

EMMANUEL CHURCH NURSERY SCHOOL

HEALTH AND SAFETY POLICY

Statement of intent

This nursery believes that the Health and safety of all users of our premises is of paramount importance. We make our nursery a safe and healthy place for children, parents, staff and visitors.

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 member of staff responsible for health and safety is Catherine Reeve. She is competent to carry out these responsibilities and has undertaken health and safety training and is aware of the need to regularly update her knowledge and training. We display a health and safety poster and a manual handling poster within the nursery.

Risk Assessment

Our risk assessment process includes:

- Checking for hazards and risks indoors and outside at our setting, when appropriate at our Forest school site, and in our activities and procedures. Our assessment covers adults and children;
- Deciding which areas need attention,
- 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, weekly and annually, when a full risk assessment is carried out.

Insurance Cover

We have public liability insurance and employer's liability insurance. The certificate is displayed on the Parents 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.
- Only persons for whom the setting has an enhanced disclosure from the Data and Barring Service are allowed unsupervised access to the children, including helping them with their toileting needs.
- Whenever children are present on the premises a minimum of two adults will be present.
- 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 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.

Hygiene

We aim to prevent the spread of any infections within our nursery by following good hygiene procedures in accordance with the Health Protection Agency *Guidance on infection control in schools and other Child Care Settings*.

We seek to keep our procedures and practices in line with those recommended by both Environmental Health and the Local Health Authority.

- ENVIRONMENT -The premises are checked each morning before the children arrive, including toilets, kitchen and main hall. The hall, toilets and kitchen are then checked at the end of the session. Toilets are checked regularly throughout the session and cleaned daily.
- SANDPIT - The nursery sandpit is covered at all times when not in use and sand is changed when required to ensure that it is clean and free of insects etc.
- FOOD HANDLING - Surfaces for food preparation and consumption are cleaned using anti bacterial agents prior to and following use. Milk is kept in the fridge until snack time and water is supplied in a sealed dispenser and refreshed daily. At least two members of staff hold a current level 2 Food Hygiene certificate.
- HANDWASHING - The children are made aware of the importance of hand washing after using the bathroom and before eating, and all children wash hands before snack time. All staff and children will wash hands using liquid soap, water and paper towels. Hands will be washed after using the toilet, before eating or handling food and after handling animals.
- COUGHING AND SNEEZING - Children and adults will be encouraged to cover their mouth and nose with a tissue and wash hands after using or disposing of tissues in the bin provided. Spitting is strongly discouraged.

- **CLEANING** - of the environment, including toys and equipment will be on a regular basis, thorough and following national guidance. Staff will be shown cleaning procedures and appropriate protective clothing will be provided.
- **CLEANING OF BLOOD AND BODILY FLUID SPILLAGES** - All spillages of blood, faeces, saliva, vomit, nasal and eye discharges will be cleaned up immediately by staff according to our current Bodily Fluid Spillages Procedure. MOPS will NEVER be used for cleaning up blood and bodily fluid spillages. Paper towels will ALWAYS be used and disposed of by double bagging. A spillage kit is available for bodily fluid spillages.
- **PERSONAL PROTECTIVE CLOTHING (PPE)** - Disposable non-powdered vinyl or latex free CE marked gloves and disposable plastic aprons must be worn where there is a risk of splashing or contamination with blood/bodily fluids (e.g. nappy or pad changing). Goggles will be available if there is a risk of splashing in the face. Correct PPE will be worn when handling cleaning materials.
- **LAUNDRY** - Soiled children's clothing will be bagged to be sent home and NEVER rinsed by hand. Spare sets of clothes are available if children should become soiled.
- **CLINICAL WASTE** - Used nappies, used paper towels, gloves, aprons and soiled dressings will be stored in a dedicated, secure area not accessible to children. This will be double-bagged and put out for collection following the Thursday session on a weekly basis.
- **STAFF INDUCTION** - This will include a requirement to read through both Health and Safety policy and procedures and to sign to agree to abide by them.
- **INFECTION CONTROL** - We operate a policy of exclusion following the guidelines laid down by Health Protection Agency. (Please see illness and injury policy). We notify OFSTED of any 'notifiable' infectious diseases.
- **FOREST SCHOOL** - We travel to our site by minibus and children always use appropriate safety seats/restraints. The site is appropriately risk assessed, and a check is also carried out prior to a session beginning. We look for litter left by other users of the area, including anything that presents a biological hazard. The area is checked for loose branches and any potentially poisonous plants. Children are regularly reminded of our boundaries and we operate on a maximum of adult to child of 1:5. Our Safety bag will always be carried, the contents list can be found at the end of this policy.

Environment

- **OUTDOOR** - The area is securely fenced and the gate chain-locked when in use. A full risk check is done each day, particularly looking for any hazards such as faeces, poisonous or dangerous plants, rubbish and water.
- **FLOORS** - all surfaces are checked daily to ensure they are clean, dry and undamaged. Spillages are cleared up immediately with children excluded from these areas until the floor is dry.

- **KITCHEN** - Children are not allowed unsupervised access to the kitchen. When involved in cooking activities the children are supervised on a ratio of 1 adult to 2 children and are kept away from any hazards including hot surfaces and sharp utensils. They do not use electrical equipment unsupervised. All surfaces are clean and non-porous. Staff do not carry hot drinks around and never place hot drinks within reach of a child.
- **ELECTRICAL/GAS EQUIPMENT** - All electrical/gas equipment conforms to safety requirements. PAT testing is carried out annually. All boilers/meters/switchgear is not accessible to children. Fires, heaters, wires etc are guarded and children are regularly taught not to touch. We provide sufficient sockets to prevent overloading. Lighting is adequate in all areas.
- **WINDOWS AND DOORS** - Low level windows are made from toughened glass. Windows above ground level are secured to prevent children falling from them. We take precautions to prevent children trapping fingers in doors.
- **SECURITY** - Our access points are secured to prevent any unauthorised access to or leaving of the premises. Personal belongings of staff are kept securely stored during nursery sessions. Children arrive and leave in a safe way, supervised by staff.
- **STORAGE** - All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.
- **ALLERGENS** - We ensure that any child who has an identified allergy is not exposed to that allergen. As far as we are able we operate a nut-free environment.

Equipment, Resources and Activities

- Children are supervised by adults at all times and in all forms of play and whilst eating and drinking.
- Our room layout is such that children are able to move freely and safely between activities.
- Equipment is regularly checked for cleanliness and safety and any unsafe item is repaired or discarded.
- Materials used, including glue and paint are all non-toxic.
- Sand is clean and suitable for use by children.
- Children are shown how to carry, use and store tools in a safe manner.
- Children learn about health, safety and personal hygiene through activities and regular routines.
- Any child who is sleeping is checked on a regular basis.
- All equipment is checked before purchase to ensure it is suitable for the ages and stages of the children within the setting.
- Any animal which visits the nursery is free from disease, safe to be with children and not a health risk.

Outings

We have a separate policy for Trips and Visits.

- A risk assessment is always carried out before the visit.
- Parents always sign consent forms.
- We operate on an adult to child ratio of 1 to 4.
- Children are supervised closely at all times to ensure safety as well as not getting lost and no unauthorised access.
- We carry a small first aid kit and at least one qualified first Aider is present.

First Aid

At least one member of staff with a current First Aid qualification is on the premises or an outing at all times. The qualification must be relevant to infants and young children.

Our first aid kit complies with Health and Safety regulations (1981) and is regularly checked by staff to ensure stock is in date and complete. The kit is kept where it is accessible and we have a designated kit for outdoors/outings which is also kept up to date and accessible.

We ask parent's to give consent at the time of a child's admission to the setting for emergency medical advice/treatment to be sought by staff if necessary. This consent is also dated and stored securely.

Our Accident book is kept secure but accessible and all staff know where it is and how to complete it. Accidents are reviewed half-termly to identify any potential or actual hazards. Any accident recorded is acknowledged by the parent/carer of the child using a signature.

OFSTED are always notified if any injury occurs which requires treatment by a GP or hospital or in the event of the death of a child or adult whilst in the setting.

Any injury to a child, parent, volunteer, visitor or member of staff which requires treatment by a GP or hospital is notified to the local office of the Health and Safety Executive, (HSE).

We meet our legal requirements for the safety of our employees by complying with RIDDOR. We report to the local office of the HSE:

- Any accident to a member of staff requiring treatment by a GP or hospital,
- Any dangerous occurrences

Medication

Any medication belonging to a child which is to be administered at the setting must be in its original container, clearly labelled and kept out of reach of children.

Parents are required to complete the Medication record to give permission for the administration of medicines. When a child is given medication this is witnessed by a second member of staff and the record completed. Parents are required to sign to acknowledge that the dose has been given upon collection of the child.

If the medication requires specific training e.g. Epipen we ensure staff are trained in the administration of this medicine before the child starts at the setting.

Fire Safety

- Fire doors are clearly marked, never obstructed and easily opened from the inside.
- Smoke detectors/alarms and fire-fighting appliances conform to BSEN standards and are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.
- Our emergency evacuation procedures are clearly displayed in the premises, explained to new members of staff and volunteers and practised at least once every half term.
- Records are kept of all fire drills in the daily register.

Safety of adults

- Adults are provided with guidance about the safe storage, movement, lifting and erecting 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 alone or leave after dark alone.
- Sickness of staff and their involvement in accidents on the premises is recorded. Any issues are identified by reviewing these records.

Records

In accordance with the Statutory Framework (Revised 2012) we keep records of:

- Children's name, address, and date of birth
- Names, addresses and telephone numbers of all emergency contacts in case of a child's illness/accident
- Allergies, medical needs or dietary requirements of individual children
- Any adult authorised to collect a child from nursery
- Attendance of children, staff and visitors including arrival and departure times if different from normal.

SAFETY BAG and First Aid kits

1 RED SAFETY HOLDALL
1 STRONG PLASTIC BIN LINER FOR SAFETY BAG
1 BLANKET
(1 FIRE BLANKET when fires are planned)
3 HI-VIS JACKETS
1 FULL SIZE FIRST AID KIT
1 SMALL FIRST AID KIT
1 TOILET ROLL (in plastic bag)
1 PK TISSUES
1 ROLL CLING FILM
1 PK WET WIPES
1 INSECT REPELLENT
1 BOTTLE OF CLEAN WATER
2 DRY HAND WASH - alcohol free
1 ACCIDENT BOOK AND PEN
1 TORCH + spare batteries
1 WHISTLE
10 HAIRBANDS
1 WATERPROOF POUCH (for documents)
1 LAMINATED CHECKLIST (for safety bag & first aid kit)
4 SIGNS: FOREST SCHOOLS IN PROGRESS - LAMINATED
10 PEGS FOR SIGNS + STRING

FULL SIZE FIRST AID KIT: Kept in Fire Circle

1 FIRST AID PAMPHLET
2 PROPAX DRESSINGS -LARGE
6 PROPAX DRESSINGS - MEDIUM
6 PROPAX EYE DRESSINGS
4 TRIANGULAR BANDAGES
20 PLASTERS
1 MOUTH GUARD
6 ASSTD SAFETY PINS
12 NON-ANTISEPTIC STERILE WIPES - alcohol free
2 ROLLS MICROPORE
12 PR SAFETY GLOVES - in sealed bag
1 DRESSING SCISSORS

SMALL FIRST AID KIT carried by Outdoor First Aider

1 FIRST AID PAMPHLET
10 PLASTERS
6 SAFETY PINS
2 TRIANGULAR BANDAGES
1 LARGE STERILE DRESSING
6 PR SAFETY GLOVES - in sealed bag
6 NON-ANTISEPTIC STERILE WIPES - alcohol free
1 MOUTH GUARD

