

Health and Safety

Statement of Intent

At Fun Foundations Day Nursery we aim to make the nursery safe and secure place for the children, parents/carers, staff and any visitors who may enter the setting. We aim to make all the children, parent/carers and staff aware of health and safety issues to minimise the hazards and risks to enable them to thrive in a safe and healthy environment.

Organisation and Responsibilities

The Manager and Coordinator of Health and Safety is responsible for the overall management of Health and Safety in our nursery.

Fun Foundations Day Nursery Safety Advisor is Mandy Husk who has undertaken the appropriate training and are responsible for specific duties in the Nursery. The role is to take a specific interest in promoting Health and Safety in the nursery.

Nursery Practitioners

All staff, students and volunteers are responsible for ensuring that they work in a manner which is safe to themselves and to others and to comply with relevant legislation. All staff, Parent/Carers volunteers and students are urged to read the Fun Foundations Day Nursery Health and Safety Policy.

Staff are responsible for:

Reading through the Fun Foundations Day Nursery Health and Safety Policy.

Complying with all arrangements for Health and Safety at the nursery.

Undertaking required training and refresher courses.

Complying with the findings of Risk Assessments and carrying out the stated controls as required.

Acting on any urgent issue or hazard immediately as necessary and reporting it to the Manager or Deputy and recording on Risk Assessment.

Reporting non –urgent defects and hazards by writing them down in the relevant Risk Assessment (and letting the Manager and or Deputy know of any entries) and or adding an item on the agenda for discussion at weekly staff meetings.

Carrying out daily inspections of all areas of the nursery inside and out, equipment and resources and recording findings on Risk Assessment.

Facilities Management

The Manager and Health and safety Coordinator are responsible for:

THE HOLISTIC DEVELOPMENT OF PRE-SCHOOL CHILDREN

Ensuring the building fabric inside and out.

Carrying out stationary tests on the electric, gas and water supplies and heating system.

Testing the fire alarm and emergency lighting.

Testing the controlled temperature of the hot water in the taps used by the children.

Maintaining the garden.

Fire Precautions

A comprehensive fire emergency plan and evacuation procedure is given to all members of staff and parent/carers and a copy is available in the reception area.

All staff, students, visitors, volunteers, Parent/Carers are aware of the location of fire doors and fire exits, and means of escapes from the nursery. Also to know the location of the nearest fire extinguisher and fire alarm call points and instructions for their use.

Fire Drill Procedure

In the event of a fire alarm sounding the following is to be carried out.

The Nursery Manager or Deputy Manager to collect the staff register from the staff room.

The Deputy Manager or Group Leader to collect the child register from the appropriate room.

Staff to take responsibility for the children, and to assist them to immediately vacate the nursery, through the safest exit and meet opposite nursery conservatory.

The nursery cook to vacate, if the route is clear, through the Tiny Tots Unit and support the evacuation of the babies.

Assemble opposite the conservatory.

The manager or the deputy to check the nursery is clear.

Parent/Carers to be contacted to enable them to collect their children.

Fire Prevention

At the end of a nursery day all staff would switch off all electrical appliances, close all doors and windows in each room. The nursery is a Non-smoking environment.

First Aid

All members of staff have undertaken First Aid training which is updated every three years. The First Aid boxes are located in the kitchen, milk preparation area and nappy changing area in the Little Learners Unit. First Aid kits are also maintained in the nursery buggies and vehicles.

The First Aider at Work is Mandy Husk.

There are several first aid kits within the setting all of which comply with the Health and Safety (First Aid) Regulations 1981 as updated on 1st October 2013. They are regularly checked and restocked and are kept out of reach of children.

Should an accident occur which we feel needs professional medical attention and is an emergency we would inform the child's parent/carer. An ambulance may be called and parents contacted if emergency treatment is required.

Risk Assessment

The majority of the activities that are carried out in the Nursery are generally of low risk in nature and are risk assessed using a score matrix.

If we are planning a trip outside the nursery or are carrying out an activity when the child could be at risk, we would carry out a written risk assessment.

Risk assessments are carried out by the Manager and Mandy Husk and all staff will contribute to these documents. The risk assessments would be carried out on activities, the nursery environment, outside environment, manual handling and outings. They are regularly reviewed, working documents and they are displayed in each area of the nursery. Should you have any queries or concerns of your own please feel free to talk to the Manager or Deputy.

Risk assessments are brought to the attention of all relevant staff and students parent/carers and anyone who is involved in the activity. Risk assessments are reviewed annually.

Monitoring of the Health and Safety Policy

Fun Foundations Day Nursery Health and Safety Policy will be reviewed annually to monitor the effectiveness of the health and safety in the setting. The inspection will be carried out by the Manager and deputy.

Health and Safety Issues

All staff, students, visitors, parent/carers would report any health and safety issues promptly to the Manager or Deputy or a senior member of staff in their absence. Health and Safety issues would be discussed and recorded in a staff meeting/ team review and the relevant agencies would be informed of the concern that has occurred.

Health and Safety Queries or Issues

All staff, students, visitors, parent/carers should report any health and safety issue or hazard promptly to the Manager or Deputy Manager or a senior member of staff in their absence.

Health and Safety Consultation

All members of staff are required to attend the following Health and Safety Training:

First Aid

Foundation Food Hygiene

Records of training undertaken by staff are kept by the Nursery Manager along with planned dates for future course attendance and refresher courses as needed.

Emergency Procedure

In case of a medical emergency these procedures will be implemented.

If an ambulance needs to be called for any reason staff will ring 999. Staff will not use personal transport.

If the Parent/Carer is unable to go with their child a member of staff will accompany them. They will take the relative information with them (child's record form, accident form and any necessary medication)

All relevant information will also be taken.

CSSIW and RIDDOR will be notified of any injury requiring treatment by a medical practitioner or if they need to attend hospital.

Disaster Plan

If the nursery was affected by any disaster you as an employee/parent or visitor would be contacted by phone or text. All phone numbers are held at of the nursery.

Please ensure we have up to date phone numbers at all times so you are contactable. Please make sure you have the nursery number as in the event of a disaster you may need to contact us.

Safety and Security Policy

At Fun Foundations we aim to make the nursery a safe and secure place for the children, Parent/Carers, Staff and any Visitors who may enter the setting. We aim to make all the children, parent/carers and staff aware of health and safety issues to minimise the hazards and risks to enable them to thrive in a safe and healthy environment.

Insurance Cover

We have a public liability insurance and employers insurance. The certificate is displayed in the foyer.

Child Safety Precautions

Only adults who have enhanced disclosure forms from the Criminal Records Bureau have unsupervised access to the children. We aim for adults not to supervise children alone.

During nursery opening times there are always at least two adults in the building.

Parent/Carers will be asked to provide the nursery with their contact telephone numbers, the names and telephone numbers of those who should be contacted in the case of an emergency, and a list of any allergies, dietary requirements and any illnesses in the child's history which may affect the safety of that child whilst at nursery.

Nursery equipment is checked daily any damaged or dangerous items are removed; they may be replaced or repaired.

All creative materials that are used are non-toxic.

Sand is clean and suitable for children's play.

All dangerous materials, including medication, are stored out of children's reach.

Children who are sleeping are monitored.

The garden is only used under adult supervision.

Heaters, electrical sockets, wires and leads are properly guarded and the children are taught not to touch them.

All electrical equipment within the building conforms to safety requirements and is checked regularly.

The nursery has a non-smoking policy which includes the use of E-Cigarettes.

Lighting and ventilation is adequate in all areas including storage areas.

Hygiene

To prevent the spread of infection we will encourage the following practices.

We regularly seek information from the Environmental Health Department and local Health Authority to ensure that we keep up-to-date with the latest recommendations.

All hygiene policies and procedures are based upon 'All Wales Infection Prevention and Control Guidelines for Childcare and Early Years Settings'.

Paper towels are used as a source for drying hands and drying crockery. When possible crockery will be left to air dry.

Staff will wear protective aprons when preparing food.

Surfaces and fridges are cleaned with an antibacterial spray.

The nursery cleaner has a rota for cleaning the nursery appliances.

Hand wash signage is placed in all staff/ children toilets and food preparation areas.

Infection Control

We regularly seek information from the Environmental Health Department and local Health Authority to ensure that we keep up-to-date with the latest recommendations with regard to infectious diseases e.g. vomiting and diarrhoea, chicken pox and conjunctivitis etc.

The toilet areas have a high standard of hygiene including hand and washing and drying facilities and signage.

Staff and children wash hands after using the toilet.

Children are encouraged to cover their mouths when coughing and sneezing.

A large box of tissues is available in each room and the children are encouraged to blow and wipe their noses as appropriate and disregard the tissues into a bin. All soiled tissues are disposed of properly.

Paper towels are used and disposed appropriately.

All staff to clean and prepare tables to be used for eating, with antibacterial spray.

Hygiene rules relating to bodily fluids are observed by all staff and volunteers, with particular reference to the use of gloves to prevent the risk of cross- contamination and we have a bio-hazard kit.

While changing nappies, members of staff will wear disposable gloves and never leave a child unattended. The changing mat will be cleaned after each use and nappy bins changed regularly. Nappies are disposed of weekly through a waste disposal company in line with the Environmental Protection Act (1990): Duty of Care (Section 34).

All staff carry their own anti-bacteria hand gel.

Accident Reporting

All accidents/incidents/near misses except those of a minor nature will be investigated by the

appropriate person and recorded on the relevant documentation.

Minor incidents will be recorded on the relevant documentation and assessed in – house once a term

Should an accident occur during the day involving a child, a form will be completed and put by the daily register for the parent/carer to read, sign when the child is collected at the end of the day. We would contact a parent/carer that we feel may need to know that an accident has occurred and we would monitor the child.

We also ask all parent/carers to complete an accident form to record incidents that take place at home and leave a mark on the child.

Should an accident occur affecting a child which we feel needs professional medical attention then we will call parent/carers to report the accident and advise them to collect their child and seek advice from their G.P. or local hospital. If we feel it is an emergency we will call 999 for an ambulance, call parent/carers to inform them of the situation. A child will never be taken to hospital without consent from parent/carers or in a private vehicle.

Accidents/incidents of a serious nature will be reported immediately to the appropriate channels.

Nappy Changing

All staff to wear disposable gloves.

Never leave a child unattended.

The mat will be cleaned after each use and nappy bins changed regularly.

Nappies are disposed of weekly through a waste disposal company in line with the Environmental Protection Act (1990).

The nursery is cleaned daily by professional cleaning staff and maintained to its standard in the day by the nursery staff. This includes children's and staff toilets.

Safety of Staff

All staff/volunteers are provided with guidance about storage, movement, lifting and erection of large equipment.

When staff need to reach up for equipment /items they are provided with safe equipment to do so.

We have a nappy changing area with steps for children to gain access without the member of staff lifting the child.

Child Security Precautions

All staff will take precautions to prevent children's fingers from being trapped in doors and also make children aware.

A member of staff will accompany any visitor or contractor that has to work in any area where the child is playing.

Children do not have unsupervised access to the kitchen and are encouraged not to enter the kitchen area. Cooking activities are supervised at all times and children do not have access to hot surfaces or hot water.

We will not allow people unknown to us have access to the building.

The codes for doors will only be given to all members of staff.

Parent/Carers will be asked to provide the nursery with the names and telephone numbers of those people who should be contacted in case of emergency, as well as the people who are authorised to collect the child.

Staff have to sign all children in and out.

Parent/Carers are asked to provide the nursery with the names and telephones numbers of those people who should be contacted in the case of an emergency, as well as the names of people who are authorised to collect the child and a password to be used on these occasions.

Food and Drink Policy

The nursery is aware of their responsibilities under food hygiene and legislation and are subject to unannounced inspections from the Local Authority Environmental Health

Department. The nursery takes all reasonable steps to ensure the safety and wellbeing of children and staff members. It complies with all relevant food hygiene legislation and maintains a proactive approach to the management of food safety.

All food provided by the nursery will be nutritious and please ensure that we know about your child/children's dietary requirements and any food allergies so that we can meet their needs.

Nuts:

We would ask parent/carers to note that the nursery is a nut-sensitive environment. This is due to the allergies that affect some of the children and staff. Please note that anything containing nuts will be sent home (including peanut butter and other nut spreads) to reduce the risk of accidental cross contamination. Any food that does not contain nuts as an ingredient but bearing the label 'may contain traces of nuts' is allowed as so many products now carry this advice. Please consider this especially when bringing food in for the children on special occasions.

Drinking Water:

Over the last few years the health benefits to all of regularly drinking water has been highlighted and it's especially beneficial to children and aids their learning with water having been coined 'brain juice'.

To help us in monitoring how much water each child is drinking throughout the day, we ask parents to provide drinking bottles clearly labelled to allow us to re-fill regularly and leave in a suitable place that the children can gain independent access to them. The bottles are washed daily and re-filled with fresh water ready for when your child attends nursery. The amount of water that the under two's drink is measured and recorded. During the summer month's staff and children are encouraged to drink more.

Staff carry their own water drinking bottles around nursery.
Drinking water for staff is available in two staff rooms and the canteen.

Latex and Allergies

As staff and children can develop an allergy to latex used in disposable gloves the nursery provides a non-latex gloves for staff to wear when changing nappies, dealing with bodily fluid and when using anti-bacterial cleaning solutions as needed.

Safety of Play equipment

Safety of play equipment is initially checked by the Nursery Manager and checked daily before use by the members of staff responsible for setting out. The nursery purchases new equipment that is CE marked and uses U.K. Suppliers. Equipment donated to the nursery is checked for its suitability and safety.

Sun Safety

Fun Foundations Day Nursery believes in promoting sun safety practice and procedures to ensure that children and staff are protected from sunburn and skin damage caused by harmful ultra violet radiation from the sun. Skin cancer is one of the most common cancers in the UK and it is particularly important to protect children and young people from the sun as their skin is more delicate and easily damaged. The nursery believes that by encouraging sun safe behaviour at the nursery and by teaching children about the risks of sunlight, we can prevent them burning and contribute towards preventing skin cancer. Please see full policy.

Expectant and Nursing Mothers

Risk Assessments will be made to assess the needs of expectant and nursing mothers of staff in carrying out work at the nursery and controls will be put in place as needed e.g. not lifting children.

All staff and parent/carers will be informed of infections and diseases affecting the children and staff at the nursery that warrant the need for expectant mothers to seek advice from G.P.'s and or midwives.

Display Screen Equipment (DSE)

Assessment of the Display Screen Equipment for the nursery office has been undertaken and will be reviewed if and when significant changes to the office layout affecting the health and safety environment take place.

Control of Substances Hazardous to Health (COSHH)

All substances used by the nursery staff to maintain a clean and safe environment during the nursery day are household cleaners. The safety Data Information sheets for these products are made available to all e.g. are stored in the staff room. All changes in suppliers and products will be reviewed with regard to COSHH.

Industrial strength cleaning products used by the professional cleaning staff, when the nursery is closed, are used and stored as governed by the control of Substances Hazardous to Health Regulations 2002 i.e. kept in a locked cupboard and used in line with COSHH assessment a copy of which is displayed inside the locked cleaning cupboard.

Dates of Review	Changes Made	Signatures	Date of Next Review
27/01/15	Highlighted in red	A. Ferguson	January 2016
29/04/2016	In Red	A. Ferguson	April 2017
05/04/2017	In Red	A. Ferguson	April 2018