

## **HEALTH AND SAFETY POLICY**

### **Overall statement of policy**

Acorns Nursery school believes that the health and safety of the children is of paramount importance. We make our setting a safe and healthy place for children, parents and carers, staff and volunteers.

- Acorns Nursery school operates a NO SMOKING policy in and around the premises.

### **AIM**

We aim to provide a safe, secure and healthy environment for everyone, especially children. We aim to make everyone at Acorns Nursery school aware of the need to be healthy and safe and to co-operate to ensure that our environment is maintained in this way.

### **METHODS**

All members of staff take responsibility for carrying out health and safety checks daily on the premises. A different member of staff is responsible each day. The health and safety poster is displayed on the back of the office door.

Any accidents are recorded.

### **RISK ASSESSMENT**

- All staff are involved in checking the whole premises for health and safety on a termly basis to ensure that the condition of the premises and equipment has not changed or deteriorated.
- The premises are secure and access is carefully monitored.
- All spaces, including outdoor spaces, furniture, equipment and toys are regularly checked for safety. Equipment is also regularly steam-cleaned /washed.
- The children are made aware of the rules introduced for their own safety; (Golden Rules in nursery) e.g. remember to walk not run indoors, no throwing of sand or toys, correct shoes to be worn on the climbing frame, etc. The children are also made aware of health and safety issues through discussions (in the event of an unsafe incident), planned activities and routines (e.g. fire drill).
- An action plan for health and safety has been developed which specifies the action required and checks that this has been completed in the timescale indicated.
- Health and safety is regularly discussed at weekly staff meetings and as required.

## **CHILDREN'S SAFETY**

- Parents /carers are asked to observe safety rules when entering or leaving the premises to bring or collect the children and ALL carers MUST make sure that the children they bring to nursery **have gone through the cloakroom doorway into the hall before they leave nursery. OR have been taken by a member of staff down the pathway to Nursery during a COVID-19 lockdown situation.**
- Nursery uses a password scheme for collection of children by adults other than the recognised carers. If the child is to be collected by another adult, the Head Teacher MUST refer to the child register to check the password and insist that this password is given by the adult collecting the child. Failure to do so means that the child's parent or guardian must be contacted before the child is released.
- All children are supervised by adults at all times and are within sight and hearing of an adult.
- Children do not have unsupervised access to the kitchen.
- We comply with all statutory requirements regarding staff to child ratios.
- We have procedures to monitor any visitors to the premises. (see Safeguarding Policy)
- The times of the children's arrival and departures are recorded in the register daily.
- People not known by staff should be challenged by the officer in charge.
- No child will be released to an adult who appears to be under the influence of drugs or alcohol.
- We ensure that all staff employed have been checked for criminal records by an enhanced disclosure from the Disclosure and Barring Service.
- We also ask staff to complete a declaration on a termly basis, to confirm that:
  - They have had no police convictions in the past or recently.
  - They are not living with anyone who has or has had any allegations of serious harm or abuse or who has been disqualified from working with children.
  - They have not had their own children removed from their care by Social Services.

- All equipment, materials and resources are stored and stacked safely to prevent them accidentally falling or collapsing.
- All spillages to be cleared up immediately.

### **UNCOLLECTED CHILDREN**

If a child is not collected within 30, minutes and no message has been received, the parents or guardians are to be contacted OR the alternative responsible adult as listed on the child's registration form. Inability to contact anybody within 2 hours will necessitate contacting Social Services.

### **INSURANCE COVER**

We have public liability and employer's liability insurance in place. The details of the insurance policy are displayed in the cloakroom on the staff notice board.

### **GENERAL HEALTH**

- Basic hygiene rules are observed.
- All nursery staff and children wash their hands after using the toilet facilities and before handling food and drink.
- All bodily fluids are disposed of using gloves and recommended solutions and this process is followed for all children.
- Parents are responsible for providing sun-hats for their children in hot weather.
- Sun cream must be applied to children PRIOR to the nursery session.
- Fresh water is available at all times.
- The nursery promotes good health and children are encouraged to bring nutritious and healthy lunches and snacks.
- All staff responsible for handling food have an up to date Level 1 Food Hygiene Certificate.
- Our outdoor sand pit is covered when not in use and is cleaned regularly.
- All nappies are disposed of separately in the nappy bin.

### **USE OF CHEMICALS AND CLEANING MATERIALS**

- All cleaning items and other dangerous materials are stored out of children/s reach.
- Nursery has obtained COSHH documentation for all cleaning solutions used on the premises.
- All materials, including paint and glue, are non-toxic.

### **ELECTRICAL AND GAS EQUIPMENT**

- All electrical and gas equipment conforms to safety requirements and is PAT tested annually.

- The temperature of hot water is controlled to prevent scalds.
- Fires, heaters, wires and leads are properly guarded and the children are taught not to touch them.

### **FIRE DRILLS**

- Fire drills are carried out each term and the details are recorded in the register and on the Fire Evacuation records (*information is also kept on the computer*). The building is evacuated and the staff and children's names are checked against the register. The procedure is displayed in each room and all staff are familiar with it. Fire-fighting apparatus is checked annually and is kept in the office.
- There are fire alarms and safety lighting in every room and the fire alarms are checked every week.
- 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.

### **FIRST AID**

- At least one member of staff with current Paediatric first aid training is on the premises, or present on an outing, at any one time.
- At the time of admission to the setting, parents' permission for emergency medical advice or treatment is sought. Parents sign and date their written approval.
- Our First Aid kit is regularly checked and restocked as necessary.
- The first aid kit is kept out of the reach of the children.
- A list of children's allergies is documented on a list in the office and in the kitchen.

### **MEDICINES**

- Drugs and medicines cannot be administered by the nursery staff unless there are exceptional circumstances and treatment is prescribed by a medical practitioner. In this case, written permission and instructions must be provided by the parent /carer.
- A medication register must be maintained, documenting details of the medicine received from the parent and the date, time and quantity of the dose to be given. Any entry must be countersigned by the parent.
- All medicine must be kept out of reach of the children.

### **ILLNESS AND INJURIES**

- In the event of an outbreak of serious infectious diseases in the group, the LOCAL HEALTH AUTHORITY is to be informed.
- Parents are informed of any infectious diseases.

- Any dangerous occurrence is recorded.
- In the event of serious injury, disease or dangerous occurrence, refer to RIDDOR.
- The nursery has the right to refuse any child with an infectious disease and/or where diarrhoea or vomiting has occurred in the family within 48 hours.
- The nursery follows the guidelines on infectious diseases issued by West Berkshire.
- Following an accident in nursery, an accident form must be completed, signed by staff and countersigned by the parent/carer.
- Accidents are reviewed at least half-termly to identify potential or actual hazards.

### **OUTINGS**

- Risk assessments are in place.
- Parents/carers sign a permission slip on registration.
- There is a high staff ratio on local outings.
- All children use walking buses.
- Details of the outing are posted on the patio door with the nursery mobile number.
- The register, nursery mobile phone, first aid kit and appropriate medication are taken on the outing.
- Children are assigned to individual staff.
- Records are kept of the vehicles used to transport the children, with named drivers and appropriate insurance cover.
- In an emergency, 2 members of staff will be responsible for dealing with the incident (call parent/carer/emergency services as appropriate) and the rest of the staff will return with the children to nursery by the most direct route.

Date: September 2020

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