

HEALTH AND SAFETY POLICIES AND PROCEDURES


| Issue Number | Reason for Issue | Issued by | Date |
|--------------|---|-----------|----------|
| 2 | Revision to existing document | S Cox | 12-06-06 |
| 3 | Review | K Cox | 21-09-07 |
| 4 | Reviewed following introduction of EYFS | K Cox | 01-09-08 |

Summary of changes since last issue:

- Risk assessments detailed
- Review and minor text changes

1 Statement of intent

We believe that the health and safety of those in our care is of utmost importance. We endeavour to ensure that Sunshine Day Nursery is a safe and healthy place for all children, staff, parents, carers and visitors.

Signed 
Steven Cox
Director, Sunshine Day Care Ltd

Date 1 Sept 2008

2 Aim

The nursery aims to make children, parents/carers, staff and other visitors 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.

3 Methods

3.1 Staff Roles & Responsibilities

Proprietor

To ensure appropriate resources are available to enable correct implementation of Health and Safety requirements. Checking management documentation and procedures relating to Health and Safety.

Manager

Implementation and updating of Health and Safety policies and procedures. This includes ensuring that the policies and procedures are effectively communicated to all staff. Ensuring risk assessments are relevant and up to date, ensuring that staff are following procedures and completing the health and safety checklists daily. Reviewing these checklists and accident forms at least every half-term. Continued vigilance regarding health and safety issues and raising awareness amongst staff, children, parents/carers and visitors.

All Senior Staff

To be responsible for completing the daily health and safety checklists. Ensuring that all staff are aware of Health & Safety procedures and that the correct procedures are being adhered to for the safety of everyone in the

nursery. To make sure that equipment is in good working order and is checked on a regular basis. To be continually vigilant regarding health and safety issues and to raise awareness amongst staff, children, parents/carers and visitors.

All Staff

To ensure that the health and safety of everyone at the nursery is of the utmost priority in all situations. To comply with the nurseries policies and procedures at all times. To complete health and safety checks as required. Ensuring that all equipment is checked regularly and adhering to the correct procedures, reporting any defects to a senior member of staff promptly. Continued vigilance regarding health and safety issues and raising awareness amongst other staff, children, parents/carers and visitors.

Parents/carers and visitors

This document is made available to all parents during their child's first sessions at nursery. Parents are asked to comply with the policies and procedures to ensure the safety of everyone at the nursery. In particular, parents are requested to enter and depart the building with care, remembering to close all gates and doors carefully behind them.

Visitors and parents attending for settling-in sessions are requested to document their arrival and departure times in our visitors book.

3.2 Risk Assessments and Daily Health and Safety Checks

Risk Assessments are completed for:

- Fire Safety
- COSHH
- Outings (specific sites)
- Pregnant worker (staff specific)
- Day Nursery General Operations

The Fire Safety and COSHH risk assessments are completed annually by the Proprietors.

The General Operations risk assessment is completed jointly by the Manager and Proprietors annually.

Pregnant Worker risk assessments are completed jointly by the Manager and Proprietor as required.

Outings risk assessments are completed jointly by the Manager and Unit Supervisors annually and individually for each site visited.

Daily Health and Safety Checklists are completed by unit staff for all child accessible areas.

Any Health and Safety issues are relayed to management for rectification.

3.3 Insurance Cover

Public liability insurance and employers liability insurance is in place. The certificate is displayed on the parents' noticeboard.

3.4 Awareness Raising

Our induction for staff 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 covers matters including safe lifting and the storage of potentially dangerous substances.

Records are kept of these induction training sessions and new staff are asked to sign the records to confirm that they have taken part.

Health and safety issues are explained to the parents of new children so that they understand the part they play in the daily life of the nursery.

As necessary, health and safety training is included in the annual training plans of staff 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.

We display the necessary health and safety poster in the downstairs kitchen area.

3.5 Security

Systems are in place for the safe arrival and departure of children (see Arrivals and Departures Policy). The times of the children's arrivals and departures are recorded on the register in each unit.

The arrival and departure times of staff are written in daily registers. All visitors and students are recorded in the visitors' book.

The nursery operates a password system to prevent unauthorised access to our premises.

Our safety systems also prevent children leaving the nursery unnoticed.

3.6 Windows

All windows are secured so that children cannot climb through them, and open from above only. Protective film is fitted to each window that poses a potential hazard.

3.7 Doors

Safety guards are in place to prevent children from trapping their fingers in doors.

3.8 Floors

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

3.9 Kitchen

The kitchen gate is always locked and closed to ensure children do not have unsupervised access to the kitchen area.

All surfaces are clean and non-porous.

There are separate areas for hand washing and for washing up.

Cleaning materials are kept in the kitchen and upstairs toilet out of reach.

When children take part in cooking activities they are supervised at all times and only ever enter the kitchen to use the microwave on a one to one ratio with a member of staff.

The children are kept away from hot water. The temperature of the water is controlled so that children are not scalded when washing their hands.

Any use of electrical equipment is supervised at all times.

3.10 Electrical / gas equipment

All electrical/gas equipment conforms to safety requirements and is checked regularly.

Heaters, radiators, electric sockets, wire 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 thermostatically controlled to prevent scalds.

Lighting and ventilation is adequate in all areas.

3.11 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.

Rubbish and nappy waste storage is provided in dedicated portable skips located in the side access passage.

Staff are made aware of the dangers of overloading shelves.

3.12 Outdoor area

Outside areas are risk assessed for broken equipment, animal faeces, security (all gates and doors are shut), drains are covered and that the activities provided are safe to carry out in the space that is available, before taking the children outside.

Outdoor sandpit is covered when not in use.

All outdoor activities are supervised at all times.

3.13 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 nursery which includes playrooms, kitchen, rest area, toilets and nappy changing areas. We have a schedule for cleaning resources and equipment.

We implement good hygiene practice practices by:

- Cleaning tables between activities
- Checking toilets regularly
- Wearing protective clothing such as aprons and gloves as appropriate
- Providing sets of clean clothes
- Providing tissues and wipes
- Ensuring the sole use of flannels and towels
- Hand sanitisers used by all on entering nursery premises

3.14 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 nursery.

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 clear of foreign bodies, sand after play that has dropped on the floor is disposed of.

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.

3.15 Food and drink

Staff who prepare and handle food receive appropriate training and understand, and comply, with food safety and hygiene regulations. Please refer to our Food Hygiene Policy document.

All food and drink are stored appropriately and clearly labelled

Adults do not carry hot drinks through the play areas 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 drink.

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.

3.16 Outings and visits

We have agreed procedures for the safe conduct of outings, these are documented in our Outings Policy. Ratios remain on a 1:2 basis at all times when children and staff are out of the nursery for trips and visits. A risk assessment is carried out before an outing takes place.

An up to date parent contact sheet, first aid kit and care items (nappies, wipes, suncream etc) are taken on all trips. Parents always sign a consent form to authorise their children to participate in going on a trip or outing.

The children are appropriately supervised to ensure that no child goes missing and that there is no unauthorised access to the children. We operate a 'code red' system in the event that a child is lost – (please see Missing Child Outings policy). Whilst on the outing, children wear badges and/or wristbands displaying the nursery telephone number.

For those children remaining on the nursery premises, the adult to child ratio conforms to the requirements of the national standards for childcare.

3.17 Animals

Pets such as dogs are not allowed on the nursery premises (with the exception of guide dogs). Animals booked to visit the nursery are free from disease, safe to be with children and do not pose a health risk.

3.18 Fire Safety

Our Fire Risk Assessment is the controlling document for fire safety issues. Please also refer to our Fire Safety Policy document and Fire Evacuation Procedures document.

3.19 First Aid and Medication

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

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 authorisation.

First Aid Kit:

- Complies with the Health and Safety (First Aid) Regulations 1981
- Is regularly checked by a designated member of staff and re-stocked as necessary
- Is easily accessible to adults
- Is kept out of reach of children.
- There is a mini first aid kit kept in every room.

3.20 Accident Books

There are two files kept to record accidents; one for the Baby and Tiddler units and one for the Toddler unit. They are kept safely and are accessible. All staff know where they are kept and how to fill out and complete individual accident forms. The accident book is reviewed periodically to identify any potential or actual hazards.

A separate accident book for staff, parents and visitors is kept in the office. All staff are made aware of its location and are actively encouraged to inform their line management if they have an accident and to document it in the accident book.

Ofsted are notified of any injury requiring treatment by a G.P or hospital, or the death of a child or adult.

Any injury requiring a G.P or hospital treatment to a child or adult, parent, volunteer or visitor is reported to the local office of the Health and Safety Executive.

We meet our local requirements for the safety of our employees by complying with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations). We report to the local office of the Health and Safety Executive:

- Any accidents to a member of staff requiring treatment by a GP or hospital; and
- Any dangerous occurrences (i.e. an event which does not cause an accident but could of done).

Prescribed Medication

Prescribed Medication is controlled by the Medication Policy. Children's prescribed medications 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. The administration is recorded accurately and parents sign the record book to acknowledge the administration of a medicine.

We only administer prescribed medication (please see Medication Policy).

If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional. This training is arranged by the nursery in conjunction with the local Primary Health Care Trust.

3.21 Sickness

Our policy for the exclusion of ill or infectious children is discussed with parents. This includes procedures for contacting parents or other authorised adults if a child becomes ill at nursery.

Ofsted is notified of any infectious diseases, which a qualified medical person considers notifiable.

3.22 Safety of adults

Staff are provided with guidance about manual handling, this includes lifting and carrying children as well as the safe storage, movement, lifting and erection of large pieces of equipment.

When adults need to reach up to store equipment or to change a light bulb they are provided with safe equipment to do so.

The sickness of staff and their involvement in accidents is recorded. The records are reviewed termly to identify any issues, which needs to be addressed.

The safety of Pregnant staff is ensured through completion of a Pregnant Worker Risk Assessment and appropriate actions.

The office (workstation) area is also risk assessed and measures are taken to ensure that staff help to prevent health problems by:

- Sitting comfortably at the correct height with forearms parallel to the surface of the desktop and eyes level with the top of the screen.
- Maintaining a good posture.
- Avoiding repetitive and awkward movements, keep frequently used items within easy reach.
- Changing position regularly.
- Using a good keyboard and mouse technique with wrists straight and not using excessive force.
- Making sure there are no reflections or glare on screens by carefully positioning them in relation to sources of light.
- Adjusting the screen controls to prevent eyestrain.
- Keeping the screen clean.
- Reporting to their manager any problems associated with use of the equipment.
- Planning work for breaks away from the workstation.

3.23 Records

We keep records of:

- Adults authorised to collect children from nursery.
- The names, addresses and telephone numbers of emergency contacts in case of children's illness or accident. Emergency contacts are also kept for staff.
- The allergies, dietary requirements and illnesses of individual children.
- The times of attendance of children, staff, volunteers and visitors
- Accidents and medication
- Incidents

In addition, the following policies and documentation in relation to health and safety are in place.

Safety

- Daily health and safety checks
- Risk assessment
- Record of visitors
- Fire safety procedures
- Fire safety records
- Outings policy
- Outings risk assessment
- Safeguarding children policy
- Missing child policy (including outings)
- Late collection policy
- Arrivals and departures policy
- Manual handling training and policy

Health

- Administration of medication
- Prior parental consent to administer medication
- Record of the administration of medicines
- Prior parental consent for emergency treatment
- Accident records
- Sick children
- Smoking policy
- Sun safety policy
- Head lice policy
- Food handling (see food hygiene policy)

For any issues regarding health and safety please speak to the nursery manager.