

PEMBURY SCHOOL HOUSE NURSERY

Health & Safety Policy

Statement of Intent

This nursery believes that the health and safety of children is of paramount importance. We make our nursery a safe and healthy place for children, parents, Staff and volunteers.

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

Jane Askew is the settings' Health and Safety Officer and is responsible for the health, safety and welfare of the children, parents, staff and volunteers. All staff will be provided with appropriate Health & Safety training and this will be regularly updated. We display the necessary Health & Safety poster in the entrance hall.

Risk Assessment

Our Risk Assessment process includes:

- **checking for hazards and risks indoors and outside, 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, before the session begins.**
- **weekly**
- **termly - when a full Risk Assessment is carried out.**

Insurance Cover

We have Public Liability Insurance and Employers' Liability Insurance. The certificate is displayed in the entrance hall.

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 of Induction training sessions are kept and new staff and volunteers 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 & Safety training is included in the annual training plans of Staff and Health & 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.**



Children's Safety

- **Only persons who have been checked for criminal records by an Enhanced Disclosure from the Criminal Records Bureau and are registered with Ofsted as child carers, have unsupervised access to the children, including helping them with toileting.**
- **All children are supervised by adults at all times.**

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 systems prevent unauthorised access to our premises.**
- **Our systems prevent children from leaving our premises unnoticed.**

- The personal possessions of staff and volunteers, are securely stored during nursery sessions.

Windows

- Low level windows are made from materials which prevent accidental breakage, or are made safe.
- Windows are protected from accidental breakage or vandalism from people outside the building.
- Windows above the ground floor are secured so that children can not climb through them.

Doors

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

Floors

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

Kitchen

- Children do not have unsupervised access to the kitchen.
- 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 switchgear / meter cupboard is not accessible to the children.
- Fires, heaters, electric sockets, wires and leads are properly guarded and the children are taught not to touch them.
- Storage heaters are checked daily to make sure they are not covered.
- 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 which children select, are stored safely.**
- **All equipment and resources are stored or stacked safely, to prevent them accidentally falling or collapsing.**

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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.**
- **Our outdoor sandpit is covered when not in use.**
- **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 nursery, which includes play room(s), kitchen, 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.**
- **We implement good hygiene practices by:**
 - **cleaning tables between activities.**
 - **checking toilets regularly.**
 - **wearing protective clothing such as aprons and disposable gloves, as appropriate.**
 - **providing sets of clean clothes.**
 - **providing tissues and wipes.**
 - **ensuring use of paper 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 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 suitable for children's play.
- Physical play is constantly supervised.
- Children are taught to handle and store tools safely.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.

Food & Drink

- Staff who prepare and handle food, receive appropriate training and understand - and comply with - food safety and hygiene regulations.
- All food and drink is stored appropriately.
- We operate a 'no hot drinks' policy in the vicinity of the children.

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- Snack times are appropriately supervised and children do not walk about with food and drinks.
- Children are provided with water flasks when starting nursery and these are brought to every session, so that the children can have access to fresh drinking water at all times.
- We operate systems to ensure that children do not have access to food or drinks to which they are allergic.

Animals

- Animals visiting the nursery are free from disease, safe to be with children and do not pose a health risk.

Fire Safety

- 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.
- Records are kept of fire drills and the servicing of fire safety equipment.

First Aid and Medication

At least one member of staff with a current First Aid training certificate (relevant to infants and young children) is on the premises at any one time. The First Aid qualification includes First Aid training for infants and young children.

Our 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 the reach of children.

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 approval.

Our Accident Book:

- is kept safely and accessibly.
- is completed by staff and volunteers who know where it is kept.
- is reviewed at least half termly, to identify any potential or actual hazards.

Ofsted and Local Child Protection Agencies will be notified of any serious accident or injury to, or serious illness of, or the death of, any child whilst in our care and we will act on the advice given.

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

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 local office of the Health and Safety Executive:

- any accident to a member of staff requiring treatment by a General Practitioner or hospital.
- any dangerous occurrences (i.e. an event which does not cause an accident but could have done).

Children's prescribed drugs are stored in their original containers, are clearly labelled and are inaccessible to the children. Parents give prior written permission, together with the relevant General Practitioner's letter, for the administration of medication. A care plan is provided to record any medication administered. This record is signed by administering practitioner and parents to acknowledge the administration of a medicine.

If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff, by a qualified health professional. Training is specific to the individual child concerned.

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 if a qualified medical person considers this action appropriate.

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 which need to be addressed.**

Records

In accordance with the Statutory Framework for the Early Years Foundation Stage, 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.**

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- **the allergies, dietary requirements and illnesses of individual children.**
- **the times of attendance of children, staff, volunteers and visitors.**
- **accidents.**
- **incidents.**
- **Risk Assessment.**
- **Gas/Electricity.**
- **Record of Visitors.**
- **Fire Safety Procedures.**
- **Fire Safety Records and Certificates.**
- **Outings**
- **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.**

This policy was updated and adopted by the Trustees of Pembury School House Nursery on:

Date: **Signed on behalf of the Trustees:**
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