



HARVEY ROAD DAY NURSERY LIMITED

HEALTH AND SAFETY POLICY

EYFS: 3.44, 3.45, 3.46, 3.50, 3.51,
3.54, 3.55, 3.56, 3.65

Statement of intent:

This setting believes that the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children. Parents/Carers, staff and volunteers by assessing and minimizing the hazards and risks.

Aim:

We aim to make children, Parents/Carers and staff aware of health and safety issues and to minimize 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 Deputy Nursery Manager. She is competent to carry out these responsibilities and has undertaken health and safety training and regularly updates her knowledge and understanding. We display the necessary health and safety poster in the Staff Room.

Risk Assessment – The basis of this policy is risk assessment.

Our risk assessment process includes:

- Identification of hazards and risks indoors and outside, and in our activities and procedures. Our assessment covers staff, children and parents;
- Assessment as to the level of the risk as high, medium and low. This is both the risk of the likelihood of it happening, as well as the possible impact if it did.
- Developing an action plan that specifies the action required the timescales for action, the person responsible for the action and any funding required.
- Monitoring and reviewing. Regular updates to include new equipment.

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

- Daily before the session begins;
- Weekly; and
- Termly – when a full risk assessment is carried out.
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Insurance cover:

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed in the Nursery Manager's Office and the cloakrooms.

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 Parent/Carers of new children so that they understand the part played by these issues in the daily life of the setting.

- 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:

- We ensure all staff employed have been checked for criminal records by an enhanced disclosure from DBS.
- All children are supervised by adults at all times.
- Whenever children are on the premises at least two adults must be present.
- All Directors have been checked and suitability as determined by the requirements of OFSTED.

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.
- All warning signs are clear and in appropriate languages.
- Adults do not normally 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 every quarter of the year to identify any issues that need to be addressed.

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 and children – staff, volunteers and visitors – are recorded.
- Our systems prevent unauthorized access to our premises.
- Our systems prevent children leaving our premises unnoticed.
- The personal possessions of staff and volunteers are securely stored during sessions.

Windows:

- Low level windows are made from materials that 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. Parents and staff are encouraged to take care when opening doors and also expected to close all doors and gates behind themselves.

Floors:

- All surfaces are checked daily to ensure they are clean and not uneven or damaged.
- Caution – wet floor signs- are used to indicate when extra caution should be taken.

Tenants/Residents/Visitors of Harvey Road Flats:

- Residents/Staff enter the building through one main entrance on Harvey Road. The door is operated by electronic key only, which is not accessible for parents or children.
- Nursery rooms which open onto communal corridors on the ground floor are kept secure at all times with the doors operated by security key pad.

- Visitors and contractors to the Nursery enter the building by ringing the door bell at either of the Nursery entrances or main entrance. Visitors and contractors must sign in and out.
- Names and details of expected visitors/contractors are written on the notice board in the staff room.

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, wires and leads are properly guarded and the children are taught not to touch them. Electrical sockets are all fitted high to prevent children from touching them.
- 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 from 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.
- Our outdoor sand pit is covered when not in use and is cleaned regularly.
- Where water can form a pool on equipment, it is emptied before children start playing outside or used as a supervised activity.
- All outdoor activities are supervised at all times.
- Toys and equipment used on the paved area are tidied away or moved to the side at the end of each outdoor session.

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 setting.
- 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 and safety and personal hygiene through the activities we provide and the routines we follow.

Animals:

- Animals visiting the setting must be free from disease and safe to be with children, and do not pose a health risk.
- Our setting's pets are free from disease, safe to be with children, and do not pose a health risk.
- Children wash their hands after contact with animals.
- Outdoor footwear worn to visit farms is cleaned of mud and debris and should not be worn indoors.

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 a daily cleaning routine for the setting 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 washing and drying facilities and the disposal of nappies.
- We implement good hygiene practices by:
 - cleaning tablets 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 Antibac hand gel in the rooms/Cloakrooms;
 - ensuring sole use of blue face cloths.

Food and drink:

- Staff that prepare and handle food receive appropriate food handling training every three years 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.

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.

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 according to schedule.
- 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 Parent/Carers
 - Practiced regularly once a term.
- Records are kept of fire drills and the servicing of fire safety equipment.

Outings and visits:

We have agreed procedures for the safe conduct of outings.

- Parent/Carers sign a general consent on registration for their children to be taken out as a part of the daily activities for the setting.
- Parent/Carers always sign consent forms before major outings.
- A risk assessment is carried out before an outing takes place and forms the basis of our adult child ratio.
- Named children are assigned to individual staff to ensure each child is individually supervised and to ensure no child gets lost and that there is no unauthorized access to children.
- Outings are recorded:
 - The date and time of outing;
 - The venue and mode of transport;
 - Names of staff assigned to named children;
 - Time of return.
- Staff take the a mobile phone on outings, and supplies of tissues, wipes, pants etc. as well as a mini first aid pack, a snack and water. The amount of equipment will vary and be consistent with the venue and the number of children as well as how long they will be out for.

Missing child:

Policy statement:

Children's safety is maintained as the highest priority at all times both on and off the premises. Every attempt is made through carrying out the outings procedure and the exit/entrance procedure to ensure the security of children is maintained at all times. In the unlikely event of a child going missing, our missing child procedure is followed.

Procedures:*Child going missing on the premises:*

- As soon as it is noticed that a child is missing the key person/staff alerts the Manager.
- The Manager will carry out a thorough search of the building and garden
- The register is checked to make sure no other child has also gone astray.
- Doors and gates are checked to see if there has been a breach of security whereby a child could wander out.
- If the child is not found, the parent is contacted and the missing child reported to the police.
- The Manager talks to the staff to find out when and where the child was last seen and records this.
- The Manager contacts the chairperson and reports the incident. The chairperson, with the Directors carries out an investigation and may come to the setting immediately.

Child going missing on an outing:

This describes what to do when staff have taken a small group on an outing, leaving the setting leader and/or other staff back in the setting. If the setting Leader has accompanied children on the outing, the procedures are adjusted accordingly.

What to do when a child goes missing from a whole setting outing may be a little different, as parents usually attend and are responsible for their own child.

- As soon as it is noticed that a child is missing, staff on the outing ask children to stand with their designated person and carry out a headcount to ensure that no other child has gone astray. One staff member searches the immediate vicinity but does not search beyond that.
- The setting leader or manager is contacted immediately and the incident is reported.
- The setting leader contacts the police and reports the child missing.
- The setting leader contacts the parent, who makes their way back to the setting or outing venue as agreed with the setting leader. The setting is advised as the best place, as by the time the parent arrives, the child may have returned to the setting.
- Staff take remaining children back to the setting.
- In an indoor venue, the staff contact the venue's security who will handle the search and contact the police if the child is not found.
- The setting leader contacts the chairperson and reports the incident. The chairperson, with the management committee, carries out an investigation and may come to the setting immediately.
- The setting leader, or designated staff member may be advised by the police to stay at the venue until they arrive.

The investigation:

- Staff keep calm and do not let the other children become anxious or worried.
- The Manager together with the chairperson or representative from the management committee speaks with the parent(s).
- The chairperson and management carry out a full investigation taking written statements from all the staff in the room or who were on the outing.
- The key person/staff member writes an incident report detailing:
 - The date and time of the report.
 - What staff/children were in the group/outing and the name of the staff designated responsible for the missing child.
 - When the child was last seen in the group/outing.
 - What has taken place in the group or outing since the child went missing.
 - The time it is estimated that the child went missing.
- A conclusion is drawn as to how the breach of security happened.
- If the incident warrants a police investigation, including interviewing staff, Children's Social Care may be involved if it seems likely that there is a child protection issue to address.
- If the incident is reported under RIDDOR arrangements (see the Reporting of Accidents and Incidents Policy); the local authority Health and Safety Office may want to investigate and will decide if there is a case for prosecution.
- In the event of disciplinary action needing to be taken, Ofsted is informed.
- The insurance provider is informed.

Managing people:

- Missing child incidents are very worrying for all concerned. Part of managing the incident is to try to keep everyone as calm as possible.
- The staff will feel worried about the child, especially the key person or the designated carer responsible for the safety of that child for the outing. They blame themselves and their feelings of anxiety and distress will rise as the length of time the child is missing increases.
- Staff may be the understandable target of parental anger and they may be afraid. Setting leaders need to ensure that staff under investigation are not only fairly treated but receive support while feeling vulnerable.
- The parents will feel angry, and fraught. They may want to blame staff and may single out one staff member over others; they may direct their anger at the setting leader. When dealing with a distraught and angry parent, there should always be two members of staff, one of

whom is the manager and the other should be a Director from the management committee or representative. No matter how understandable the parent's anger may be, aggression or threats against staff are not tolerated, and the police should be called.

- The other children are also sensitive to what is going on around them. They too may be worried. The remaining staff caring for them need to be focused on their needs and must not discuss the incident in front of them. They should answer the children's questions honestly but also reassure them.
- In accordance with the severity of the final outcome, staff may need counselling and support. If a child is not found, or is injured, or worse, this will be a very difficult time. The chairperson or proprietor will use their discretion to decide what action to take.
- Staff must not discuss any missing child incident with the press without taking advice.

Late collection and non-collection:

All parents agree an approximate arrival at the nursery and are informed of procedures to follow if they expect to be late: These include:-

Calling the nursery as soon as possible to advise of their situation.

Asking a designated person to collect their child wherever possible.

Informing the nursery of the person's identity so the nursery can talk to the child if appropriate. This will help to reduce or eliminate the distress that may be caused by this situation.

If the designated person is not known to the nursery staff the parent must provide a detailed description of this person. This designated person must know the individual child's safety password in order for the nursery to release the child into their care. This is the responsibility of the parent.

If a child has not been collected from the nursery after a reasonable amount of time (within 30 minutes) has been allowed for lateness, the following procedure will be initiated by staff:

The nursery manager will be informed that a child has not been collected.

A staff member will check for any information regarding changes to normal routines, parents' work patterns or general information. If there is no information recorded, the parents will be contacted on the numbers provided for their mobile, home or work. If this fails the emergency contacts will then be contacted as per the child's records.

A staff member from the child's room and one other member of staff must stay behind with the child (if outside normal operating hours). During normal operating times, staff ratios must be met and planned for accordingly.

If the parents have still not collected the child, a staff member will telephone all contact numbers available every 10 minutes until contact is made.

In the event of not contact being made after one hour has lapsed, the person in charge will ring Social Services Emergency Duty Team.

Ofsted will also be advised as soon as convenient.

The two members of staff will remain in the building until suitable arrangements have been made for the collection of the child.

The child's welfare and needs will be met at all times and to minimize distress staff will distract, comfort and reassure the child during the process.

In order to provide this additional care, a late fee will be charged to parents. This will pay for any additional operational costs that caring for a child outside the normal nursery hours may incur.

First Aid and medication:

At least one member of staff with current first aid training 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;
- Is kept out of the reach of children;

At the time of admission to the setting, Parent/Carers' written permission for emergency medical advice or treatment is sought. Parent/Carers sign and date their written approval. Parent/Carers sign a consent form at registration allowing staff to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that Parent/Carers have been informed and are on their way to the hospital.

Our accident book:

- Is kept safely and accessible;
- All staff and volunteers know where it is kept and how to complete it; and copies of all accidents are kept in the child's file.
- Is reviewed at least half termly to identify any potential hazards.

Ofsted is notified of any injury requiring treatment by a general practitioner or hospital doctor, or the death of a child or adult.

When there is any injury requiring general practitioner or hospital treatment to a child, Parent/Carer, volunteer or visitor or where there is a death of a child or adult on the premises, we make a report to the Health and Safety Executive using the format for the Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR).

Administration of medication:

Information of this can be found in separate policy document – 4. Administering Medicine and Promoting Health.

Sickness:

Our policy for the exclusion of ill or infectious children is discussed with Parent/Carers. This includes procedures for contacting Parent/Carers – or other authorized adults – if a child becomes ill while in the setting.

- We do not provide care for children, who are unwell, have a temperature, or sickness and diarrhoea, or who have an infectious disease.
- Children with head lice are not excluded but must be treated to remedy the condition.
- Parent/Carers are notified if there is a case of head lice in the setting.
- Parent/Carers 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.
- Staff suffering sickness and diarrhoea are excluded from the premises.
- Ofsted is notified of any infectious diseases which a qualified medical person considers notifiable.

Dealing with incidents:

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 Health and Safety Executive:

- Any accident to a member of staff requiring treatment by a general practitioner or hospital.
- Any dangerous occurrences. This may be an event that causes injury or fatalities or an event that does not cause an accident but could have done, such as a gas leak.
- Any dangerous occurrence is recorded in our Incident Log. See below.

Our Incident Log:

- We keep an incident log for recording incidents including those that are reportable to the Health and Safety Executive as above.
- These include:
 - Break in, burglary, theft of personal or the setting's property;
 - Fire, flood, gas leak or electrical failure;
 - Attack on a member of staff or Parent/Carer on the premises or near by;
 - Any racist incident involving a staff member or family on the centre's premises;
 - Death of a child, and
 - A terrorist attack or threat of one.
- In the incident log we record the date and time of the incident, nature of the event, who was affected, what was done about it – or if it was reported to the police, and if so a crime number. Any follow up, or insurance claim made, should also be recorded.
- In the unlikely event of a terrorist attack we follow the advice of the emergency services with regard to evacuation, medical aid and contacting children's families. Our standard Fire Policy will be followed and staff will take charge of their key children. The incident is recorded when the threat is averted.
- In the unlikely event of a child dying on the premises, for example, through cot death in the case of a baby, or any other means involving an older child, the emergency services are called, and the advice of these services are followed.
- The incident log is not for recording issues of concern involving a child. This is recorded in the child's own file.

Records:

All records are kept safe in accordance with General Data Protection Regulation 2018 and in accordance with the National Standards for Day Care, we keep records of:

Adults

- Names and addresses of all staff on the premises, including temporary staff who work with the children or who have substantial access to them;
- Names and addresses of all directors of the management committee, members of Harvey Road Day Nursery Limited and lease holder (Hundred Houses Society).
- All records relating to the staff employment with the setting, including application forms, references, results of checks undertaken etc.

Children

- Names, addresses and telephone numbers of Parent/Carers and adults authorised to collect children from the setting;
- 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 medicine administration records;
- Consents for outings, administration of medication, emergency treatment; and incidents.

In addition, the following procedures and documentation in relation to health and safety are in place:

Safety

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

Health

- 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.

Legal framework

- Health and Safety at work (1974).
- Management of health and safety at work regulations (1992)
- Electricity at work regulations (1989).
- Control of substances Hazardous to health regulations (COSHH) (2002).
- Manual handling operations Regulations (1992 as amended).
- Health and Safety (display screen equipment) Regulations 1991).

Contact Numbers

Name	Contact No
Social Services Emergency Team	0345 40455203
Ofsted	0300 1231231

This policy was adopted on	Signed on behalf of the nursery	Date for review
May 2019	Christine Hall – Nursery Manager	May 2020