



Health and Safety Policy

Statement of Intent

This setting 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.

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.

- Our member of staff responsible for health and safety is:

Veronique Morceau

- He/she is competent to carry out these responsibilities.
- He/she has undertaken health and safety training and regularly updates his/her knowledge and understanding.
- We display the necessary health and safety poster in

ENTRANCE HALLWAY

Methods

The member of staff responsible for health and safety is listed in our Designated Persons Table. 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 hallway.

A. Risk assessment

Our risk assessment process includes:

1. checking for hazards and risks indoors and outside, and in our activities and procedures. Our assessment covers adults and children;
2. deciding which areas need attention; and
3. developing an action plan that 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:

1. A daily check is done on a rota basis by all members of staff and a form ticked and

signed off.

2. All equipment is cleared away and the area cleaned on a weekly basis

B. Insurance Cover

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

C. Awareness Raising

1. 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.
2. Parents have access to all policies and are encouraged to read them. For parents' benefit the Nursery displays clear signs about hot drinks, fire exits and taking children to the toilet.
3. As necessary, health and safety training is included in the annual training plans of staff and health and safety is discussed regularly at staff meetings.
4. We have a no smoking policy.
5. Children are made aware of health and safety issues through discussions, planned activities and routines.

D. Children's Safety

1. We ensure all staff employed have been checked for criminal records by getting a Disclosure and Barring Service (DBS) check.
2. Adults do not normally supervise children on their own.
3. All children are supervised by adults at all times.
4. Whenever children are on the premises at least two adults must be present.

For further information on safeguarding children, please refer to the Nursery's Safeguarding Policy.

D. Security

1. Systems are in place for the safe arrival and departure of children. The times of the children's arrivals and departures are recorded in the daily register.
2. The arrival and departure times of adults - staff, volunteers and visitors - are recorded.
3. We have a visitor book which is used to record the details of visitors coming and going from the setting.
4. The entrance to the Nursery is either locked or supervised at all times to ensure that we have control over who comes into the setting. We also check IDs, utilise a visitor's book and supervise visitors at all times so that no unauthorised person has unsupervised access to the children.
5. Our systems prevent children from leaving our premises unnoticed. The entrance door is either manned or locked at all times. The gate leading to the premises is always latched and has an additional secure bolt that children can not reach which is used during outdoor play times.
6. The personal possessions of staff and volunteers are securely stored in a cupboard that is out of reach of the children during sessions.

E. Doors, Floors and Surfaces

1. We take precautions to prevent children's fingers from being trapped in doors.
2. Floors are swept and mopped where the children have lunch on a daily basis. The entire area is mopped weekly.
3. All surfaces are checked daily to ensure they are clean and not uneven or damaged. Tables are wiped daily.

F. Kitchen

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

G. Electrical/Gas Equipment

1. All electrical/gas equipment conforms to safety requirements and is checked regularly.
2. Our boiler/electrical switchgear/meter cupboard is not accessible to the children.
3. Fires, heaters, electric sockets, wires and leads are properly guarded and the children are taught not to touch them.
4. Storage heaters are checked daily to make sure they are not covered.
5. There are sufficient sockets to prevent overloading.
6. The temperature of hot water is controlled to prevent scalds.
7. Lighting and ventilation is adequate in all areas including storage areas.

H. Storage

1. All resources and materials from which children select are stored safely.
2. All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

I. Outdoor Area

1. Our outdoor area is securely fenced.
2. Our outdoor area is checked for safety and cleared of rubbish before it is used.
3. Where water can form a pool on equipment, it is emptied before children start playing outside.
4. All outdoor activities are supervised at all times.

J. Hygiene

1. 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.
2. Our daily routines encourage the children to learn about personal hygiene.
3. We have a daily cleaning routine for the setting which includes play room(s), kitchen,

toilets and nappy changing areas.

4. We have a schedule for cleaning resources and equipment, dressing-up clothes and furnishings.
5. The toilets are cleaned and mopped every day. Nappies are disposed of in the outside bin. Children wash their hands at the sink with warm water and soap and dry their hands using paper towels
6. We implement good hygiene practices by:
 - a. cleaning tables between activities;
 - b. checking toilets regularly;
 - c. wearing protective clothing - such as aprons and disposable gloves - as appropriate;
 - d. providing sets of clean clothes;
 - e. providing tissues and wipes; and
 - f. ensuring sole use of flannels and towels.

K. Activities

1. 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.
2. The layout of play equipment allows adults and children to move safely and freely between activities.
3. All equipment is regularly checked for cleanliness and safety and any dangerous items are repaired or discarded.
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 learn about health, safety and personal hygiene through the activities we provide and the routines we follow.

L. Food and Drink

1. The Nursery provides parents with Packed Lunch Guidelines when their child begins Nursery. These guidelines include clear instructions for including a frozen drink or ice pack to keep packed lunches cool.
2. All food and drink is stored appropriately.
3. Adults do not carry hot drinks through the play area(s) and do not place hot drinks within reach of children.
4. Snack and meal times are appropriately supervised and children do not walk about with food and drinks.
5. Fresh drinking water is available to the children at all times.
6. During the application, confirmation and induction phases parents are asked about children's allergies.
7. We operate systems to ensure that children do not have access to food/drinks to which they are allergic.

M. Outings and Visits

1. We have agreed procedures for the safe conduct of outings.
2. Parents sign an Outing Permission Form on registration for their children to be taken out as a part of the regular activities of the setting, including major outings.

3. A risk assessment is carried out before an outing takes place.
4. Our adult to child ratio for outings is as follows:

Adult:Child Ratio	Activity Description
1:4 & 1:8	Local outing using Walkadile®;children are allowed out of the Walkadile® when the venue is safe to supervise by the number of adults present (i.e: gated area)
1:3	Local outing such as to the local park, library or shops
1:2	Specific outing or using public transportation
1:1	A child with behavioural difficulties or a child whose needs warrant additional support

5. Named children are assigned to individual staff and volunteers to ensure each child is individually supervised and to ensure no child gets lost and that there is no unauthorised access to children.
6. Outings are recorded in an outings record book stating:
 - the date and item of outing
 - the venue and mode of transport
 - names of staff/volunteer assigned to named children
 - time of return
7. Staff take a mobile phone on outings, and supplies of tissues, wipes, spare clothes, etc. as well as a 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.
8. Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.
9. A minimum of two staff should accompany children on outings and a minimum of two should remain behind with the rest of the children.

N. Missing Child – see Missing Child Policy

O. Animals – see Animals in the setting Policy

P. Fire Safety

1. Fire doors are clearly marked, never obstructed and easily opened from inside.
2. 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.
3. 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 at least once a term
- Records are kept of fire drills and the servicing of fire safety equipment.

Q. First Aid and Medication

At least one member of staff with current first aid training 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:

1. complies with the Health and Safety (First Aid) Regulations 1981;
2. is checked half termly by a designated member of staff and re-stocked as necessary;
3. kept in the kitchen and is easily accessible to adults
4. is kept out of the reach of children

Parents sign an Emergency Consent Form at registration allowing staff to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that parents have been informed and are on their way to the hospital. This form details procedures for major and minor accidents.

R. Our Accident Book:

1. is kept safely and accessibly;
2. all staff and volunteers know where it is kept and how to complete it; and
3. is reviewed at least half termly to identify any potential or actual hazards.

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 (RIDDOR).

S. 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:

1. any accident to a member of staff requiring treatment by a general practitioner or hospital; and
2. 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.
3. 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.

T. Our Incident Book

1. We keep an incident book for recording incidents including those that are reportable to the Health and Safety Executive as above.
2. These incidents include:
 - a. break in, burglary, theft of personal or the setting's property;
 - b. fire, flood, gas leak or electrical failure;
 - c. attack on member of staff or parent on the premises or near by;
 - d. any racist incident involving a staff or family on the Centre's premises;
 - e. death of a child, and
 - f. a terrorist attack, or threat of one.
3. In the incident book we record the 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.
4. In the unlikely event of a terrorist attack we follow our lockdown policy.
5. In the unlikely event 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.
6. The incident book is not for recording issues of concern involving a child. This is recorded in the child's own file, using our Child Protection Policy.

U. Administration of Medication – see Administration of Medication Policy

V. Sickness- see Sickness Policy

W. Safety of Adults

1. Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.
2. When adults need to reach up to store equipment or to change light bulbs they are provided with safe equipment to do so.
3. All warning signs are clear and in appropriate languages.
4. Adults do not remain in the building on their own or leave on their own after dark.
5. 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.

X. Records

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

Adults

1. names and addresses of all staff on the premises, including temporary staff who work with the children or who have substantial access to them;
2. names and addresses of all members of the management committee;
3. all records relating to the staff's employment with the setting, including application forms, references, results of checks undertaken etc.

Children

1. names, addresses and telephone numbers of parents and adults authorised to collect children from setting;
2. the names, addresses and telephone numbers of emergency contacts in case of

- children's illness or accident;
- 3. the allergies, dietary requirements and illnesses of individual children;
- 4. the times of attendance of children, staff, volunteers and visitors;
- 5. accidents and medicine administration records;
- 6. consents for outings, administration of medication, emergency treatment; and
- 7. incidents.

St. Augustine’s Nursery is committed to a policy of protecting the rights and privacy of individuals, including children and their families, employees, committee members, volunteers and other members of the public, in accordance with the EU - General Data Protection Regulation (GDPR) 2016/679. **See data Protection Policy.**

The following procedures and documentation in relation to health and safety are in place following the **Safeguarding and Welfare requirements of the Statutory Framework for the Early Years Foundation Stage: Health, Safety and Suitability of premises, environment and equipment:**

Health and

- Risk assessment
- Record of visitors
- Fire safety procedures
- Fire safety records and certificates
- Operational procedures for outings
- 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
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This policy was adopted at a meeting of

St. Augustine’s Nursery

Held on (date)

Signed on behalf of the
Management
Committee/Proprietor

Role of signatory (e.g.
chairperson etc.)
