

Park Hill Nursery Ltd

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.

Methods

The members of staff responsible for health and safety are Heidi Burton-manager and Leigh King- deputy. They are competent to carry out these responsibilities. They have health and safety training and regularly update their knowledge and understanding. The necessary health and safety poster is displayed in the office.

Risk assessment

Our risk assessment process includes:

- Checking for hazards and risks indoors and outside, and in our activities and procedures. Our assessment covers adults and children;
- deciding which areas need attention; and
- 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:

- daily before the session begins;
- weekly; and
- Yearly - when a full risk assessment is carried out.

Insurance cover

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed on the parent's notice board.

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 well-being, including safe lifting and the storage of potentially dangerous substances.
- Records are kept of these induction training sessions and new 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 and the children joining our setting.
- 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.
- We have a no smoking policy.
- Children are made aware of health and safety issues through discussions, planned activities and routines.

Epidemic and Pandemics

Please refer to our separate policy which provides precautionary measures to minimise transmission risks of disease in the setting during an epidemic or pandemic.

Children's safety

- We ensure all staff employed has been checked for criminal records using the Disclosure and Barring Service. These online records are checked termly by the manager Heidi Burton.
- All children are supervised by adults at all times.
- We maintain high adult/child ratio at all times.
- Whenever children are on the premises at least two adults must be present one of which must hold a level 3.

Security

- Systems are in place for the safe arrival and departure of children. The times of the children's arrivals and departures are recorded.
- Staff sign in using an 'in-out' system.
- The arrival and departure times of other adults are recorded in a visitors diary.
- Our automatic locking system prevents unauthorised access to our premises.
- Our systems prevent children from leaving our premises unnoticed.
- Only members of staff are allowed to let people in, parents must wait for a member of staff before exiting if the foyer is occupied and must ensure the door has closed securely behind them before leaving.

- The personal possessions of staff, visitors and volunteers are securely stored in our staff room.

Windows

- Low level windows are made from materials that prevent accidental breakage or are made safe.
- Windows are protected from accidental breakage or vandalism from people outside the building.
- Windows above the ground floor are secured so that children cannot climb through them.

Doors

- We take precautions to prevent children's fingers from being trapped in doors, through the use of foam door guards and latches to keep doors open.

Floors

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

Kitchen

- Children do not have unsupervised access to the kitchen.
- All surfaces are clean and non-porous.
- There are separate facilities for hand-washing and for washing up.
- Cleaning materials and other dangerous materials are stored out of children's reach and all doors that contain potentially hazardous items have child safety clips.
- 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.
- Our boiler/electrical switchgear/meter cupboard is not accessible to the children.
- Fires, heaters, 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 controlled to prevent scalds.
- 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.
- Our outdoor area is checked daily for safety and cleared of rubbish before it is used.
- Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides. Poisonous plants or plants which can risk being misidentified i.e. wild mushrooms are removed before children play.
- Where water can form a pool on equipment, it is emptied before children start playing outside.
- Our outdoor sand pit is covered when not in use and is cleaned regularly.
- All outdoor activities are supervised at all times.
- When the garden is being used by a single room where staff number only 2, the area beyond the trampoline is coned off using high visibility cones to ensure staff have line of sight of all children.

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 have a daily cleaning routine for the setting which includes play room(s), kitchen, rest area, toilets and nappy changing areas.
- We have a schedule for cleaning resources and equipment, dressing-up clothes and furnishings.
- 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 at least every hour
 - wearing protective clothing - such as aprons and disposable gloves - as appropriate;
 - providing sets of clean clothes;
 - providing tissues and wipes
 - Providing photographs of the children washing their hands and flushing toilets.
 - Through the use of anti-bacterial hand gel dispensers regularly throughout the day and mandatorily after wiping a child's nose or ones own. These hand gel dispensers do not substitute traditional hand washing but are used at times that

hand washing is not possible or convenient i.e. outside in the garden or on an outing.

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 and any dangerous items are repaired or discarded.
- All materials - including paint and glue - are non-toxic.
- 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.
- 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 do not carry hot drinks through the play area(s) and do not place hot drinks within reach of children.
- 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.

Outings, visits and visitors.

- 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.
- Parents always sign consent forms before major outings.
- A written risk assessment is carried out before an outing takes place and is taken on the outing with them.
- Our adult to child ratio is considered and risk assessed to consider all the risks of the particular outing.

- Named children are assigned to individual staff to ensure each child is individually supervised and to ensure no child gets lost and that there is no unauthorised access to children.
- Children wear 'Park Hill' hats during all outings and high visibility jackets which detail the nursery's contact information.
- Outings are recorded in an outings record folder stating:
 - the date and item of outing
 - the venue and mode of transport if applicable
 - names of staff assigned to named children
 - expected time of return
- Staff take a basic mobile phone which has no internet connectivity or camera function 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.
- A minimum of two staff should accompany children on outings and a minimum of two should remain at the nursery with the rest of the children.
- Visitors to the setting are prevented from entering the premises without the consent and knowledge of a staff member. Parents are instructed not to allow other parents in. Only a member of staff can direct anyone into the building.
- Following entry to the premises any visitors to the nursery are asked to sign in, in the 'visitors book'. Visitors are never left unsupervised with the children. Visitors acting on behalf of a company or agency are asked to show a form of identification before entering the building.

During the **COVID** pandemic we have decided to make some necessary changes to visitors and parents into our setting. Please see these detailed below:

- Upon entering and exiting the nursery all staff, visitors and children must sanitize their hands thoroughly.
- Day to day running of the nursery- no parents are allowed onto site. All children are collected and dropped to the main green gate on the front playground at their agreed times.
- Show arounds- all children and staff must be outside during a 'show around'. We can only show around one member of a family and they must complete a visitor declaration form before entry onto site to ensure they are COVID symptom free.
- We are allowing outreach agencies into our setting to provide a service to our children if we feel this is deemed necessary for the individual child, e.g. speech and language, nursery plus or our early years advisor. Risk assessments between agencies will be shared and agreed procedures will be put in place to ensure the safety of all involved. Declaration forms will need to be completed before entry. Social distancing is still applicable where possible.

Animals

- Our setting's pets and animals visiting the nursery are free from disease, safe to be with children, and do not pose a health risk.
- Children wash their hands after contact with animals.
- Outdoor footwear worn to visit farms are cleaned of mud and debris and should not be worn indoors.

Fire safety

- Fire doors 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.
- 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
 - practised regularly at least once every six weeks.
- Records are kept of fire drills and the servicing of fire safety equipment.

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:

- complies with the Health and Safety Regulations;
- is regularly checked by a designated member of staff and re-stocked as necessary;
- is easily accessible to adults; and
- is kept out of the reach of children.

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 to be examined, treated or admitted as necessary on the understanding that parents have been informed and are on their way to the hospital.

If a member of staff witnesses or is informed by a child or other individual that an accident has occurred then this member of staff will provide first aid. This may require the member of staff to remove/lift clothing in order to check whether actual injury has occurred. If there is a mark or injury found then first aid is administered following the staff member's training. This injury and treatment is then written on an accident form and the child's parent will sign this upon collection. If the accident involves injury or possible injury to the head then regardless of physical identifiers this constitutes being written on an accident form. For all

accidents from which the child appears fine afterwards, have not involved the head and no physical marks can be found then a verbal report will be given to the parent upon collection of the child and a signature will be collected on a separate simplified sheet.

Our accident folders

- Accident records are completed on Tapestry. These are approved by management and then discussed with parents/carers. The accidents then need to be signed off by the person who dealt with them.
- they are reviewed 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.

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 forms

- We keep incident forms for recording incidents including those that are reportable to the Health and Safety Executive as above.
- 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
 - an terrorist attack or threat of one.
 - Incidents involving children hurting/marking each other

- On the incident form 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.
- 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 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.

Administration of medication

- Only prescribed medication may be administered. It must be in-date and prescribed for the current condition. Non-prescription medication such as Calpol or other teething gels/crystals may be given for the pain relief of teething.
- For exceptional circumstances only and with permission from the parent via email or SMS, where children have a high temperature and they cannot be collected in a reasonable amount of time, we will administer Calpol for relief of a high temperature. This will be a Calpol that we will keep here for nursery use. Upon collection, a medication form will be completed.
- Children and staff who are taking prescribed medication i.e. anti-biotics must have been taking them for 48 hours and must be well enough to attend the setting after this time. If anti biotics is given on a repeat prescription for the same illness the 48 hour exclusion will not apply unless staff feel the child is unwell.
- Children's and staff'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. This states the name of the child, name/s of parent(s), date the medication starts, the name of the medication and prescribing doctor, the dose and times, or how and when the medication is to be administered.
- The administration is recorded accurately each time it is given and is signed by staff. Parents sign the record book to acknowledge the administration of a medicine at the end of each session.
- If the administration of prescribed medication requires medical knowledge (i.e Epi-pen), individual training is provided for the relevant member of staff by a health professional.

Child paracetamol dosages revised. Please see attached document.

NHS direct telephone number: 111

Sickness

Our policy for the exclusion of ill or infectious children and staff is discussed with parents and details of the exclusion period are attached.

- We do not provide care for children, who are unwell, have a temperature, or sickness and diarrhoea, or who have an infectious disease. Staff also have to adhere to this.
- Children with head lice are not excluded, but must be treated to remedy the condition.

- Parents are notified if there is a case of head lice in the setting.
- Parents are notified if there is an infectious disease, such as chicken pox.
- HIV (Human Immunodeficiency Virus) may affect children or families attending the setting. Managers should be informed of this.
- Children or families are not excluded because of HIV.
- Good hygiene practice concerning the clearing of any spilled bodily fluids is carried out at all times.
- If we have reason to believe that any child is suffering from a notifiable disease identified as such in the Public Health Regulations 1988, we will inform Ofsted. A list of notifiable diseases is kept in the filing cabinet.
- Children must not attend nursery until they have been clear of sickness and diarrhoea for 48 hours.
- Lead members of staff use their knowledge of each individual child and initiative when excluding the child.

Procedures for contacting parents - or other authorised adults

When the child starts with us parents/carers fill in admission forms which ask for their contact details, these include home, mobile, work and an emergency contact number. These details are then added to a card and placed in the 'black box'.

If staff feel a child is unwell, either having a temperature, unusually quiet, been sick or complaining of other symptoms staff will let their lead member know. The lead member within the room will then make a decision whether they feel their parents/carers need to be contacted.

If parents/carers need to be contacted lead staff will let Management know in the office. Management will then make contact, parents are always contacted first but if they cannot be reached the emergency number may be called. This is someone who is already authorised on the admission forms.

If Management are not at the Nursery then lead staff are able to contact parents/carers themselves.

Parents are then told about the symptoms and are often asked to come and collect their children as soon as possible.

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 Early Years Foundation Stage, 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;
- name and address of the owner;
- All records relating to the staff's employment with the setting, including application forms, references, and results of checks undertaken etc.

Children

- names, addresses and telephone numbers of parents and adults authorised to collect children from setting;
- We ask parents to inform us if someone different is collecting their child. We also ask for a brief description of this person. If we are unaware that someone different is collecting a child, we contact the parents immediately before allowing the child to leave the 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.

Policy adopted at a meeting at Park Hill Nursery Ltd

Reviewed/updated: September 2020

Signed on behalf of managers:

Signed by staff: