

Little Explorers Nursery

Health and safety policy

Reviewed 20/07/2015

Policy Adopted 7/11/11

Little Explorers 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.

We aim to make children, parents and staff aware of health and safety issues and to minimize the hazards and risks to enable the children to thrive in a healthy and safe environment.

Our risk assessment process includes:

- checking for hazards and risks indoors and outside, and in our activities and procedures.

This is the responsibility of every staff member on a daily basis.

- An annual risk assessment is also carried out by Clare Mellor.

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.

Insurance Cover

- We have public liability insurance. The certificate is displayed in the foyer.

Awareness raising

- Our induction training for staff and volunteers includes a clear explanation of health and safety issues so that all adults are able to adhere to our policy and understand their shared responsibility for health and safety. The induction training covers matters of employee wellbeing, including safe lifting and the storage of potentially dangerous substances.

- 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 Services who 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.

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Security

- The children are signed in by parents/carers and once in the Nursery the coded door is kept shut to ensure the safety of the children.
- The arrival and departure of staff members is recorded.
- The arrival and departure times of volunteers and visitors are recorded.
- The personal possessions of staff and volunteers are securely stored during Nursery Sessions in individual lockers.

Windows

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

Doors

- We take precautions to prevent children's fingers from being trapped in doors by using finger shields.

Floors

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

Kitchen

- Children do not have access to the kitchen.
- All surfaces are clean and nonporous.
- 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;
 - 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.
- 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 regulated by a thermostatic mixing valve to ensure a constant correct temperature.
- 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.

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Outdoor area

- Our outdoor area is securely fenced.
- Our outdoor area is checked for safety and cleared of rubbish before it is used.
- Where water can form a pool on equipment, it is emptied before children start playing outside.
- All outdoor activities are supervised at all times.
- We require parents to provide suitable outdoor clothing for their children, including, coats, hats, sun hats, and sun protection cream. Where appropriate we will have a limited supply of these for use in an emergency.

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 ensure that resources, equipment, dressing up clothes and furnishings are cleaned when necessary.
- 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 disposable gloves as appropriate;
- providing sets of clean clothes; and
- providing tissues and wipes.

Activities

- Purchase, loan equipment and resources are checked to ensure that they are safe for the ages and stages of the children currently attending the Nursery before use.
- 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 nontoxic.
- Sand is clean and suitable for children's play.
- Physical play is constantly supervised.
- Children are taught to handle and store tools safely.
- 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.

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- Adults do not have hot drinks whilst on duty.
- 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.

Fire safety

- Fire doors are clearly marked, never obstructed and easily opened from inside.
- 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
 - practiced regularly at least each half term.
- Records are kept of fire drills.

First aid and medication

Currently our named First Aider's are Lacie Elliott, Clare Mellor and Danielle Hughes. At least one member of staff with a current first aid training certificate (relevant to infants and young children) is on the premises at any one time.

Our first aid kit:

- complies with the Health and Safety (First Aid) Regulations 1981;
- is regularly checked by a designated member of staff (Clare Mellor) and restocked as necessary;
- is easily accessible to adults; 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 agreement.

In the event of a serious accident occurring one member of staff with a current First Aid certificate will care for the injured person, while another member of staff contacts the emergency services and parents. All other staff remain with the other children, moving them to another room if appropriate. The other children are kept calm and involved in an activity, although staff are ready to give comfort and answer questions if necessary.

The injured person will be transported to hospital by the emergency services and accompanied by one member of staff until a relative is available.

Our Accident sheets:

- are kept safely and are accessible
- use one page per child to promote confidentiality;
- all staff and volunteers know where they are kept and how to complete them;
- is shown to parents upon collection where any accident involves their child and they are asked to sign to confirm they have been informed of the accident, the circumstances leading up to it and the treatment given; and
- is reviewed at least every half term to identify any potential or actual hazards.

OFSTED is notified of any injury requiring treatment by a General Practitioner or hospital, or the death of a child or adult by Clare Mellor

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

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. Usually if a child requires non-prescribed medication during the session we would ask that the child is kept at home for that session. The administration is recorded accurately by the child's key person, and parents sign the record book to acknowledge when a medicine has been administered.

Sickness

Our policy for the exclusion of ill or infectious children is discussed with parents and is based on guidance from the Health Protection Agency. This includes procedures for contacting parents or other authorized adults if a child becomes ill at Nursery.

If a child becomes unwell during the session, the parent/carer will be contacted. For infection control purposes the child may then be seated apart from the other children but a member of staff familiar to the child will be beside them at all times. The child will be given an activity to take part in if appropriate whilst waiting for collection.

OFSTED is notified of any infectious diseases which are included on the notifiable diseases list. Advice is then sought from the relevant bodies regarding informing the other families at the Nursery.

Safety of adults

- Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.
- 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. When appropriate, the records are reviewed termly to identify any issues which need to be addressed.

Records

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

- adults authorized to collect children from Nursery;
- 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;
- accidents; and
- incidents.

Smoking, drugs and alcohol

- As a public building the Nursery premises are non smoking.

Visitors to the building and staff are asked not to smoke on the premises, and we would encourage smokers to move away from the perimeter of the building.

- The welfare of the children is of paramount importance to the Nursery, and as such the use of drugs and alcohol at the Nursery premises is not allowed. Any staff who report for

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work under the influence of either drugs or alcohol will be asked to leave and could face disciplinary action.

Please see disciplinary procedure attached for actions that will be followed.

Signed on behalf of Little Explorers by