

## Health and Safety Policy

### **Statement of Intent**

Our setting believes that the health and safety of children is paramount. We make our setting a safe and healthy place for children, parents, staff, volunteers and visitors.

### **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.

### **Risk assessment**

Risk assessments are in place for all areas. These are reviewed on a regular basis and added to as necessary. Hazards are checked for on a daily basis in the playground and hazards within the classroom, such as trip hazards or slippages are continuously checked and dealt with as soon as practicably possible. See our Risk Assessment policy

### **Insurance Cover**

We have public liability insurance and employers' liability insurance. The certificate is displayed on the notice board.

### **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 this induction training within the staff file.

### **Children's safety**

We have rigorous vetting procedures for employing staff. All staff and regular volunteers have to have a DBS and be registered with Surrey County Council Early Years. Volunteers and students without an Enhanced DBS do not have unsupervised access to the children. 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 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 covered with safety film which prevents accidental breakage.

### **Doors**

We take precautions to prevent children's fingers from being trapped in doors. In Catkins Room door-jams are attached to the doors in the toilet areas and in the main door between the foyer and classroom. Entrance doors are secured with a latch when required for free-flow or closed when the children are indoors. The door between Acorns classroom and the front play area is kept open securely when free-flow play is taking place.

### **Floors**

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

**Electrical**

All electrical appliances are PAT (Portable Appliance Test) tested. The children are taught not to touch electric sockets.

**Storage**

All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

Cleaning materials and other dangerous materials are stored out of children's reach. We have regard for the Control of Substances Hazardous to Health (COSHH)

**Outdoor Areas**

Our outdoor facilities are securely fenced and have a lockable gate. Our outdoor areas are checked for safety and cleared of rubbish before they are used. All outdoor activities are supervised at all times.

**Hygiene**

Our daily routines encourage the children to learn about personal hygiene. All frequently touched surfaces, toilets, handwashing areas are cleaned frequently as well as resources and equipment.

There are separate facilities for hand-washing and for washing up.

**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. All materials - including paint and glue - are non-toxic.

The layout of play equipment allows adults and children to move safely and freely within the setting. All equipment is regularly checked for cleanliness and safety and any dangerous items are repaired or discarded. 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.

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.

**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. 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.

**Outings and Visits**

A risk assessment is carried out before an outing takes place. Parents have to sign consent forms to say that they agree to their children being taken on 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. For those children remaining at nursery, the adult to child ratio conforms to Ofsted requirements.

**Animals**

Animals visiting the pre-school are free from disease, safe to be with children and do not pose a health risk. Children will wash their hands thoroughly after handling animals.

**Fire Safety**

Fire doors are clearly marked, never obstructed and easily opened from inside. Our emergency evacuation procedures are approved by the Fire Safety Officer. Further details are within the Emergency Evacuation Procedure.

**First Aid and Medication**

At least one member of staff in each room has a current paediatric first aid training certificate. There will always be a first aider accompanying us on any outing.

Our First Aid kit:

- complies with the Health and Safety (First Aid) Regulations 2013
- is regularly checked by our Health & Safety officer 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 Acorn Nursery 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;
- is reviewed at least half termly to identify any potential or actual hazards

Ofsted and EYCS are notified of any injury, to a child, parent, volunteer or visitor, requiring treatment by a General Practitioner or hospital, or the death of a child or adult.

**Medicines**

Children's prescribed drugs are stored in their original containers, are clearly labelled and are inaccessible to the children. Parents give prior written permission for the administration of medication. The administration is recorded accurately and parents sign the record book 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 health professional. See our Medication policy.

**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 The Acorn Nursery School. 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. 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.

### **Personal Protective Equipment**

All staff must use protective gloves when dealing with incidents involving bodily fluids from children. These must be disposed of in the swing bin provided for the disposal of soiled and wet nappies. To protect children and staff alike all wounds involving blood must be covered to prevent cross infection or contamination. We also keep a stock of disposable aprons and safety visors to protect staff dealing with unwell children whilst awaiting for parents to collect their child.

### **Records**

We keep records of:

- adults authorised to collect children from The Acorn Nursery School
- 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
- incidents.

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

Health:

- Prior parental consent to administer medicine.
- Record of the administration of medicines.
- Prior parental consent for emergency treatment.
- Accident record.
- Sick children.
- Smoking, Drugs & Alcohol.

Safety:

- Risk assessment.
- Record of visitors.
- Fire and emergency safety procedures.
- Operational procedures for outings.

### **Reporting**

The Registered Provider will notify Ofsted of any serious accident, illness or injury to, or death of a child while in our care. Notification will be made as soon as possible, but in any event within 14 days of the incident occurring. We have regard for Reporting of Injuries, Diseases, and Dangerous Occurrences Regulation 2013 (RIDDOR)

**Mel Luck is The Acorn Nursery School's Health & Safety Officer**