from word and picture labelled drawers
- All resources and equipment are checked when put out and away at the end of the session for damage and will be replaced.
- Step ladders to be kept out of reach of children. Used by adults only and in pairs.

VISITORS

Visitors are asked to sign in and out of the nursery. We show them a checklist to keep themselves safe in the nursery –

1. Please be aware of toys of all shapes and sizes on the floor in and outside of the nursery and be careful not to trip over
2. Please do not use your mobile phone at anytime in the nursery
3. Please do not enter the children's toilets without a member of staff

FOREST SCHOOL

See handbook for full information regarding health and safety in the woods and procedures

Useful websites

RIDDOR- www.riddor.gov.uk

DEPARTMENT OF HEALTH- www.doh.gov.uk

NHS ONLINE- www.nhsdirect.nhs.uk

MENINGITIS TRUST – www.meningitis-trust.org