



Pre-School and Nursery

Health & Safety Policy

Approved by: Nick Gregory, Owner

Signed:

Date: 24th May 2023

Review Date: 24th May 2024

Health and Safety Policy & Procedure

Intent

Little Munchkins believes that the health and safety of children, parents, carers and staff is of paramount importance. We make our nursery a safe and healthy place for children, parents, staff and volunteers like.

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.

Methods

The member of staff responsible for health and safety is The Manager. They are competent person who is capable of carrying out all required responsibilities. They have undertaken health and safety advise and regularly update their knowledge and understanding. We display the necessary health and safety poster in the kitchen.

Risk assessment

Our risk assessment process includes:

- Checking daily for hazards and risks indoors and outside and in our activities and procedures. Our assessment covers adults and children
- Deciding which areas need attention and improvement.
- Developing an action plan which specifies the action required stating timescales for action, this is the responsibility of the responsible person for Health and safety to take action and resource funding required.
- We maintain lists of health and safety issues, which are checked daily before any sessions begins and annually when a full risk assessment is carried out.

Insurance Cover

We have public liability insurance and employers' liability insurance. The certificate is displayed on the Parent's Notice Board in the hallway and copy in our Management folder.

Awareness Rising

- 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 explanation of their shared responsibility for health and safety. The induction training covers matters of employee's wellbeing, 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 of new children so that they understand the part they play in the daily life of the nursery
- 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 in the building and garden
- Children are made aware of health and safety issues through discussions, planned activities and routines.

Baby sleep room

- Baby sleep room is the up-stair quiet room; this room whilst children are sleeping is monitored every 10 minutes.
- Dated monitoring sheets are outside the room to record each time and who is carrying out the check to sign.
- These monitoring sheets are changed each day; Monitoring sheets are kept for a period of 8 weeks.
- Staff to ensure that children only have loose clothing on whilst sleeping
- Removal of all hair clips, and hair bands etc whilst sleeping.

Children's safety

- Only people who have an enhanced disclosure through DBS checks or Criminal Records Bureau have unsupervised access to the children, including helping them with toileting and changing nappies. All staff DBS certificate numbers are kept on file with training records
- Adults do not normally supervise children on their own.
- Adults supervise all children at all times
- Whenever children are on the premises at least two adults are present
- Our Mobile Phone policy ensures safety of children to stop any unauthorized pictures being taken.

Security

- Systems are in place for the safe arrival and departure of children. The times of the children's arrivals and departures are recorded in the daily register
- The arrival and departure times of staff, volunteers and visitors are recorded. All visitors have to register in our visitors book, stating reason for visit, date time. We also ask for prove through photographic identification of who they are. No visitor is left un-attended within the children's nursery area.
- Password policy ensures that no child/ren will be released to anyone who is not known by staff.
- 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 able to be securely stored in lockers
- Mobile phones are not permitted within the nursery building.

Windows

- Windows are double glazed with safety glass
- Windows above the ground floor are restricted so that children cannot climb through them

Doors

- We take precautions to prevent children's fingers from being trapped in doors, such as using finger protector strips

Floors

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

Kitchen

- Children do not have 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; kept away from hot surfaces and hot water and do not have unsupervised access to electrical equipment
- Staff and children always wash hands under running water before handling food, using antibacterial soap and drying thoroughly with a paper towel
- Staff are not involved with the preparation of food if suffering from any infectious /contagious illness or skin trouble
- Staff never cough or sneeze over food
- Staff ensure surfaces are wiped down with anti-bacterial spray before food preparation begins
- Colour coded clothes are used to clean specific things, Yellow (craft), Red (food) and blue (washing dishes).
- Food in the fridge is stored correctly e.g. uncooked food on the bottom shelf and away from cooked food
- Colour coded chopping boards are used to reduce risk of cross contamination
- Before serving food to children staff ensure tables are wiped down with anti- bacterial spray
- Food is kept covered
- Waste is disposed of properly and out of reach of the children. lids are kept closed on the dustbin and hands are washed after using it.
- Fresh fruits and vegetables are washed under running water before use
- Utensils are kept clean and stored appropriately
- We do not use any cracked or chipped cutlery/crockery
- Our kitchen is inspected annually by Fareham Environment Health Officers and any recommendations are met

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
- Electric sockets, wires and leads are properly guarded and the children are taught not to touch them
- There are sufficient sockets to prevent overloading
- The temperature of hot water is monitored 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 area

- Our outdoor area is securely fenced
- Our outdoor area is checked for safety, checked and cleared of rubbish and faeces from animals before it is used.

- Where water can form a pool on equipment, it is emptied before children start playing outside
- All outdoor activities are supervised at all times
- Staff inspect all outdoor equipment **daily** for damage

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 nursery, which includes all playrooms, 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 hand washing and drying facilities and the disposal of nappies
- We implement good hygiene practices
by: Cleaning tables between activities
Checking toilets regularly
Wearing protective clothing such as disposable gloves as appropriate providing sets of clean clothes
Providing tissues and wipes
Ensuring sole use of flannels and bedding

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
- 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 learn about health, safety and personal hygiene through the activities we provide and the routines we follow

Food and drink

- Any staff that 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 carry hot drinks through the play area and do not place hot drinks in rooms that children play in
- 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 always sign consent forms before major outings and give blanket consent for short trips in the local area, for example, a trip to the shops
- Our adult to child ratio is assessed for each outing
- 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 the statutory requirements of the Early Years Foundation Stage

Animals

- Animals visiting the nursery are free from disease, safe to be with children and do not pose a health risk
- Any nursery pets 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
- Our emergency evacuation procedures are approved by the Fire Safety Officer and are:
 - Clearly displayed throughout the premises
 - Explained to new members of staff, volunteers and parents
 - Practised regularly at least once every six weeks
- Records are kept of fire drills and the servicing of fire safety equipment
- Fire drills are done monthly in the setting.

First aid and emergency medical treatment

- 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.
- All staff are trained in First Aid every three years, the nursery commission outside trainers to do every member of staff employed any the time re-training is required.
- 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 and is kept out of the reach of children
- At the time of admission to the nursery, parents' written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval

Administering medication

- If children are required to have prescribed medication during their time at nursery, parents/carers are asked to complete full details on our medication record sheets. We recognise that some children are on long term medication so we seek written consent from parents to administer from the beginning. Parents are asked to confirm the reason for medication, the name of medication, when it needs to be given and the dosage required

- Children's prescribed drugs are stored in their original containers, are clearly labelled, stored in a fridge when required and are inaccessible to the children
- Staff are required to keep full records of when medication is given, including the date and time and ask parents to sign the record to acknowledge it has been given at the end of each day.
- The same consent is sought for children on short term prescribed medication such as anti-biotics and those that require pain relief such as teething gel or medicines such as Calpol or Nurofen. Our medication forms ask parents to detail when medication was last given so we can ensure doses are not given too close together. Again parents are asked to sign their acknowledgement when medication is administered
- If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional, for example, an epipen

Recording accidents

- Records are kept whenever a child injures themselves at nursery whether a mark is left or not
- Records are signed by a member of staff and management are informed to make a decision as to whether parents need to be notified at the time or can wait until children are collected at the end of the session
- Parents are always asked to sign their acknowledgement when an accident has occurred
- Blank accident sheets are stored accessibly in each area of the nursery
- All staff know where records are kept and how to complete them
- Accident slips are filed in each child's personal folder and the manager monitors all accidents to identify any common themes, if a theme becomes apparent a risk assessment is completed and action taken to ensure children's safety
- Add a back-up copy of accident forms to a file on the company computer.
- Any child who is carer-for or is under a court order will gain a signed, complete copy of any accident / incident / existing injury form that is filled out by our staff.

Serious accidents, admission to hospital, infectious diseases and/or death of a child or adult

- It is a statutory requirement of the Early Years Foundation Stage that the nursery notifies Ofsted of any of the above
- Any injury requiring hospital treatment to a child, parent, volunteer or visitor is reported to the local office of the Health and Safety Executive.
- 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 local office of the Health and Safety Executive any accident to a member of staff requiring treatment by a General Practitioner or hospital and any dangerous occurrences (i.e. an event which does not cause an accident but could have done)

Sickness

- Our policy for the exclusion of ill or infectious children is discussed with parents
- If children become ill at nursery and require one to one attention we inform the parents/carers and ask that they make arrangements for their children to be collected

- When children have been suffering from sickness and/or diarrhoea we ask parents/carers to ensure they keep them away from nursery for at least 2 days following the last occurrence to minimise the risk of infection to others
- Full details of exclusion periods for illnesses and infections can be found on the parent's notice board in the entrance hall and also in the office on a notice board.

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 or to change light bulbs they are provided with safe equipment to do so
- All warning signs are clear and in appropriate languages
- No single adult will remain in the building or leave the premises on their own after dark
- The sickness of staff and their involvement in accidents will be recorded. The records are reviewed termly to identify any issues, which need to be addressed.

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

- Risk assessment
- Record of visitors
- Fire safety procedures
- Fire safety records and certificates

This policy was adopted by Little Munchkins on 24/05/2023

Signed on behalf of Little Munchkins:

Nick Gregory, Owner

Next review date: 24/05/2024