

# **Birdwood Nursery Health and Safety Policy**

## **1. Policy Statement**

We believe that the health and safety of children is of paramount importance. We make the nursery a safe and healthy place for children, parents, staff and volunteers.

- We aim to make children, parents, staff and volunteers 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
- The member of staff responsible for Health and Safety is the Nursery Manager
- The Health and Safety poster is on the inside of the main cupboard door, in the Main Hall
- Public Liability Insurance – the certificate is displayed on the parent notice board, in the window to the left of the Hall door.

## **2. Procedures**

### *Awareness Raising*

- The nursery induction plan for staff includes a clear explanation of health and safety issues, so that all adults are able to adhere to the policy and procedures as they understand their shared responsibility for health and safety. The induction covers matters of employee well-being, including safe lifting and the storage of potentially dangerous substances
- We keep records of the induction plan sessions and new employees are asked to sign the records to confirm that they have taken part
- We explain health and safety issues to the parents of new children, so that they understand the part played by these issues in the daily life of the nursery
- As necessary, health and safety training are conducted on an annual basis/ or when required by law to be updated, and health and safety is discussed regularly at the staff meetings
- We operate a no-smoking policy
- We make children aware of health and safety issues through discussions, planned activities and routines.

## **3. Main Building**

### *Windows*

- We ensure that windows are protected from accidental breakage or vandalism from people outside the building
- The windows above the ground floor are secured so that children cannot climb through them

- We ensure that any blind cords are secured safely and do not pose a strangulation risk for young children

#### *Doors*

- We take precautions to prevent children's fingers from being trapped in doors.

#### *Floors and Walkways*

- All the floor surfaces are checked daily to ensure they are clean and not uneven, wet, or damaged. Any wet spills are mopped up immediately
- Walkways are left clear and uncluttered.

#### *Electrical/Gas Equipment*

- We ensure that all electrical/gas equipment conforms to safety requirements and is checked regularly
- The boiler/electrical switch gear/meter cupboard is not accessible to the children
- Fires, heaters, wires, and leads are properly guarded and we teach the children not to touch them
- We check storage heaters daily to make sure they are not covered
- There are sufficient sockets in the nursery to prevent overloading
- We switch electrical devices off from the plug after use
- We ensure that the temperature of hot water is controlled to prevent scalds
- Lighting and ventilation are adequate in all areas of the nursery, including storage areas.

#### *Storage*

- All the resources and materials, which are used by the children, are stored safely
- All the equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

#### *Outdoor Area*

- The outdoor area is securely fenced. All gates and fences are childproof and safe
- The outdoor area is checked for safety and cleared of rubbish, animal droppings and any other unsafe items before it is used
- Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides
- We leave receptacles upturned to prevent collection of rainwater. Where water can form a pool on equipment, it is emptied and cleaned before children start playing outside
- The outdoor soil and sand pit are covered when not in use and are cleaned regularly.
- We check that children are suitably attired for the weather conditions and type of outdoor activities; ensuring that sun cream has been applied by

parents before attending nursery and hats are worn during the summer months

- We supervise outdoor activities at all times; and particularly children on climbing equipment.

#### *Activities, Resources, and Repairs*

- Before purchase or loan, we check equipment and resources to ensure that they are safe for the ages and stages of the children currently attending the setting
- We keep a full inventory of all items in the setting for audit and insurance purposes
- The layout of the play equipment allows adults and children to move safely and freely between activities
- All the equipment is regularly checked for cleanliness and safety, and any dangerous items are repaired or discarded
- We make safe and separate from general use any areas that are unsafe because repair is needed
- All the materials, including paint and glue, are non-toxic
- We ensure that sand is clean and suitable for children's play
- Physical play is constantly supervised
- We teach children to handle and store tools safely
- Children learn about health, safety, and personal hygiene through the activities we provide and the routines to follow
- Any faulty equipment is removed from use and is repaired. If it cannot be repaired, it is discarded. Large pieces of equipment are discarded only with the consent of the Nursery Manager.

#### *Control of Substances Hazardous to Health*

- We implement the current guidelines of the Control of Substances Hazardous to Health Regulations (COSHH)
- We keep a record of all substances that may be hazardous to health – such as cleaning chemicals, or gardening chemicals if used and where they are stored
- Hazardous substances are stored safely away from the children
- We carry out a risk assessment for all chemicals used in the setting. This states what the risks are and what to do if they have contact with eyes or skin or are ingested
- We keep all cleaning chemicals in their original containers
- We keep the chemicals used in the setting to the minimum in order to ensure health and hygiene is maintained.
- Environmental factors are considered when purchasing, using, and disposing of chemicals.
- All members of staff are vigilant and use chemicals safely
- Members of staff wear protective gloves when using cleaning chemicals.

## 4. Staff, Children and Visitors

### *Hygiene*

- We seek information from Public Health England to ensure that we keep up to date with the latest recommendations
- The daily routines encourage the children to learn about personal hygiene
- We have a daily cleaning routine for the setting, which includes the playroom(s), kitchen, toilets, and nappy changing areas. Children do not have unsupervised access to the kitchen
- 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
- We follow the Nappy Changing Procedure when changing children's nappies in the setting, including washing of hands after changing, using a changing mat and disposing of the nappies safely
- Whilst we do not prepare meals for the children, we have a Food Hygiene qualified member of staff to prepare the snacks
- We implement good hygiene practices by:
  - Cleaning tables between activities
  - Cleaning and checking toilets regularly
  - Wearing protective clothing - such as aprons and disposable gloves - as appropriate
  - Providing sets of clean clothes
  - Providing tissues and wipes and hand sanitizer.

### *Jewellery and Accessories*

- Staff do not wear jewellery or fashion accessories, such as belts or high heels, that may pose a danger to themselves or children
- Parents must ensure that any jewellery worn by children poses no danger; particularly earrings which may get pulled, bracelets which can get caught when climbing or necklaces that may pose a risk of strangulation.

### *Safety of Adults*

- We ensure that adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment
- We provide safe equipment for adults to use when they need to reach up to store equipment or to change light bulbs
- We ensure that all warning signs are clear and in appropriate languages
- We record the sickness of staff and their involvement in accidents. The records are reviewed termly to identify any issues that need to be addressed.

## **5. First Aid**

The setting provides care for children and promotes health by ensuring emergency and first aid treatment is given as required:

- Parents' consent to emergency medical treatment consent on registration
- All staff are paediatric first aiders, who regularly update their training; First Aid certificates are renewed at least every three years
- Vinyl single use gloves are also kept near to (not in) the box
- There is a named person in the setting who is responsible for checking and replenishing the First Aid Box contents
- Ice packs are kept in the kitchen fridge
- For minor injuries and accidents, First Aid treatment is given by a qualified first aider; the event is recorded in the setting's Accident Record book. Parents are given a copy of the accident form at collection
- In the event of minor injuries or accidents, parents are normally informed when they collect their child, unless the child is unduly upset, or members of staff have any concerns about the injury. In which case they will contact the parent for clarification of what they would like to do, i.e., collect the child or take them home and seek further advice from NHS 111.

### **5.1 Serious Accidents or Injuries**

- An ambulance is called for children requiring emergency treatment
- First aid is given until the ambulance arrives on scene
- The registration form is taken to the hospital with the child
- Parents or carers are contacted and informed of what has happened and where their child is being taken to.

### **5.2 Recording and Reporting**

- In the event of a serious accident, injury, or serious illness, the designated person notifies the designated officer
- The Nursery Manager is consulted before a RIDDOR report is filed
- If required, a RIDDOR form is completed; one copy is sent to the parent, one for the child's file and one for the local authority Health and Safety Officer
- In the event of a serious accident or injury to, or serious illness of, or the death of, any child, or 2 or more cases of food poisoning whilst in their care the Nursery Manager will notify OFSTED and any advice given will be acted upon. Notification to OFSTED is made as soon as is reasonably practicable and always within 14 days of the incident occurring. The designated person will, after consultation with the owners/directors/trustees, inform local child protection agencies of these events.