

5.2 Health and Safety

Policy Statement

The health, safety and well-being of all persons at Nursery are paramount.

Nursery undertakes to ensure this by appointing a Health and Safety Officer, who carries out risk assessments three times a year or as required if conditions change and by following guidelines set down in the Health and Safety at Work Act 1974. Under this Act the employee is responsible for following any procedures set down in the Act and under the following guidelines (Section 7) failure to comply with the health and safety guidelines could result in the disciplinary and grievance procedures being invoked (Section 8).

The Nursery believes that the health and safety of children is paramount. We make the Nursery a safe and secure place for all our service users.

We aim to make children, parents, students and staff aware of health and safety issues and to minimise the hazards and risks.

All staff, students and volunteers are issued with the current Health and Safety Law leaflet on induction (as an alternative to the H&S Law poster).

Procedures

- The Nursery operates Ofsted guidelines for adult: child ratios. Staff ratio can include Manager, Deputy, Play Leader, Assistants, and approved regular helpers over 17 years of age (provided they are CRB/DBS checked and at the discretion of the Manager). For visits out the appropriate ratios will be observed.
- The Nursery has public liability insurance and employers' liability insurance. The certificate for this is displayed on the notice board in the Nursery room.
- 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 procedures. Induction training includes matters of employee well-being, including safe lifting and the storage of potentially dangerous substances
- Records are kept of these induction sessions and new staff and volunteers sign to say they have taken part.
- Health and safety issues are explained to parents, and they receive a link to the policy on our website www.prhn.co.uk within their Welcome Pack.
- Health and Safety training is included in the annual training plans and discussed regularly at staff meetings
- Children are made aware of health and safety issues through discussion, planned activities and routines.

Safety of adults/Lone Working

- Use of the classroom outside school hours is restricted to when a member of the school staff is present on site, so adults do not generally remain in the building on their own or leave on their own after dark.
- On rare occasions when a member of staff is working in the Nursery on their own, they must firstly inform another member of staff of their proposed entry and exit times, and contact that person to confirm when they have left the building. If the contact person does not hear from the lone worker within a short time of their proposed exit time, they must attempt to contact the worker on the Nursery phone or on their home phone to ensure their safety. If the lone worker is likely to be there for a long

period, they should check in with their contact at regular periods. If, after several attempts the contact is unable to reach the lone worker, they should alert a school keyholder or the Police to check on the lone worker's safety.

- Security cameras are positioned around the main school building with one over the decking area to the Nursery classroom for safety.
- Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment through our manual handling policy and training
- The sickness of staff and their involvement in accidents may be recorded. The records are reviewed regularly to identify any issues that need to be addressed
- We keep a record of all substances hazardous to health – such as cleaning chemicals or gardening chemicals if used, (CoSHH). This states what the risks are and what to do if they have contact with eyes or skin or if they are ingested. It also states where they are stored. This list is kept in the H&S file with a copy on the cupboards where the chemicals are kept, and is regularly reviewed by Health & Safety Officer.
- All chemicals are kept in their original containers

Environment

- Windows are made from materials that prevent accidental breakage or are made safe
- Precautions are taken where possible to prevent children's fingers from being trapped in doors
- All floor surfaces are checked daily to ensure they are clean and not uneven, wet or damaged or the area is sectioned off to prevent entry until the surface is safe again
- All electrical equipment conforms to safety requirements and is checked regularly in line with legal guidelines.
- Electric sockets, wires and leads are properly guarded and the children taught not to touch them
- The temperature of the hot water in the sinks in the toilet area that children have access to is controlled by mixers and temperature tested regularly by the Caretaker to prevent scalds
- Lighting and ventilation is adequate in all areas including storage areas
- All resources and materials from which children select are stored safely in labeled boxes or drawers
- All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.
- Our outdoor area is securely fenced
- Our outdoor area is checked daily at the start and end of the day for safety and cleared of rubbish before it is used
- Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides
- Our outdoor sandpit is covered when not in use and cleaned regularly
- All outdoor activities are supervised at all times and adult: child ratios maintained

Hygiene

- The Nursery is kept up to date and regularly inspected by the Environmental Health Department
- We seek information from the EHO and Health Authority to ensure that we keep up to date with the latest recommendations

- Our daily routines encourage children to learn about hygiene
- We have a daily cleaning routine for the setting
- We have a schedule for cleaning resources and equipment which includes dressing up clothes and furnishings
- We implement good hygiene practices by:
 - ❖ Cleaning tables between activities
 - ❖ Cleaning the toilets regularly
 - ❖ Cleaning surfaces which are often touched regularly during sessions
 - ❖ Wearing protective clothing – such as aprons and gloves- as appropriate
 - ❖ Providing sets of clean clothes
 - ❖ Providing tissues and wipes
 - ❖ Using individual paper towels
 - ❖ Encouraging the use of soap when washing hands

Activities and resources

- We check any purchases or loan equipment prior to their use in the Nursery to ensure that it is safe for the ages and stages of the children currently attending the group
- The layout of the equipment allows adults and children to move safely and freely between activities.
- All equipment is checked regularly for cleanliness and damage
- Any damaged or broken equipment is removed from the play area immediately upon its discovery and is thrown out or not returned until it has been repaired
- All materials including paint and glue are non-toxic
- Sand is clean and suitable for children's play
- Physical play is supervised constantly to ensure safety but to also allow children to learn how to risk take
- Children are taught to handle and store tools safely
- Children learn about health, safety and personal hygiene through the daily activities and routine that the Nursery provides
- Larger pieces of equipment are discarded only with the consent of either the Manager and/or the Committee

5.2.1 Manual Handling

Policy Statement

The Manual Handling Operations Regulations mean that all incidences where lifting is required must be assessed in order to minimise the chance of injury. Where possible manual handling should be avoided or an alternative method found.

- When carrying out manual handling tasks the risk must be assessed using the following guidelines:
 - ❖ Think about task to be performed

- ❖ Consider what is being lifted, where you are going and how
 - ❖ Assess size of load to ensure you can carry it safely
 - ❖ Assess whether you can lift load safely without help
 - ❖ If you need another person, plan how you will carry out task
 - ❖ Make sure route is clear and check for hazards
- This procedure should be followed when lifting people as well as other loads.
 - Training in manual handling will be undertaken by all staff and updated regularly
 - All staff will read and follow the manual handling risk assessment.

5.2.2 Risk Assessments

Policy Statement

The health and safety of children in Nursery is paramount. We make the Nursery a safe and healthy place for all service users by assessing and minimising the hazards and risks to enable the children to thrive in a healthy and safe environment.

The basis of this policy is risk assessment. The following steps will be followed:

- ❖ The risk is identified, where it is and what it is
- ❖ Who is at risk: children, staff, parents, students, others, etc.?
- ❖ Assessment as to the level of the risk, high, medium, low. This is both for the risk and the likelihood of it occurring and the impact it would have if it did
- ❖ Control measures to reduce/eliminate the risk: what needs to be done by you, or others to reduce the risk
- ❖ Monitoring and review: How do we know it is working or if it is thorough enough? It will need to be amended or maybe there is a better solution

Procedures

- The H&S Officer carries out risk assessments at least 3 times per year or as required by the activities or routines of the Nursery
- The process includes all service users, who sign to confirm they have been read and understood
- The assessment checks and notes hazards and risks indoors and outdoors, for activities
- The level of risk is assessed and who might be affected
- Action plans are put in place and implemented if needed, including timescales, the person responsible for the action and any funding required
- We have daily opening and closing checks in place
- Risk assessments are in place for the following:
 - ❖ Indoor area
 - ❖ Outdoor play (incl. school playground)
 - ❖ PE in the school hall

- ❖ Fire
- ❖ Manual handling
- ❖ Walks to Primrose Patch/Forest Schools
- ❖ Walks outside Nursery areas, e.g. community, woods
- ❖ Visitors to the setting
- ❖ Specific activities/events/trips
(NB: Bus/coach drivers on outings must be DBS checked)
- ❖ Covid-19 Pandemic
- ❖ Sports Day
- ❖ Maternity
- ❖ Heatwave
- ❖ Bouncy Castle

5.2.3 Fire Safety and Emergency Evacuation

Policy Statement

The Nursery ensures that the premises present no risk of fire by ensuring the highest possible standard of fire precautions. The Manager and H&S Officer are responsible for ensuring that current legal requirements are known and communicated to all staff. Where necessary we seek the advice of a competent person, such as our Fire Safety Officer.

Procedures

- The basis of fire safety is the fire risk assessment. This is carried out by the H&S Officer with advice from the Fire Safety Officer
- Fire doors are clearly marked, never obstructed and easily opened from the inside
- Smoke detectors/ alarms and firefighting appliances conform to the legal regulations and are checked by specified manufacturer (this is through the school)
- Our emergency evacuation procedures are communicated to all service users through induction processes, displayed on the Nursery walls and practiced regularly
- Records of fire drills are completed by Playleaders and stored in the H&S file in the setting

Emergency evacuation procedure

For practice drills this covers:

- ❖ Making children aware of the sound of the fire alarm (tests by the school weekly)
- ❖ Making users aware of the fire exits
- ❖ Knowing who will be accounted for and by whom
- ❖ How long it takes to evacuate children safely
- ❖ What to do if children are in the outdoor area
- ❖ Who calls the emergency services and when in the event of a real fire
- ❖ How parents are contacted
- ❖ Full school procedures

Fire drill record

This record contains the following:

- ❖ Date and time of drill
- ❖ Originator of drill – (setting personnel or school)
- ❖ How long it took
- ❖ Number of children, staff and any others e.g., visitors present
- ❖ Leader of the Fire Drill responsible for the collecting register, mobile phone box, registration file and medication and checking areas
- ❖ Whether there were any problems
- ❖ Any further actions that could improve the drill procedure

Fire drill records are reviewed by the H&S Officer and changes made if required.

5.2.4 Recording and Reporting of Accidents and Incidents

Policy Statement

The Nursery follows the Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) for the reporting of accidents and incidents. Child protection matters or behavioural incidents between children are NOT regarded as incidents and the Nursery has separate procedures for this.

Procedures

- Our accident book is kept safely and accessibly in the Nursery room
- Accident forms include a body map to more clearly identify the location of injuries.
- It is accessible to all staff members who know how to complete it
- It is reviewed regularly to identify any potential or actual hazards
- Parents are required to sign reports and are given a copy
- Nursery copy is removed from the book and filed confidentially.

Ofsted is notified of any injury requiring treatment by a GP or hospital doctor or the death of an adult or child. When there is any injury requiring GP or hospital treatment to a service user or where there is the death of a child or adult in the Nursery, we make a report to the Health and Safety Executive using RIDDOR guidelines

Dealing with incidents

The Nursery conforms to RIDDOR guidelines by reporting to the Health and Safety Executive:

- Any accident to a member of staff requiring treatment by a GP or hospital
- 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 (this may be done by the School as the Nursery Classroom is in the main school building)

Incident forms

- The Nursery has access to telephone numbers for all the emergency services, the main school number and we are included in the out of hours calling plan of the school in case of emergency closures
- The incident forms can be used to record:
 - ❖ Break in, burglary, theft of personal or setting property
 - ❖ An intruder gaining unauthorized access
 - ❖ Fire, flood, gas leak or electrical failure
 - ❖ Attack on member of staff or parent
 - ❖ Any racist incident
 - ❖ Death of a child/adult
 - ❖ Any other incident that may cause harm to any service user
- The incident form needs to have date, time and nature of the incident, who was affected, what was done, and if it was reported to another agency e.g., police, school etc. Any follow up or insurance claim made
- In the unlikely event of a child dying in Nursery, the emergency services are called and the advice of these services is followed.
- The incident form is not for recording issues of concern involving a child this is covered under our Safeguarding Policy.

5.2.5 Food Hygiene

Policy Statement

The Nursery provides and serves food for children on the following basis:

- ❖ Snacks
- ❖ Packed lunches (supplied by parent)
- ❖ Specific activities

We maintain the highest possible food hygiene standards with regard to the purchase, storage and preparation of food.

The Nursery is registered as a food provider with the local Environmental Health Department.

Procedures

- At least one member of staff (usually all) holds an in-date Food Hygiene qualification during each day the Nursery is open
- Food Hygiene qualifications are reviewed and re-taken on a regular basis to ensure currency of knowledge
- The H&S Officer ensures that staff follow correct procedures for the storage of food including;
 - Checks on fridge temperature
 - Making sure food is in date
 - Free from contamination by pests, rodents or moulds
 - Recording when pre-packed items such as cheese have been opened
 - Follow daily checks

- Packed lunches – information is given to parents about the safety of food in packed lunches (see 5. *Health & Hygiene – 5.1.7 Food and Drink*). Ice packs need to be included in lunch boxes where dairy items are present
- Food preparation areas are cleaned before and after use
- There are separate sinks for children's hand washing, washing up and non-food related use
- Separate colour coded cloths are kept for food related (blue) and non-food related (pink) use
- Waste food is disposed of daily
- Children do not have unsupervised access to the kitchen area
- When children take part in cooking activities they are;
 - Supervised at all times
 - Taught the importance of hand washing and simple hygiene rules
 - Kept away from hot surfaces and hot water
 - Do not have unsupervised access to electrical equipment such as blenders

Reporting of food poisoning

- Where children and/or adults have been diagnosed by a GP or hospital doctor to be suffering from food poisoning and where it seems possible that the source of the outbreak is within the Nursery, the H&S Officer will notify
 - The Manager
 - The Committee
 - The School
 - The Environmental Health Dept and HPA to report the outbreak and comply with the investigation
- Where 2 or more children are affected by food poisoning, the matter will be reported to Ofsted.
- If the food poisoning is identified as a notifiable disease under the Public Health (Infectious Diseases) Regulations 1988 the Nursery will report the matter to Ofsted.