



HEALTH AND SAFETY POLICY

STATEMENT

At East Harptree Nursery (“EHN”) the health and safety of children and staff is a matter of paramount importance. The nursery has developed procedures and safe practices to ensure children’s health and safety is maintained, promoted and to prevent the spread of infection. Staff are committed to providing a safe, healthy environment where children can learn and develop. Staff work closely with parents and health care professionals to ensure all children access nursery facilities safely.

The nursery will at all times comply with The Health and Safety at Work Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992 and their associated Approved Code of Practice (ACOP) and guidance.

SCOPE

All staff, children, visitors, and other individuals who attend, work at, or visit the premises.

POLICY


To ensure the nursery maintains a high standard of health and safety, the nursery has developed the following procedures to follow:

- Fire evacuation procedure
- Toilet and nappy changing procedures
- Children with medical conditions policy including the administering of medication and first aid
- Children with medical conditions policy and procedures
- Collection of children policy and procedure
- Lost child procedure

These policies and procedures can be found in detail in the office.

This policy covers:

- Supervision of children
- Risk assessments
- Recording accidents
- Food
- Allergies
- Fire safety
- Manual Handling
- Toys, resources, and equipment
- Electrical appliances
- Nursery practices
- Responsibility

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Supervision of children

Staff ensure that all children are supervised at all times, including children sleeping in quiet areas. Sleeping children are checked every 10 minutes. A staff member must be aware of the child's whereabouts and always remain in the main playroom in readiness to assist the child if necessary.

The manager or person in charge must ensure staff to child ratios and required space per child is maintained at all times when grouping children and deploying practitioners. It is essential that there are always two staff present when children are on the premises.

In the event of children leaving the nursery for an external outing (? What is a visit? Do we mean external trip?), appropriate adult to child ratios must be maintained and a risk assessment must be carried out prior to the outing (see above). Practitioners must take emergency contact numbers for parents on outings (see above), along with a first aid kit and a mobile phone. Small groups of children may be taken on outings (see above) providing there are a sufficient number of practitioners remaining on the premises to maintain appropriate staff to child ratios. Practitioners must seek written permission from parents to take children out of the nursery.

Staff/volunteers can only be left unsupervised with children once all relevant checks have been cleared. This includes Disclosure and Barring Service (DBS) checks, health checks, identification checks and references.

The nursery may have visitors and students visiting the nursery. In order for the nursery to be able to ensure all visitors are accounted for, a visitor's book is maintained for all visitors to sign themselves in and out of and provided details of the purpose of their visit.

Students are asked to complete a student placement form which provides the nursery with contact details of the college or university they attend and their personal details. Students must document the date and hours they attended the nursery.

All visitors and students must be accompanied by a member of staff. Children must never be left unsupervised with a student or visitor.

Risk assessments

Staff identify and manage risks to children and adults through carrying out risks assessments. A risk is a likelihood of a hazard occurring and the hazard is anything that could cause harm to others. All activities need to be considered, significant risks are identified, measures are put in place to control risks and all hazards and measures are recorded. Other risks that are identified must be controlled appropriately. For example a child standing on a chair is a risk and must be controlled; however this would not necessarily be recorded. All risks are dealt with promptly by the person in charge. Risk assessments are required to be "suitable and sufficient", therefore all risk assessments are carried out in accordance with the EYFS requirements and these can be found within the risk assessment file in the nursery office.

Each room is checked at the beginning of the day for hazards, in accordance with each rooms risk assessment. These assessments are reviewed once a year or as a result of change to the room. In the event that a risk is identified throughout the day or when opening the nursery, a risk assessment

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is carried out to determine the severity of the risk and an appropriate course of action to control the hazard.

The garden area is checked for hazards before children go out for outdoor play. This check is carried out in accordance with the nursery outdoor play risk assessment that is reviewed once a year or as a result of change to the area. A risk assessment must be carried out prior to practitioners taking children on outings.

Accidents

The nursery maintains an accident book that must be completed in the event that a child sustains an injury at nursery. Details of the nature of the injury, the treatment that was given, when and where the accident happened, must be recorded signed and dated. Parents are given a copy of the aforementioned details.

In the event that a child sustains an accident at home, parents are asked to inform the nursery and complete an accident at home form. Details of the nature of the injury and when the accident happened must be recorded, signed, and dated. This is to assist the nursery to ensure all injuries are accounted for.

In the event that a member of staff or parent sustains an injury at nursery, an accident/dangerous occurrences form must be completed and returned to the Safety, Health and Environment office. The nursery will ensure that the first aid equipment is kept clean, in date and replenished. Sterile items will be kept sealed in their packages until needed. It is essential that staff clean up bodily fluids such as urine, faeces, blood, vomit, and eye discharge immediately, wearing disposable gloves and an apron. Contaminated cleaning materials must be disposed of immediately in the yellow clinical waste bin along with gloves and aprons. The area should be cleaned with detergent first followed by Milton. In the event that a child bites another child or adult and draws blood both parties should seek medical attention. An accident report form must be completed to reflect this.

The manager or person in charge must notify OFSTED and the office of any serious injury that the child sustains at nursery requiring them to be admitted to hospital.

Food


In order to ensure the food children are offered has been stored, prepared and served safely, staff attend training in Basic Food Hygiene and ensure they follow hand washing and food handling procedures.

In the event of a member of staff suffering food poisoning, occupational health must be informed to determine the period of time that the person cannot handle food.

Allergies

In the event that a child suffers from an allergy the nursery will refer to its Children with Medical Conditions Policy in order to develop a Health Care Plan for the child and make arrangements for any necessary training.

Fire safety

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Where required, staff ensure all children evacuate the building safely and promptly by following the nursery's fire evacuation procedure and practice this evacuation at least four times a year. The Nursery manager carries out a fire prevention checklist every day and submits the checklist to office (which office?). This checklist assists the manager in maintaining all fire precautions that are in place. All fire extinguishers and blankets are checked annually in accordance with the nursery procedure and replaced where necessary.

Manual handling

As it is not possible to eliminate manual handling altogether, correct handling techniques must be followed to minimize the risk of injury. A variety of injuries may result from poor manual handling and staff must all be aware and adhere to the nursery's manual handling policy.

Preventing injuries

As with other health and safety issues, the most effective method of prevention is to eliminate hazards – in this case, to remove the need to carry out hazardous manual handling. Where manual-handling tasks cannot be avoided, they must be assessed as part of the risk assessment. This involves examining the task and deciding what the risk associated with them are, and how these can be removed or reduced by adding control measures.

Toys, resources, and equipment

All toys, resources, and equipment are regularly checked for signs of wear and tear that may make them unsuitable for use and are frequently cleaned as appropriate. Any toys, resources, and equipment that are no longer fit for purpose or have become unsafe are disposed of immediately.


All toys, resources, and equipment conform with designated standards and have UKCA/CE markings where applicable.

Electrical appliances

All electrical appliances and fittings conform to safety requirements and are regularly visually inspected for signs of wear and tear through normal usage. Electrical testing is carried out by a qualified electrician on an annual basis, i.e. Portable Appliance Testing.

Responsibility

The Manager is responsible for ensuring compliance with this policy and related policies and procedures and ensuring that staff are updated of, and appropriately trained in, any new health and safety practices.

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INSURANCE

The nursery has insurance cover appropriate to the duties under Employer's Liability Insurance.

LIABILITY

The nursery has a duty to ensure that both children and any visitors are kept reasonably safe.

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