



Health and Safety Policy

Statement of Intent

We believe that the health and safety of children is of paramount importance. By minimizing hazards and risks we aim to make our Nursery a safe and healthy place in which our children can thrive.

Methods

The members of staff responsible for health and safety are **Louise Lewis** and **Melanie David**. They have undertaken the necessary training and regularly update their knowledge and understanding. We display the necessary health and safety poster in our main hall.

Risk Assessment

Our risk assessment procedures include:

1. Checking for hazards and risks indoors and outside and in our activities and procedures. Assessment covers adults and children.
2. Deciding which areas need attention
3. Developing an action plan which specifies required action, timescales and the individual responsible.

We maintain lists of health and safety issues which are checked:

1. Daily before the session begins
2. Weekly
3. Yearly - when a full risk assessment is carried out on the building

Insurance Cover

We have public liability insurance and employers' liability insurance. The certificate is displayed in the entrance corridor.

Awareness Raising

1. Induction training for new staff and volunteers includes an explanation of health and safety issues so that all adults adhere to our policy and accept their shared responsibility. The induction training covers matters of employee well-being, including safe lifting and the storage of dangerous substances.
2. Staff and volunteers are asked to sign the policy to confirm that they have taken part.
3. Relevant issues are explained to new parents so that they understand the part that they have to play in the safe running of the Nursery.
4. Health and safety is discussed regularly at staff and committee meetings and included in annual training plans as necessary.
5. We have a no smoking policy.

6. Children are made aware of health and safety issues through discussion, planned activities and routines.

Children's Safety

1. Only persons checked for criminal records by enhanced disclosure from the Criminal Records Bureau and are registered with Ofsted will have unsupervised access to the children, including helping them with toileting.

All children are supervised by adults at all times

2. Our staffing levels will always be sufficient to allow the safe supervision of the children in our care.

Security

1. A formal register will be taken at the beginning of the Nursery session.
2. The arrival and departure times of volunteers and visitors are recorded.
3. Our systems prevent unauthorized access to our premises.
4. Our systems should prevent children leaving our premises unnoticed.
5. Personal possessions of our staff and volunteers should be securely stored during session time.

Records

In accordance with the National Standards for Day care, we keep records of:

1. Adults authorised to collect children from Nursery
2. Names, addresses and tel nos of emergency contacts in case of children's illness or accident
3. Any allergies, dietary requirements and illnesses of children.
4. Accidents
5. Incidents

Windows

1. Low level windows are made from materials which prevent accidental breakage or are made safe
2. We only use the ground floor level of the building. Children are never permitted upstairs unless supervised

Kitchen

1. Children do not have unsupervised access to the kitchen.
2. All surfaces are clean and non-porous.
3. Cleaning materials and other dangerous materials are kept out of children's reach
4. When taking part in cooking activities, the children:
 - are supervised at all times;
 - are kept away from hot surfaces
 - do not have unsupervised access to electrical equipment.

Outdoor Areas

Our children have the opportunity to play in the fresh air throughout the year

1. Our outdoor area is securely fenced.
2. Physical play is constantly supervised
3. It is checked for safety and cleared of rubbish before use.
4. Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides.
5. All outdoor activities are supervised at all times.
6. In hot weather children are encouraged to wear hats and parents are asked to ensure that children are wearing adequate sun screening protection.

Activities

1. Before purchase or loan, equipment and resources are checked for suitability.
2. Equipment layout should allow for safe and free movement between activities
3. All equipment is regularly checked for cleanliness and safety and anything considered to be dangerous is either discarded or mended.
4. All materials - including paint and glue are non-toxic.
5. Sand is clean and suitable for children's play.
6. Physical play is constantly supervised.
7. Children are taught to handle and store tools safely.
8. Children who fall asleep are regularly checked.

Electrical Equipment

1. All electrical/ gas equipment conforms to safety requirements and are checked regularly
2. Our boiler/ electrical switch gear/ meter cupboard is not accessible to the children.
3. Radiators, electric sockets, wires and leads are properly guarded and the children are taught not to touch them.
4. There are sufficient sockets to prevent overloading.
5. When using the toilet, children are taught only to use the cold water tap to prevent scalding.
6. Lighting and ventilation is adequate in all areas.

Fire Safety

1. Fire doors are clearly marked, never obstructed and easily opened from inside.
2. Smoke detectors and fire fighting equipment conform to BSEN standards and are fitted in appropriate high risk areas and are checked as specified by the manufacturer.
3. Our emergency evacuation procedures are approved by the Fire Safety Officer and are:
 - a. clearly displayed in the premises
 - b. explained to new members of staff, volunteers and parents

- c. practised regularly at least once a term.
4. Records are kept of Fire drills and the servicing of the fire safety equipment

Smoking

Smoking is prohibited in or around the premises at all times.

Storage

1. Equipment and resources are stored or stacked safely to prevent accidental falling or collapsing.

First aid and Medication

At least one member of staff with a current first aid training certificate (relevant to young children) is on the premises or outing at any one time.

Our first aid kit:

- Complies with the Health and safety regulations 1981.
- Is regularly checked by a designated member of staff and re-stocked as necessary.
- Is easily accessible to adults
- Is out of the reach of children.

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

In the event of an Accident

1. A holder of a first aid certificate will attend to the child and assess the incident and procedures required.
2. Comfort and reassurance will be offered to the child
3. One member of staff will call for medical assistance and telephone the child's parent.
4. One member of staff will remain with the injured child and one will stay with the remainder of the children.
5. Telephone the Chairperson to inform of the accident and request emergency cover if required.

Our Accident Book

1. Is kept safe and accessible
2. All staff and volunteers know where it is kept and how to complete it.
3. Is reviewed half termly to identify any potential or actual hazards.
4. Accidents involving adults must also be recorded

OFSTED and the local office of the Health and Safety Executive must be notified of any injury requiring treatment by a GP or hospital.

We meet our legal requirements for the safety of our employees by complying with RIDDOR (the reporting of Injury, Disease and Dangerous Occurrences Regulations.) The following would need to be reported.

1. Any accident to staff requiring treatment by a GP or hospital.
2. Any dangerous occurrence (an event that may potentially have caused an accident)
3. Adults should be given guidance about safe storage, movement and lifting of equipment.

Prescribed Drugs

- are stored in their original containers
- clearly labelled and
- inaccessible to the children.

Parents must give prior written permission for the administering of medication. The administering is recorded accurately and parents are required to sign to acknowledge the administration of medicine.

If the administration of prescribed drugs requires medical knowledge, individual training may need to be sought from a health professional and therefore a child may need to be excluded from Nursery until training is complete.

Sickness

Our policy for the exclusion of ill or infectious children will be discussed with the parent as necessary.

OFSTED must be notified of any infectious diseases which a qualified medical professional considers notifiable.

Animals.

Animals are not permitted in the Nursery.

Hygiene

We promote a healthy lifestyle and standard of hygiene in our daily routines by:
Encouraging children to learn about personal hygiene

1. We regularly seek information from the Environmental Health Dept and the Health authority to ensure that we are familiar with current recommendations.
2. All areas are checked daily for cleanliness.
3. We have a schedule for cleaning resources such as toys and equipment
4. The toilet has a high standard of hygiene including hand washing and drying facilities. We ensure that hands are washed after using the toilet.
5. We implement good hygiene practices by
 - a. Cleaning tables between activities

- b. Checking toilets regularly
- c. Wearing protective clothing such as aprons.
- d. Providing spare clothes if required.
- e. Providing tissues and encouraging children to blow and wipe their own noses.
- f. Children are encouraged to cover their mouths when coughing
- g. Ensuring sole use of towels.

Food and Drink Policy and Practice

Statement of Intent

Snacks and lunch times are an important part of the session. Eating represents a social time for children and adults and helps children to learn about healthy eating.

Aim

At snack time we aim to provide nutritious food which meets the children's individual dietary needs. Meal and snacks times are used to help children develop independence through making choices, serving food and drink and feeding themselves. We aim to meet the full requirements of Ofsted's Care Standards on Food and Drink.

Methods

1. Before the child starts to attend we will find out from the parents the child's dietary requirements, including allergies.
2. We record this information in his/hers registration record and parents sign to signify that this is correct.
3. We display information about individual children's dietary needs so that all staff and volunteers are fully informed
4. We require staff to show sensitivity in providing for children's diets and allergies. We will not make a child feel awkward because of it.
5. We will obtain information relating to the dietary requirements of religious groups to which the children belong, and of vegans and vegetarians and food allergies.

Procedures

1. Staff who provide snacks receive appropriate training and comply with food safety and hygiene regulations.
2. All food and drink is stored appropriately. Lunch boxes will be stored in the lunch box "crate" until required. Parents are responsible for the chilled storage of lunches in lunch boxes. They are advised to insert an ice pack if they think it appropriate.
3. Adults should not carry hot drinks through the play areas and do not place hot drinks in reach of the children.
4. Snacks and lunch-times are appropriately supervised and children do not walk

about with food.

5. We have rules about children sharing and swapping food in order to protect children with food allergies
6. For children who drink milk, we provide whole pasteurised milk
7. Fresh drinking water is available to the children at all times. They are taught to ask for water as required

Outings and Visits

We have agreed procedures for the safe conduct of outings. (See separate specific policies relating to events arising on outings.)

1. A risk assessment is carried out before an outing takes place.
2. Parents always sign a consent form before major outings.
3. Our adult to child ratio is high, normally one adult to two children.
4. The children are appropriately supervised to ensure no child is lost or that no-one gets unauthorised access to the children.

For any remaining children left at Nursery, the adult to child ration conforms to the requirements of the National Standards for Day Care.

This policy was adopted at a meeting of The Robin Nursery Committee

Held on

Date to be reviewed

Signed on behalf of the Nursery

Name of signatory (Chairperson)