

**SUNNY SKIES DAY NURSERY**  
**OUR POLICY FOR HEALTH AND SAFETY (POL8) rev 08/15 [v.4]**

In our Nursery, the health and safety of the children is of paramount importance. To provide an environment that is safe, secure and healthy for children, staff, parents/carers and visitors, and with the support of Pennyhill Primary School's Health and Safety Officer Mandy Jones, we will:

- Through our procedures, meet the requirements of the Health and Safety at Work Act 1974, the poster of which will be displayed in the Nursery Office, and all other acts, regulations and guidance as may be relevant, including Food Safety, Food Hygiene, CoSHH, Fire Safety
- Take out the appropriate insurance covers for public and employer's liability, displaying the certificates in the entrance hall and staff areas respectively
- Ensure that all staff, students and volunteers receive induction training, where health and safety issues and procedures are clearly explained. Records will be kept which staff will sign to say that they have taken part

**Premises and Equipment**

In taking all reasonable steps to ensure hazards to children, both indoors and outdoors are kept to a minimum we will:

- Conduct a risk assessment, covering anything a child may come into contact with, at least once a year, or more frequently if the need arises
- Identify potential hazards, and act upon them
- Identify areas which need to be checked on a regular basis and implement written check lists which will be dated and signed
- Ensure that equipment and resources are safe and suitable for the ages and stages of the children in the Nursery
- Have reporting procedures for equipment which is faulty, damaged or unsafe
- Ensure that parts of the building such as doors, windows and floors have the necessary safety components such as doorjamb protectors, safety glass/film and catches, non slip materials etc.
- Always use safety straps and harnesses where fitted
- Use safety gates to prevent children from moving to areas which may be hazardous or dangerous for them
- Record any accidents/incidents with full details in the Accident Book or Incident Book as appropriate
- Ensure that all electrical/gas equipment conforms to safety requirements and is checked regularly
- Ensure that radiators, electric sockets, wires and leads are guarded and the children taught not to touch them
- Ensure that hot water temperatures are controlled to prevent scalds
- Store/stack equipment safely

**Security**

To protect the children in our care, we have stringent security procedures in place

- All exterior doors, including the garden gate, have electronic security locks and can only be opened by authorised fob holders.
- Interior doors have high handles or security locks

- Staff must sign in and out
- Visitors will generally be by appointment only. They must sign our Visitor's Book, recording the date, the purpose of the visit and times in and out
- Visitors will be accompanied at all times, unless they are contractors who will be monitored regularly. (Children will be removed from areas where necessary work has to take place whilst the nursery is open)
- All staff will be informed of any visitors in the nursery and their whereabouts by the person accompanying or authorising that visitor. This will usually be the Nursery Manager or a Deputy
- Posters and reminders about our security procedures and their importance will be displayed in the entrance hall, and regularly shared by email or text
- CCTV is in operation in the Entrance Hall
- The times of children's arrival and departure will be recorded in the respective room register
- Once handed over, staff will regularly 'head count' the children, particularly when moving around the nursery from activity to activity or area to area, and at key times in the daily routine such as mealtimes.
- When opening or closing any doors, staff will always check that only those intended pass through
- Staff, students and volunteers must all hold a DBS/CRB Enhanced Disclosure
- Children will be supervised at all times by staff, meeting the ratio and qualification requirements of the Early Years Foundation Stage Statutory Framework
- Only persons authorised by the parent/carer on the child's registration form will be allowed in the Nursery to collect the child. We will require written permission from the parent/carer where children are to be collected by another adult and passwords and identity checks will be arranged.
- Children's files will be kept in a locked cabinet, where only authorised persons will have access.

### **Fire Safety**

We will take reasonable steps to ensure the safety of children, staff and others on the premises in the case of fire

- Fire exits, evacuation routes and Fire Marshals are clearly displayed in all rooms and areas
- All fire detection and control equipment (e.g. alarms, detectors, and fire extinguishers) are installed. They are checked and serviced regularly as part of Pennyhill Primary School Site's contracts.
- Staff, students and volunteers will receive training on induction about their roles and responsibilities in the event of a fire. Training will be reinforced and updated regularly
- Evacuation drills are carried out weekly when the site's alarms are tested. Details of any problems encountered will be recorded, along with how they are resolved in our Fire Log Book

### **Safety in the Sun**

We are fully aware of the harmful effects of the sun and hot weather, and will take every precaution to protect them by:

- Avoiding exposure during the times when the sun is high in the sky (noon until 2pm)
- Ensuring that all children have a cap/sunhat in Nursery, and that they wear it when they are outdoors
- Ensuring that sun protection cream (where provided) is applied, as long as the necessary permission from the parent/carer has been given (see Registration Form)
- Encouraging the children to drink plenty of water to prevent dehydration

### **First Aid and Accidents**

- At least one member of staff trained in Paediatric First Aid will be on the premises (or on an outing) at all times.

- Our First Aid Kit is checked and restocked regularly. It complies with Health and Safety Regulations, and is kept out of reach of the children
- All First Aid given will be recorded in our Accident Book and reported to the Nursery Manager. Parents/carers will be informed by letter of the injury and any treatments if the accident is minor, or they will be contacted by telephone if it is major
- On registration, parents/carers will be asked to sign a consent form for the Nursery to seek emergency medical advice or treatment, or to allow staff to take their child direct to Accident and Emergency if necessary
- Staff accidents will be recorded in our Incident Book

### **Illnesses**

We believe that every child should be cared for in a healthy environment; therefore we cannot provide care for children who are unwell, have a temperature, sickness and diarrhoea, or an infectious disease. To control infection in our Nursery, we have clear guidelines for when a child can return after an infectious illness. Please refer to our chart 'Illness and Infections – Minimum Periods of Exclusion'.

- If a child becomes ill at Nursery, we will contact the parent/carer, and care for the child until they are collected
- If a child is ill when they are brought to Nursery, we will ask that they be taken home, and kept away until they are fully recovered or the infectious period, as stated on our Illness and Infections Exclusion Chart, has passed. This is to protect the other children in our care
- If a child is ill at home the above exclusion also applies

### **Other Incidents**

Incidents other than medical, such as break-ins, floods, attacks on staff, racism etc. will be recorded with full details and action taken in our Incident Book

### **Hygiene**

In promoting a healthy lifestyle, and to prevent the spread of bacteria and infection, our Nursery ensures a high standard of hygiene and cleanliness. This is achieved through:

- Staff training particularly the induction process
- Ensuring all staff obtain a Food Safety Level 2 qualification
- Cleaning schedules and routines for the kitchen and food preparation areas
- Cleaning schedules and routines for the day to day running of the Nursery e.g. nappy changing, milk prep, mealtimes, sterilisation, toileting, cleaning resources and equipment etc.
- Procedures for disposal of nappies and bodily fluids
- Signage reminding staff of their responsibilities e.g. 'Wash your hands now!'
- Ensuring stock levels of protective wear, sterilisation and cleaning materials are maintained
- Encouraging children to learn about personal hygiene through routines, activities and adult role models

### **Animals**

From time to time, as part of the curriculum, animals may visit the Nursery, or, we may visit animals as an outing e.g a farm trip. In order to minimise health risks we will:

- Carry out a full risk assessment to determine that the animals are free from disease, safe to be with children and do not pose a health risk
- Comply with DCSF and HSE guidelines regarding farm animals and e coli
- Ensure that everyone concerned understands the importance of hand washing, and that children are monitored closely to ensure that they are doing so

## **Activities and Daily Routine**

Through our broad and balanced curriculum, the children will be involved in many activities, with many different resources. We will ensure their health and safety with:

- Adult role models
- Regular equipment safety checks
- Cleaning schedules for toys and resources
- Activities and routines which teach children about health, safety and personal hygiene
- Careful supervision of the children particularly during physical play
- Safe storage of cleaning and other dangerous materials and equipment
- Regular checks of sleeping children

## **Harnesses and Reins**

Here in Nursery there may be times when children may need to be harnessed to ensure their safety:

- In a chair for feeding or table top activities
- In a baby bouncer
- In a pushchair

When using reins or harnesses, nursery staff will ensure that:

- The reins are fit for purpose, of good quality and adjusted so that they are secure, but comfortable and movement is not restricted
- The fittings are correctly and safely secured to the chair or pushchair
- Children are never left unattended
- Any hazards are out of reach

A child will never be placed in reins, harnesses or feeding chairs to hold them in 'time out', as a consequence or warning for inappropriate behaviour or for any other non specific reason.

We recognise that every child is individual; therefore the amount of time spent at an activity will vary. Children will never be kept in reins/harnesses or feeding chairs for prolonged periods if they show any signs of discomfort or distress.

## **Safety of Adults**

- There will always be at least two staff on the premises when children are present (EYFS requirement), even when the adult: child ratio may not necessitate it.
- Every effort will be made to ensure that adults do not remain in the building on their own, or leave on their own after dark.
- Two adults should be present when locking up at the end of the day
- Adults will receive training about the safe storage, movement and lifting of large pieces of equipment
- When adults need to reach up to store equipment or make/change displays, they will be trained in using safe equipment to do so
- Staff sickness, accidents and incidents will be recorded. The records will be reviewed regularly to identify any issues which may need to be addressed

*This policy runs side by side and in conjunction with the Health and Safety Policies and Procedures of Pennyhill Primary School*

## **HELPING CHILDREN ACHIEVE MORE**

This policy forms part of our commitment to keeping children safe and healthy.