



Castle Hill Village Nursery



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.

Insurance cover

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

Method

In order to achieve these aims we adhere to the following procedure

- Our designated member of staff responsible for health and safety is Elaine Jones, overseen by the responsible person in Castle Hill School.
- She is competent to carry out these responsibilities.
- She has undertaken health and safety training and regularly updates her knowledge and understanding.

Risk assessment

Our risk assessment process covers adults and children and includes:

- checking for and noting hazards and risks indoors and outside, and in our premises and activities
- assessing the level of risk and who might be affected
- deciding which areas need attention
- developing an action plan that specifies the action required, the time-scales for action, the person responsible for the action and any funding required

Where more than 5 staff and volunteers are employed this risk, assessment is written and is reviewed regularly.

We maintain lists of health and safety issues, which are checked:

- daily before the session begins
- weekly

Awareness Raising

- 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 operate a no smoking policy.
- Children are made aware of health and safety issues through discussions, planned activities and routines.

Children's safety

- We ensure all staff employed have been checked for criminal records by an enhanced disclosure from the Discrimination and Barring Service check.
- Staff cannot start work until a satisfactory DBS check has been received.
- Adults never supervise children on their own.
- Adults supervise all children at all times.
- Whenever children are on the premises at least two adults must be present.

Security

- Systems are in place for the safe arrival and departure of children. The times of the children's arrivals and departures are recorded.
- The arrival and departure times of adults - staff, volunteers and visitors - are recorded.
- Our security systems prevent unauthorised access to our premises.
- Our security systems prevent children from leaving our premises unnoticed.
- The personal possessions of staff and volunteers are securely stored during sessions.

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.

Doors

- We take precautions to prevent children's fingers from being trapped in doors.

Floors

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

Kitchen

- Children do not have unsupervised access to the kitchen.
- At least one staff member from each room has an up to date Food Hygiene Certificate.
- The person in charge and the person responsible for food preparation understands the principles of Hazard Analysis and Critical Control Point (HACCP) as it applies to their business. The basis for this is risk assessment as it applies to the purchase, storage, preparation and serving of food to prevent growth of bacteria and food contamination.
- 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.
- When children take part in cooking activities, they:
 - are supervised at all times
 - are kept away from hot surfaces and hot water
 - 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 switch gear/meter cupboard is not accessible to the children.
- 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 for safety and cleared of rubbish before it is used.
- Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides.
- Where water can form a pool on equipment, it is emptied before children start playing outside.
- All outdoor activities are supervised at all times.

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 that 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
 - cleaning toilets regularly
 - wearing protective clothing - such as aprons and disposable gloves - as appropriate
 - providing sets of clean clothes
 - providing tissues and wipes
 - ensuring individual use of flannels and towels

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

- All food and drink is stored appropriately.
- Adults do not carry hot drinks through the play areas and do not place hot drinks within reach of children. Any hot drinks are in a secure cup with a lid.
- 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.
- Every care is taken to ensure staff are aware of the ingredients of hot dinners. To guarantee this, all hot food will come from the school kitchen.
- No food will be reheated on the premises.

Outings and visits

- We have agreed procedures for the safe conduct of outings.
- Parents always sign consent forms before major outings.
- A risk assessment on the proposed venue is carried out before an outing takes place.
- Our adult to child ratio for outings is high, normally one adult to two children.
- 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.
- Outings are recorded by the Finance office stating:
 - the date / timings
 - the venue and mode of transport
- The adult in charge organise
 - names of staff assigned to named children
 - Staff take a mobile phone 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 even where parent volunteers are assisting and a minimum of two staff should remain behind with the rest of the children.

Missing child

If a child goes missing from the setting:

- The person in charge will carry out a thorough search of the building and garden.
- The register is checked to make sure no other child has also gone astray.
- Doors and gates are checked to see if there has been a breach of security whereby a child could wander out.
- The person in charge talks to staff to establish what happened
- If the child is not found, the parent is contacted and the missing child is reported to the police.

If a child goes missing from an outing where parents are not attending and responsible for their own child, the setting ensures that there is a procedure that is followed.

- As soon as it is noticed that a child is missing, staff on the outing ask children to stand with their designated person and carry out a headcount to ensure that no other child has gone astray. One staff searches the immediate vicinity but does not search beyond that.
- The person in charge is informed, if s/he is not on the outing and makes his/her way to the venue to aid the search and be the point of contact for the police as well as support staff.
- Staff take the remaining children back to the setting.
- The person in charge of the setting contacts the child's parent who makes their way to the setting or outing venue as agreed with the person in charge.
- The staff contacts the police using the mobile phone and report the child as missing.
- In an indoor venue, the staff contact the venue's security who will handle the search and contact the police if the child is not found.
- The person in charge contacts the chairperson of the management committee who comes down to the setting as soon as possible.

The investigation

- The management committee chairperson carries out a full investigation taking written statements from all the staff present at the time, or who were on the outing.
- The key person/staff writes an incident report detailing:
 - the date and time of the incident
 - what staff/children were in the group/outing
 - when the child was last seen in the group/outing
 - what has taken place in the group/outing since then
 - the time it is estimated that the child went missing
- A conclusion is drawn as to how the breach of security happened.
- If the incident warrants a police investigation, all staff co-operate fully. In this case, the police will handle all aspects of the investigation, including interviewing staff. Social Services may be involved if it seems likely that there is a child protection issue to address.
- The incident is reported under RIDDOR arrangements and is recorded in the incident book; the local authority health and safety officer may want to investigate and will decide if there is a case for prosecution.
- Ofsted is informed.

Animals

- Animals visiting the setting are free from disease and safe to be with children, and do not pose a health risk.
- Our setting's pets 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 in the nursery rooms.

Fire safety

- The Setting will ensure that they have a copy of the risk assessment that applies to the building and that they contribute to regular reviews.
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
 - Practised regularly at least once termly.
- Records are kept of fire drills and the servicing of fire safety equipment.

First aid and medication

All members of staff have current Paediatric first aid training.

- Our first aid kit complies with the Health and Safety (First Aid) Regulations 1981 and are checked monthly
- The first aid boxes are easily accessible to adults and are kept in both nappy rooms and a travel first-aid bag in each room by the exit doors. All are out of reach of the children.
- No un-prescribed medication is given to children, parents or staff. (see Medication Policy)

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.

At the time of admission to the setting, we ask that children's immunisations are up to date according to the health guidelines. This is to ensure the continued health and safety of all children and adults that attend the setting.

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.

Our Accident Records:

- In the event of an accident an accident record is completed on Iconnect, signed and witnessed
- The parent / carer will be asked to acknowledge the accident by commenting on the record to say they are aware of the accident.
- The forms are kept on the system securely.
- All staff know how to complete an accident record.
- Accidents to any part of a child's head will result in a phone call to a parent.
- Is reviewed at least half termly to identify any potential or actual hazards

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.
- 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.

Our Incident Book

- We have ready access to telephone numbers for emergency services, including local police. Where we are responsible for the premises we have contact numbers for gas and electricity emergency services, carpenter and plumber. Where we rent premises, we ensure we have access to the person responsible and that there is a shared procedure for dealing with emergencies.
- We keep an incident book 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
 - An intruder gaining unauthorised access to the premises
 - 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
 - A terrorist attack, or threat of one
- 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.
- 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.
- The incident book is not for recording issues of concern involving a child. This is recorded in the child's own file.

Administration of medication

- Only prescribed medication may be administered. It must be in-date and prescribed for the current condition.
- Children taking prescribed medication must be well enough to attend the setting and will be at the discretion of the manager.
- Children'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.
- Medication for some medical conditions will only be administered after exclusion period for a minimum of 24 hrs, dependent on current PHA guidelines.
- The administration is recorded accurately each time it is given and is signed by a Room Leader. Parents sign the record book to acknowledge the administration of a medicine.
- The medication will generally be administered by the Room Leader and dose witnessed and signed by either deputy or manager.
- If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional.
- The administration of eye drops or ear drops will not be undertaken.

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 while in the setting.

- We do not provide care for children who are unwell, have a temperature, or sickness and diarrhoea, or who have an infectious disease.
- 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. Staff may or may not be informed about it.
- 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.
- Staff suffering from sickness and diarrhoea do not handle food.

The local authority's medical officer for environmental health is notified of any infectious diseases that a qualified medical person considers notifiable. (Infectious Disease (Notification) Act 1889). Ofsted is also informed where this is the case. The full list is obtainable from www.patient.co.uk and includes common childhood illnesses such as measles a copy of which is in the office.

If a child becomes unwell at nursery, the following procedures should be followed:

- ☑ The sick child should be moved away from other children to prevent cross infection.
- ☑ Designate a toilet for sole use by the sick child.
- ☑ The member of staff should wear disposable apron and gloves.
- ☑ Phone parent/guardian to collect their child.
- ☑ Comfort the child until they are collected.
- ☑ In the event of infectious diseases, contact the infectious and notifiable diseases number and seek advice. (01622 713059)

- ☒ Advise other parents (via poster displayed on parent's board).
- ☒ Inform Ofsted of any serious infectious diseases.
- ☒ Exclude the child until they are well enough to return to nursery.
(Sickness and diarrhoea has a 48 hour exclusion period)

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 National Standards for Day Care, we keep records of:

Adults

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

Children

- the names, addresses and telephone numbers of parents and adults authorised to collect children from 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
- incidents

In addition, the following procedures and documentation in relation to health and safety are in place:

National Standard 6: Safety

- Risk assessment.
- Record of visitors.
- Fire safety procedures.
- Fire safety records and certificates.
- Operational procedures for outings.

National Standard 7: Health

- 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.
- Health and safety policy – this policy works in conjunction with the school’s KCC policy

Reviewed By:	Elaine Jones / Pete Talbot
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