



## **STARFISH NURSERY**

### **HEALTH AND SAFETY POLICY**

#### **Statement of Intent**

This Starfish 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/carers, staff and volunteers.

#### **Aim**

We aim to:

- Make children, parents/carers and staff aware of health and safety issues and to minimise the hazards and risks to ensure the children thrive in a healthy and safe environment.

#### **Methods**

In order to fulfil these aims:

- All members of staff are responsible for Health & Safety. The Manager and Deputy Manager regularly undertaken health and safety training and update other staff when needed. We display the necessary Health & Safety poster.

#### **Risk Assessment**

Our risk assessment procedures include:

- Daily risk assessment before, during and after the session, usually carried out by the Manager or Deputy;
- This includes indoors and outdoors and equipment and materials, and during activities.

Our assessment covers adults and children;

- It is then decided which area needs attention that can be carried out immediately or at a later date, that needs an action plan. If an action plan is needed it will specify the action required, the timescales for action, the person responsible for the action and any funding required.

#### **Insurance Cover**

We have Public Liability Insurance and Employers' Liability Insurance. This certificate is displayed in the main school.

## **Awareness Raising.**

- Our induction training for staff and volunteers includes a clear expansion of Health & Safety issues so that all adults are able to adhere to our policy and understand their shared responsibilities for Health & 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/carers 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 at staff meetings.

We have a No Smoking policy.

Children are made aware of Health & Safety issues through discussion, 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 (DBS) 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.

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

## **Doors**

We take procedures to prevent children's fingers from being trapped in doors. The doors are secured from the inside.

## **Floors**

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

## **Kitchen**

- Children have no 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.

## **Electrical/Gas Equipment**

All electrical equipment conforms to safety requirements and is checked regularly. Electric sockets, wires and leads are properly guarded and the children are taught not to touch them.

- There are sufficient sockets to prevent overloading them.
- 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 Areas**

- Our outdoor area is securely fenced and the gate secured during our sessions. Staff are vigilant at all times.
- Our outdoor area is checked for safety and cleared of rubbish before it is used.
- 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.
- We have daily cleaning routines for the Nursery which includes the main playroom, kitchen, quiet areas and toilets.

- 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 practice 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
- We have a regular routine for hand washing.

### **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 Starfish 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 who are sleeping are checked regularly.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.

### **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 have hot drinks in the nursery.
- Snack and meal times are appropriately supervised and children do not walk about with food and drink.
- Fresh drinking water is available to the children at all times.
- We operate systems to ensure that children do not have access to food/drink to which they are allergic.

## **Outings and Visits**

A risk assessment is carried out before an outing takes place.

- Parents/carers sign consent forms for trips and outings within the admission process. These forms are then carried in our rucksack these contain emergency contacts.
- Our adult to child ratio is high, normally one adult to two children for under 3s, at the maximum 1 - 4. For over 3's 1-8 although this may vary as adult to child ratios are assessed on the ages and stages of development of the children, and are usually at a ratio of 1 - 6. It also depends on the hazards and risks that are assessed and the qualifications of the staff involved.
- The children are appropriately supervised to ensure no child gets lost and that there is no unauthorised access to children.

## **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 buildings 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/carers; and
- Practised regularly – at least once every six weeks.
- Records are kept of fire drills and the servicing of fire equipment in the main school.

## **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 plus adult resuscitation.
- Medication is only administered if prescribed by a doctor, dentist, nurse or pharmacist with original label and with written permission from the child's parent/carer.
- Written records are kept each time a medicine is administered and parents/carers are informed.
- All medicines need to have the prescription label attached.

## **Our First aid Kit:**

- Complies with the Health & Safety (First Aid) Regulation 1981;
- Regularly checked by a designated member of staff and restocked as necessary;
- Easily accessible to adults; in the first aid cabinet which is unlocked each morning.
- Remains out of the reach of children.

At the time of admitting to the Nursery, parents/carers' give written permission for emergency medical advice or treatment to be sought. Parents/carers sign and date their written approval.

## **Our Accident Book:**

Records are kept safely and accessible.

- All staff and volunteers know where it is kept and how to complete it.
- It is reviewed at least half termly to identify any potential or actual hazards.
- It is reviewed annually within the annual risk assessment.
- Parents and carers are informed of any accident or injury sustained by the child on the same day, or as soon as reasonably practicable including any First Aid treatment given.
- Ofsted is notified of any injuries requiring treatment by a General Practitioner or hospital, or the death of a child or adult.
- Any injury requiring a General Practitioner or hospital treatment to a child, parent, volunteer or visitor is reported to the local office of the Health & Safety Executive.
- We meet our legal requirement for the safety of our employees by complying with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulation.) We report to the local office of Safety Executive:
- Any accident to a member of staff requiring treatment by a General Practitioner or hospital;
- Dangerous occurrences (i.e. an event which does not cause any accident but could have done);

## **Sickness**

Our policy for the exclusion of ill or infectious children is discussed with parents/carers. This includes procedures for contacting parents/carers – or other authorised adults – if a child becomes ill at Nursery.

Ofsted is notified of any infectious disease 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 to store equipment or move equipment, they are provided with safe equipment to do so.
- All warning signs are clear and in appropriate languages.

- Adults do not usually remain in the building on their own or leave on their own after dark.
- The sickness of staff and their involvement in an accident is reported to the Manager. The records are reviewed termly to identify any issues which need to be addressed.

## **Records**

In accordance with the National Standards for Day Care, 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;
- Photographs of other adults who may collect their children and a password, both provided by parents/carers;
- The allergies, dietary requirements and illnesses of individual children;
- The times of attendance of children, staff, volunteers and visitors;

## **Accidents and incidents.**

Confidential information and records about staff and children are held securely and only accessible and available to those who have a right or professional need to see them. These are stored in a locked filing cabinet.

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

### **National Standard 6: Safety**

Risk assessment.  
 Record of visitors.  
 Fire Safety procedures.  
 Fire Safety records and certificates.  
 Operational procedures for outings.

### **National Standards 7: Health**

Administration of medication.  
 Prior Parental consent to administer.  
 Record of the administration of medicines.  
 Prior parental consent for emergency treatment.  
 Accident record.  
 Sick children.  
 No smoking.

This policy was adopted for Starfish Nursery.

Name: Mrs Angela Malanczuk

Position: Manager

Signature: .....

Date: .....