



Roundabout Nursery and After School Club Health and safety policy

Statement of intent

This provision believes that the health and safety of children is of paramount importance. We make our Nursery and Pre-school 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.

Methods

The member of staff responsible for health and safety is **Julie Clayphan** she is competent to carry out these responsibilities. She has undertaken health and safety training and regularly updates her knowledge and understanding. We display the necessary health and safety poster in the kitchen.

Risk assessment

Our risk assessment process includes:

- checking for hazards and risks indoors and outside, and in our activities and procedures. Indoor and Outdoor risk assessment check lists are completed twice daily. Our assessment covers adults and children;
- deciding which areas need attention; and
- developing an action plan which specifies the action required, the timescales for action, the person responsible for the action and any funding required.
- Risk Assessments are completed for outings and visits.
- Risk Assessments are carried out for activities including electronic equipment or equipment that children do not use routinely in their sessions; and/or at the discretion of the Head of nursery or Manager.

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

- daily before the session begins; morning and afternoon
- safety checks and risk assessments on any new activity or outing.

Insurance Cover

We have public liability insurance and employers' liability insurance. The certificate is displayed in the Pre school office and on the wall in the Children Centre Office.

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.
- 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 pre-school.
- 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.

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.
- Any students or volunteers who do not have a CRB check are not left with any children unsupervised.
- Adults do not normally supervise children on their own.
- All children are supervised by adults at all times.
- Whenever children are on the premises at least two adults are 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 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 sessions.
- There are Door Procedures for the Roundabout/Carousel Rooms and the Pre school building.

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 cannot 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. All floors are mopped on a daily basis when children are not present unless any spillages need mopping up straight away. Cones are placed on the wet floor area, making children and adults aware there is a wet floor.

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; and
 - do not have unsupervised access to electrical equipment.
 - Do not have access to the kitchen.
 - Risk assessments for food allergies.

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.

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 sand pit 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.
- Brushing teeth – children can brush teeth after lunch, with written consent from parents or carers, children are encouraged to find their own brush and are supervised at all times, brushes are replaced regularly by the NHS.
- We have a daily cleaning routine for the provision which 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.
- There are 3 toilets and hand basins located in the corridor next to the Roundabout Room and baby changing facilities. These are checked daily by nursery practitioners.
- The main nursery has 3 toilets and hand basins and there is a fourth adult toilet and hand basin which is located in the entrance lobby, to be used at busy times.
- Parents and Carers are made aware of the toileting arrangements on their induction visit and complete a Safeguarding Check list.
- Cleaning rotas are recorded daily.
- 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; and
 - ensuring sole 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 provision
- 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.
- Risk Assessments are carried out for activities including electronic equipment or equipment that children do not use routinely in their sessions; and/or at the discretion of the Head of Nursery or Manager.

Food and 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.
- Adults do not carry hot drinks through the play area(s) and do not place hot drinks within reach of children.
- 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.
- Before a child is admitted to the setting, the setting gathers information about any special dietary requirements, preferences and food allergies that the child has. This information is stated on the children's registration form and located in the kitchen area for all practitioners/students to see.
- We actively encourage a healthy choice of snacks.
- A hot lunch is available; see hot lunch menu or a healthy packed lunch can be purchased. Parents also provide packed lunches, healthy packed lunch advice is available on a printed sheet. All meals are prepared in the main nursery kitchen and the kitchen contains all adequate equipment to prepare and cook the meals.
- In a case of food poisoning affecting two or more children looked after on the premises, Ofsted will be notified within 14 days of the incident.

Preparing baby meals

Parents provide their own cooked meals for children under the age of 1. A practitioner prepares the babies meals following the correct instructions provided on the baby jars. All meals are heated up to the correct temperature of 75 degrees. Parents can provide home made meals, or a pack lunch depending on the baby's stage of weaning. Hot meals from the nursery can also be purchased. The temperatures of the baby food are recorded on a daily basis. Baby food will be heated up using the bottle warmer located in the roundabout room or the microwave located in the children centres kitchen. Non-fridge food such as fruit, biscuits will be stored in an allocated cupboard in the roundabout room.

Babies Bottles – Parents are to provide their own baby milk readymade or provide the nursery staff with a sterilised bottle that consists of cooled boiled water and the correct amount of milk powder for the staff members to mix as needed. All bottles are labelled and stored in the fridge and are warmed up using the bottle warmer. All milk

is discarded after 2 hours from being warmed up. Staff follow a Baby Food and Bottles Procedure.

Outings and visits

- We have agreed procedures for the safe conduct of outings.
- Procedures to be followed on outings are contained within our daily plan.
- A risk assessment is carried out before an outing takes place.
- Parents sign consent forms before major outings.
- Our adult to child ratio is high, normally one adult to two children.
- The children are appropriately supervised to ensure no child gets lost and that there is no unauthorised access to children.
- Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.

For those children remaining at pre-school, the adult to child ratio conforms to the requirements of the EYFS.

Animals

- Animals visiting the provision are free from disease, safe to be with children and do not pose a health risk. (see separate procedure).
- Our provision pets are free from disease, safe to be with children and do not pose a health risk.
- After handling animals children and adults wash their hands.
- New children starting the nursery would be checked for allergies before they started.

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; and
 - practised regularly at least twice every six weeks.
- 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 or on an outing 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; and
- is kept out of the reach of children.

At the time of admission to the pre-school, 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;
- All staff and volunteers know where it is kept and how to complete it; and is reviewed regularly to identify any potential or actual hazards.
- Parents and carers are informed the same day about any accidents or injuries sustained by the child.
- Any accidents or injuries to a child's head are reporting to the child's parent or carer immediately via a telephone call. This is recorded on the child's accident form.

Ofsted is notified of any injury requiring treatment by a General Practitioner or hospital, or the death of a child or adult. Notification must be made as soon as is reasonably practicable, but in any event within 14 days of the incident occurring.

The local child protection agency is also notified of any injury requiring treatment by a General Practitioner or hospital, or the death of a child or adult.

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; and any dangerous occurrences (i.e. an event which does not cause an accident but could have done).

Medicines – for more information see separate medicine policy.

Children's medicines/drugs are stored in their original containers, are clearly labelled and are inaccessible to the children. The nursery keeps a record of all medicines given to the children. Parents give prior written permission for the administration of medication. The time of the last dose is recorded. The nursery does administer non prescriptive medicines, only when a satisfactory explanation has been given to a senior practitioner regarding the reasons for giving the medication. The administration is recorded accurately and parents sign the record book to acknowledge the administration of a medicine. No medication containing aspirin will be given to children under the age of 16 (medicines containing aspirin should only be given if prescribed by a doctor).

If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional. For children with long term medical conditions appropriate advice and training will be sought.

Sickness – for more information see separate illness procedure

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 pre-school.

- We do not provide care for children, who are unwell, have a temperature, or sickness and diarrhoea, or who have an infectious disease.
- Children suffering from conjunctivitis will not be allowed to attend the setting. (Please consult Head of Nursery or Nursery Manager)
- Children need 48 hours clearance after having diarrhoea or sickness.
- Children with headlice are not excluded, but must be treated to remedy the condition.

- Parents are notified if there is a case of headlice 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.
- Ofsted is notified of any infectious diseases, which a qualified medical person considers notifiable.

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 they are provided with safe equipment to do so. Light bulbs/strip lights are changed by Graham Downing.
- 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 requirements of the EYFS, we keep records of:

- Adults authorised to collect children from the provision;
- 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 incidents.
- All broken and faulty equipment is reported and recorded.

In addition, the following policies and documentation in relation to Health and Safety are in place.

- Risk assessment.
 - Record of visitors.
 - Fire safety procedures.
 - Fire safety records and certificates.
 - Operational procedures for outings.
 - Vehicle records including insurance.
 - List of named drivers.
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- 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.

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