



Policy Document:

# Health & Safety.

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### **Policy statement**

Health and safety law does not expect all risk to be eliminated but that 'reasonable precautions' are taken and staff are trained and aware of their responsibilities. This is particularly important in an early years setting, as children should be able to grow, develop and take appropriate risks through physically challenging play.

Parents and carers who use the Meadows Day Care Centre should be able to do so with the utmost confidence that their children will be getting the best possible experiences and are protected from harm at all times.

The Early Years Foundation Stage (EYFS) safeguarding and welfare requirements are the framework that provides this assurance. The general legal requirements, including those concerning health and safety, are supported by more detailed specific legal requirements. Both the general and specific legal requirements have the force of regulations and must be complied with by all early years' providers. The EYFS welfare requirements also contain statutory guidance that all providers must have regard to, as it underpins the general and specific requirements.

### **Legal Framework**

We follow all relevant legislation and associated guidance relating to health and safety within the nursery including:

- The requirements of the statutory Framework for the Early Years Foundation stage (EYFs) 2021
- The regulations of the Health and safety at work Act 1974 and any other relevant legislation such as Control of substances Hazardous to Health Regulation (COSHH)
- Any guidance provided by the Public Health England, the local health protection agency, the local authority environmental health department, fire authority or the health and safety executive.
- We have public liability insurance and employers' liability insurance. The certificate for employer's liability insurance is displayed on the noticeboard in the lobby.

### **Risk Assessments**

We conduct regular risk assessments, which identify aspects of the environment that must be checked on a regular basis. This involves deciding what should be done to prevent harm and ensuring that the relevant actions are taken and are updated whenever necessary.

The Centre has appropriate insurance cover, including employer's liability insurance and public liability insurance.

Parents have an active role to play too. They should be made aware of their responsibilities such as closing gates behind them and not letting strangers into the building, but also encouraged to report any potential hazards to staff.

All Nursery activities are risk assessed either formally or informally. Staff are required to make a judgement about the activities that the children undertake during a session. Anything that might be medium risk or higher does not take place until it has been formally risk assessed.

### **Staff responsibilities**

Our induction training for staff and volunteers includes ensuring all staff have read and understood the health and safety policy, and understand their shared responsibility and accountability for health and safety.

Each member of staff follows the setting's *Health and Safety* policy and is responsible for:

- Maintaining a safe environment

- Supporting the children to develop skills in order to keep themselves safe.
- All staff are aware of the setting's emergencies procedures and know how to call the emergency services
- Taking reasonable care for the health and safety of themselves and others attending the setting.
- Reporting all accidents and incidents which have caused injury or damage or may do so in the future.
- Undertaking relevant health and safety training when required to do so by the manager.
- Any member of staff who disregards safety instructions or recognised safe practices will be subject to disciplinary procedures.

### **Responsibilities of the registered person**

The registered person for the setting holds ultimate responsibility and liability for the safe operation of the setting. The registered person will ensure that:

- The setting's designated health and safety officer is .....
- All staff receive information on health and safety matters, and receive training where necessary.
- The *Health and Safety* policy and procedures are reviewed regularly.
- Staff understand and follow health and safety procedures.
- Resources are provided to meet the setting's health and safety responsibilities.
- All accidents, incidents and dangerous occurrences are properly reported and recorded. This includes informing Ofsted, child protection agencies and the Health and Safety Executive under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) where appropriate.
- All reported accidents, incidents and dangerous occurrences are reviewed, so that preventative measures can be taken.
- Risk assessments on aspects such as security of the building, fire safety, food safety, nappy changing, outings, and personal safety, are in place. Other activities such as cooking or visitors bringing animals or vehicles to the setting are also risk assessed. Risk assessments are also necessary when making reasonable adjustments for disabled children/children with additional needs in order that every child is able to take part in activities, whatever their level of need or ability.

### **Responsibilities of the Manager**

The setting's manager is responsible for ensuring that at each session:

- Premises are clean, well lit, adequately ventilated and maintained at an appropriate temperature.
- The premises are used by and solely available to the Nursery during opening hours.
- All equipment is safely and securely stored.
- Children are not allowed in the kitchen which is blocked by a child gate.
- A working telephone is available on the premises at all times.
- Fire and emergency evacuation notices are clearly displayed at the exits.
- Chemicals and cleaning materials are stored appropriately, and in accordance with CoSSH data sheets.
- External pathways are cleared in severe weather.
- Daily environment checks are carried out in accordance with our ***Safety incorporating Risk Assessment policy.***

## **Security**

Children are not allowed to leave the premises during the session unless prior permission has been given by the parents (for example, to visit other settings such as Glebelands School, the local church, etc.) or to go for a walk.

During sessions, with the exception of the rear fire exit doors, all external front doors and doors which allow access into, and out of, the nursery rooms are monitored by a door access control system. Access through a door controlled by this system is only allowed by authorised personnel and individuals who have been issued with the relevant RFID card or RFID token.

All visitors to the setting must sign the *Visitor Log* and give the reason for their visit. Visitors will never be left alone with the children. If a visitor has no reason to be on the Centre's premises, we will escort them from the premises. If the visitor refuses to leave, we will call the police. In such an event an *Incident Record* will be completed and Ofsted will be notified.

Security procedures will be regularly reviewed by the manager, in consultation with staff and parents.

## **Safety at dropping off and collection times**

- Parents are encouraged to bring their child to the appropriate door and will wait for key staff to take their child.
- Once the child is in the building then s/he is the responsibility of the Centre staff.
- An attendance register is taken at the start of each session (including lunchtime)
- At collection times individual children are passed directly into the care of their parent/carer
- Parents must inform the Centre if a person other than themselves is dropping off or collecting their child.
- Staff will not allow a child to be collected by someone who does not have prior authorisation from the parent/carer.
- If an unauthorised person comes to collect a child, staff will immediately contact the parent/carer to establish whether or not they give their permission for that person to take the child.

## **Toys and equipment**

All furniture, toys and equipment are kept clean, well maintained and in good repair. We select toys, equipment and resources with care, and we carry out risk assessments before the children are allowed to use them. Broken toys and equipment are disposed of promptly.

We ensure that any flammable equipment is stored safely.

## **Food and drink**

- Children's allergies are written on both registers and displayed discretely in the kitchen
- Staff who supervise the preparation and/or 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 place hot drinks within reach of children.
- Snack time is appropriately supervised and children do not walk about with food and drinks.
- Fresh drinking water is available to the children at all times.
- We ensure children do not have access to foods to which they are allergic
- We provide parents with a list of foods not to be included in packed lunches, to avoid children bringing in any common allergens or specific foods that might cause a serious allergic reaction in any children on roll.

Any cooking done with the children is planned, appropriate for the age of the children and follows our H&S policy guidance.

#### **Health information for specific children**

- Detailed health information for all children is gathered from the enrolment forms, and kept as a record.
- Relevant health information (conditions, allergies, etc) is documented on a log of specific health concerns which is kept in the register folder.
- Parents are regularly reminded weekly to update the Centre staff of any changes.
- Specific health concerns and requirements are shared at staff meetings, and key people informed. (See *also Sick or infectious policy* and *Administration of Medicines policy*)

#### **Personal hygiene**

All staff maintain high standards of personal hygiene, and take all practicable steps to prevent and control the spread of infection.

- A generally clean environment is maintained at all times.
- Toilets are cleaned daily and soap and hand drying facilities are always available.
- Waste is disposed of safely and all bins are kept covered.
- Staff ensure that children wash their hands before handling food or drink and after using the toilet.
- Cuts and abrasions (whether on children or staff) are kept covered.

#### **Dealing with body fluids**

Spillages of blood, vomit, urine and faeces will be cleaned up immediately in accordance with our *Intimate Care policy*.

#### **Personal Protective Equipment (PPE)**

As an employer we have a duty under the PPE Regulations, to provide suitable equipment and clothing to protect employees from the risk of harm or injury during the course of their employment. Staff will wear disposable gloves and aprons whilst carrying out any intimate care.

#### **Smoking, alcohol and drugs**

- All areas and sites of the Centre are no smoking areas.
- Alcohol use is prohibited in all areas of the Centre during our hours of operation.
- Use of recreational drugs is prohibited in all areas of the Centre **at all times**.
- If a member of staff, student, volunteer, visitor, parent or child arrives at the setting clearly under the influence of drugs or alcohol, they will be asked to leave immediately, and disciplinary action may follow.
- If a member of staff believes a parent/carer is under the influence they advise the manager and the safeguarding lead who will then decide on the appropriate course of action according to the Safeguarding Policy.

#### **Staffing levels**

Staff ratios and levels of supervision are always appropriate to the number, ages and abilities of the children present, and to the risks associated with the activities being undertaken. A minimum of two members of staff are on duty at any time.

#### **Records**

In accordance with the Early Years Foundation Stage, we keep the following records.

## Adults

- A single central record which includes the following information about all staff, including temporary staff and volunteers: – name, address, identity check, address check, DBS check, right to work, qualifications.
- Names and addresses of the owners or of all members of the management;
- All documents relating to the staff's employment with the setting, including application forms, references, results of checks undertaken etc.
- See *Safeguarding policy* for more information on safe recruitment of staff.
- 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.

## Children and parents/carers

- Names, addresses and telephone numbers of parents and adults authorised to collect children from the setting;
- Names, addresses and telephone numbers of emergency contacts in case of children's illness or accident;
- Allergies, dietary requirements and illnesses of individual children;
- Times of attendance of children, staff, volunteers and visitors;
- Accidents, incident, existing injuries and medicine administration records;
- Enrolment forms contain detailed information on medical history and medical requirements.

See also *Data Protection policy*

## **Related policies**

See also our related policies:

- Children that are Sick or Infectious policy.
- Emergency Evacuation procedure and policy.
- Safeguarding and Child Protection policy.
- Administering Medicines policy.
- Safety incorporating Risk Assessment policy.
- Intimate Care policy.
- Data Protection policy