

## Health and Safety Policy

Cranford Nursery is committed to ensuring that all setting practices are carried out within the requirements of the Health and Safety and Work Act 1974 and the Management of the Health and Safety at Work Act 2003.

In order to achieve high standards of quality and safety and continually improve health and safety performance Cranford is committed to implementing all necessary health and safety procedures.

The health and safety of young children is of paramount importance. In order to ensure the safety of both children and adults (including staff, parents and volunteers), we assess and minimise the hazards and risks to enable the children to thrive in a healthy and safe environment.

It is the responsibility of all members of staff to ensure that health and safety regulations are adhered to and that the health and safety of the children and other members of staff are not compromised in any way. This is done by:

- Create risk assessments so everyone knows the risk, how to manage the risk and what the consequence may be. Ensure read and signed by all staff.
- Create rotas so that responsibilities are shared between staff members, this means that there are different people doing them and other people can see if there is something wrong/dangerous.
- Support co-workers with Health and Safety. Once training for cleaning has been completed check in with them regularly to ensure practice is being followed safely.
- Take responsibility for your own Health and Safety, do not compromise as it could affect you, co-workers, children or parents.

It is the responsibility of the manager to ensure that the health and safety of the setting as a whole remains within legislative requirements and that the health and safety of all setting users, including children, staff and parents and carers is not compromised in any way. This is done by:

- Providing mandatory training to ensure staff are aware and know what to do.
- Reporting faulty equipment to relevant people e.g. Broken fire extinguisher to .....
- Providing a safe and secure place for substances/chemicals, e.g. cleaning chemicals; where all staff are aware and have a C.O.S.H.H poster displayed nearby.
- Provide training so staff know how to use these properly. For example, when cleaning make sure the right amount of water and chemical is diluted to avoid any reactions.
- Provide welfare facilities. This can include Mental Health Support, Staff bathroom, a space for breaks, Personal Protective Equipment, Safe area for leaving coat/bag/phones etc. Keep check of all training and when it runs out so we can do more training. Fire training we do every year in house, with all members of staff present.
- Have emergency procedures in place and make all staff aware of them. We have an injury poster next to our first aid boxes so whoever is dealing with it knows how to deal with that situation.
- Ensure all equipment works and is maintained. Keep records of these so we know how long it would have been broken for, for example Smoke Alarms and Fire Extinguishers.

### Supervision Requirements

Children are to be supervised at all times whilst in the setting, supervision is dependent upon 3 levels of supervision and the activities that are taking place:

#### **Constant Supervision:**

Being with the children at all times, actively supporting them using a physical presence or playing with them directly. This level of supervision is most often required when the children are playing high-risk games or using equipment or materials that have a high-risk assessment.

## **General Supervision:**

Being in vicinity of the children but not having an active part in their play, being on hand to support if the children require your help or guidance. Being on hand to respond to play cues and observant of the behaviour of the children. This is the most common form of supervision and allows for an overview of the play setting, most commonly used with play activities that have a medium level of risk.

## **Low Supervision:**

Keeping a watchful eye on the children from a distance and making sure that they are playing safely but freely. Keeping an overview of what the children are doing whilst not interfering. This is most commonly used with low risk activities.

## **Registers**

Children and staff are signed in and out of the building and a pen must be used to do this not pencil.

## **Outings and supervision**

In the event of children leaving the nursery for an outing, a risk assessment must be carried out by staff prior to the outing. Practitioners must take emergency contact numbers for parents on outings, along with a first aid kit and a mobile phone. Practitioners must seek written permission from parents to take children out of the nursery and on an outing. When walking on pavements staff must be roadside. Depending on the size and number of children walking if appropriate there must be a member of staff at the front and at the back of the line supervising the walk. All children and staff must wear high visible vests with the nursery name on the jacket. Children must be holding a walking aid for example a walking rope. Children must be supervised when they go to the toilet on outings, a staff member will firstly check the toilets to ensure it is safe and they must stay with the child. Boys will go to the ladies toilets unless there is a male member of staff with them.

## **Supervision of children sleeping**

Nursery practitioners ensure all children are supervised at all times, this includes children sleeping in beds and on mats in quiet areas. Children sleeping must be checked every 10 minutes, however a practitioner must be aware of the sleeping child and remain on the floor at all times in readiness to assist the child if necessary. It is essential that there are always two nursery practitioners present when children are on the premises. Children are restricted from going outside unaccompanied by double locked front and back doors which are always secure unless being used to enter or exit. Children are prevented from going upstairs by two gates. Children are never allowed upstairs in the owners private living quarters.

## **Visitors**

The nursery has visitors and students visiting the nursery. In order for nursery to be able to ensure all visitors are accounted for the nursery maintains a visitor's book that all visitors must sign themselves in and out of and provide details of the purpose of their visit.

Students are asked to complete a student placement form which provides the nursery with contact details of the college or university they attend and their personal details. Students must document the date and hours they attended the nursery. All visitors and students must be accompanied by a nursery practitioner. Children must never be left unsupervised with a student or visitor.

## **Staff**

Staff are employed to work in the nursery with the children once all their relevant checks have been made. This includes Disclosure and Barring Service (DBS) checks, health checks, social care checks, identification checks and references. Staff will have a 4 week induction programme and a 6 month probation period. The induction period involves reading and understanding all the nursery policy's and procedures and completing mandatory training courses.

Qualified staff are the only staff members who can work alone with children.

Non-qualified staff must not be left unsupervised with children.

## Hygiene

Staff must use good frequent hand washing techniques and encourage children to wash their own hands especially after using the toilet and before eating. Disposable paper hand towels are provided. Children and staff will have any cuts/open wounds covered with a plaster or dressing. Plastic gloves, aprons and masks are provided for nappy changing and cleaning duties.

## Food

Children bring in their own packed lunch and are required to have an ice pack. Ice packs must be provided for any bags which do not have one. Children's lunchboxes are stored away from radiators to keep them chilled. Surfaces are cleaned and wiped down before lunchtime and all children and staff wash hands before handling food. In order to ensure the food children are offered has been stored, prepared and served safely nursery practitioners attend training in Basic Food Hygiene. Parents are advised on how to safely prepare their child's packed lunch.

## Allergies

A list of all children and their allergies is displayed on the staff's cupboard doors. We have relevant policies in place for when we have a child with an allergy, we will risk assess and put a policy in place ensuring all staff are made aware. If needed we will contact parents to make them aware that we have a child with an allergy so they do not put that food item in their child's lunch box for example nuts. All snacks provided by the nursery pay attention to the children's dietary requirements and, where necessary, parents provide snacks suitable for their children.

## Risk Assessment

Our setting follows a strict risk assessment which includes the following steps -

- Identifying Hazards in the setting
- Identifying risks.
- Identifying the risk levels.
- Who could be harmed by the hazard and how?
- What actions we are taking to prevent these hazards
- What further action is necessary?
- Who will deal with the further action and when?

We complete and review risk assessments regularly to ensure we are offering the safest of environments for everyone.

## Manual Handling

As it is not possible to eliminate manual handling altogether, correct handling techniques must be followed to minimize the risk of injury. A variety of injuries may result from poor manual handling and staff must all be aware and adhere to the nursery's safe handling policy.

## Fire Safety

All staff undergo specified fire training for the environment which is attended annually. Fire drills are carried out termly and fire alarm checks are done weekly. All fire doors must be unobstructed at all times. All staff must know the fire procedure and practice the fire drills. Staff must be aware if a child has special needs when there is a fire drill, this will be recorded in the fire file and a risk assessment completed for that child.

## Accidents and injuries

Staff are first Aid trained.

The nursery maintains an accident book that must be completed in the event that a child, parent or staff member sustains an injury at nursery. Details of the nature of the injury, the treatment that was given, when and where the accident happened, must be recorded signed and dated. Parents will then be made aware and asked to sign and date the form.

The nursery will ensure that the first aid equipment is kept clean, in date and replenished. Sterile items will be kept sealed in their packages until needed. It is essential that staff clean up bodily fluids such as urine, faeces, blood, and vomit immediately, wearing disposable gloves and an apron.

In the event that a child has an injury, an accident report form must be completed to reflect this. The manager or person in charge must notify 'The Registration and Inspection team' of any serious injury that a child sustains at nursery. These injuries include; dislocations, broken bones, cuts or bumps that require medical attention.

### **Outdoors**

We make sure that our outdoor areas are securely fenced and gates locked at all times to keep the children safe when enjoying the outdoor space. When we use the outdoor areas, they will be checked for safety and cleared of rubbish before it is used. All our outdoor activities will be supervised by our practitioners. When using the stairs to enter or exit the garden a staff member must always be present and remind children to hold onto the safety rail at all times.

All outdoor equipment is risk assessed and checked regularly for faults. When wet they are wiped down and dried before use and there is constant adult supervision when the large equipment is in use.

Staff must supervise children when they are playing on the large equipment.

There is no smoking or vaping allowed on or around the property within nursery operating hours and there is a sign displaying this information at the front door.

### **Indoors**

The rooms will be bright, cheerful and well ventilated, providing a safe stimulating environment. All toys and play equipment will be washed and disinfected regularly. Dressing up clothes and blankets will be washed regularly. All floors and surfaces must be washed and disinfected daily to keep them clean and tidy.

### **Windows**

All staff must ensure that window locks are on when a window is open, this is to ensure that a child cannot climb out or fall out of a window.

### **Child Protection**

All members of staff will receive training in child protection and Safeguarding as part of their induction training (see Staff Induction Policy for further information). All members of staff are instructed in the specific procedure for Cranford Nursery, especially as regards to disclosures and suspicions of child abuse. (See Child Protection Policy for further information)

### **Administration of Medications**

We do not administer medicine unless a child has a life threatening illness for example if a child has an EpiPen or an Asthma inhaler. If a child requires medication for a life threatening illness then we will require a medical plan from their doctor. Where necessary we will require the school nurse to attend the setting to teach staff the procedure or the nursery will allow staff to attend training courses to meet the needs of the child.

### **Illness**

If a child becomes unwell during the course of the day, members of staff will ensure that the child is comfortable but does not pose any risk to the other children in the setting. A member of staff will contact the child's parent or carer and observe the child closely until they are collected. Parents will be asked to pick their child up without delay.

## **Maintenance and Storage of Equipment**

Cranford Nursery has a wide variety of equipment and materials that are used by the children in the course of their play and enjoyment at the setting. All equipment is bought with consultation with the children from approved suppliers and is checked to ensure compliance with the British Safety Standards. All equipment is well maintained and checked on a regular basis to ensure that it presents no risk to the health and safety of the children. Equipment and materials which do pose a hazard but which have an evidenced benefit on the development of children must be used under constant supervision and stored securely after use.

## **The Premises**

The premises are inspected annually by the Registrations and Inspections team. Members of staff check the premises each day to ensure that there are no risks or hazards that would compromise the health and safety of the children, parents and carers or staff. At the end of the day members of staff ensure that the premises are left clean, safe and tidy.

## **Safety and Security**

Cranford Nursery feels that the safety and security of the children, parents and carers and staff are paramount to the running of the setting. A secure entry system is in place to ensure that only persons with a legitimate reason for being on the premises have access. Visitors, other than parents and carers collecting their children must pre-arrange their visits and where necessary carry identification; all visitors must make themselves known to a member of staff upon entry, stating their name and reason for visiting. Visitors are required to sign themselves in and out of the building and must be accompanied by a member of staff at all times. Parents drop off and pick up their children at the door minimising the amount of people in and out of the building.

All staff members are entitled to either a one hour or a 30 minute lunch break depending on their hours of work and the staffing to child ratio. Staff can stay in for their breaks and sit in the kitchen or an empty room in the nursery or the garden or they can go out for their break. If a member of staff wishes to smoke during their break then they are required to leave the premises and the grounds of the setting and remain out of sight of the children.

The no smoking policy also applies to parents, carers and visitors to the setting; Cranford Nursery believes that this is in the best interests of the children and staff.

**Last updated / reviewed on:**

1/11/21

**Signature:**

Fiona Harcourt