

**General Welfare Requirements: Suitable premises, environment and equipment**  
Outdoor and indoor spaces, furniture and toys must be safe and suitable for their purpose

**Little Swans Day Nursery**  
**Health and Safety Policy**  
**May 2020**

**Reviewed:** Samantha Tranter, Nursery Manager

**Aim:**

At Little Swans Day Nursery, it is our aim to provide a healthy and safe environment for children and staff. We make our setting a safe and healthy place for children, parents, staff, volunteers/students and visitors.

- We aim to make children, parents and staff aware of health and safety issues to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment.
- Staff members responsible for health and safety are :  
**Samantha Tranter, Nursery Manger Elaine Boulton, Proprietor and Rose Boulton Assistant Manager**
  - They have undertaken health and safety training and regularly update their knowledge and understanding of health and safety issues.
  - They are responsible for ensuring regular inspections take place and risk assessments are carried out as necessary and accurately
  - They must ensure as a legal requirement that the necessary health and safety poster is displayed in the display. At present this can be found on the **wall in the office**
  - They are responsible for ensuring that health and safety at the nursery complies with the Health and Safety Act 1974, so far as is reasonably practicable

**At all times employees, volunteers, students and visitors will co-operate fully in implementing health and safety initiatives.**

**Insurance Cover**

We have Public Liability and employers' liability insurance. The certificate for public liability insurance is on display in:

The main entrance, Insurance is provided by Ecclesiastical Pound Gates

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**EYFS key themes and commitments**

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping Safe 1.4 Health and well-being 1.2 Inclusive Practice	2.2 Parents as partners 2.4 Key Person	3.3 The Learning Environment 3.2 Supporting Every Child 3.4 The Wider Context	4.2 Learning and Development

**Procedures:**

**Awareness raising:**

- Our induction training for staff and volunteers/ students includes a clear explanation of health and safety issues so that all adults are able to adhere to our policy and procedures, as they understand their shared responsibility for health and safety.
- Records are kept of these induction sessions and new staff, volunteers/students are asked to sign the records to confirm that they have taken part and understand their responsibilities.
- All staff are responsible for maintaining a safe environment through vigilance and careful planning.
- Staff are responsible for ensuring they report any defect likely to put any child or adult at risk from illness or injury.
- Health and safety issues are explained to the parent/carers of new children so that they understand the part played by these issues in the daily routine at the nursery. Parent/carers are informed of any changes to the procedure through our monthly newsletters, website, letters, nursery App and Twitter.
- As necessary, health and safety training are included in the annual training plans of staff, and health and safety is discussed regularly at our monthly staff meetings and regular supervisor meetings.

- Routine weekly checks conducted by management overlook the effectiveness of health and safety procedures and highlight changes if required as well as support staff practice.
- We operate a no smoking policy as well as drugs and alcohol.
- Children are made aware of health and safety issues through discussions, planned activities and routines.

### **Safety of adults**

- Employees/ adults are expected to take reasonable care of their own health and safety at all times.
- Staff, volunteers and students are provided guidance about safe storage, movement, lifting and erection of large pieces of equipment.
- When adults need to reach up to store equipment or change display boards etc... They are provided with safe and appropriate equipment to do so.
- All warning signs, fires exit etc... Are clear and visible.
- Adults do not remain in the building on their own or leave on their own once nursery closes, after the opening hours of 7.30am and 6pm
- Staff that work from the nursery during closing hours and weekends always let another staff member know they will be on the premises and the duration of their stay
- The sickness of staff and their involvement in accidents is recorded. The records are regularly reviewed to identify issues that need to be addressed.
- We keep a record of all substances that may be hazardous to health - such as cleaning chemicals, or gardening chemicals if used. This states what the risks are and what to do if they have contact with eyes, skins or are ingested. It also states where they are stored.
- We keep all cleaning chemicals in their original containers and store them securely out of reach of children.
- COSHH sheets are readily available and updated annually or when a change in materials or processes requires an update.

### **Windows**

- Low level windows are made from materials that prevent accidental breakage or are made safe
- Windows are protected from accidental breakage or vandalism from people outside the nursery
- Windows above the ground floor area are secured so that children cannot climb through them

### Doors

- We take precautions to prevent children's fingers being trapped
- All entrances and exits into the classroom areas have gates fitted with locks
- Staff discuss with children about 'keeping safe' and not opening and closing the gates
- Where risk assessed fire doors have been installed

### Floors

All floor surfaces are checked daily to ensure they are clean and not uneven, wet or damaged. Wet floor signs are used to prevent slips and falls.

### Electrical/gas equipment

It is the responsibility of all users to inspect appliances for loose wiring, faulty plugs etc., before using them. Electrical faults must be reported immediately. Faulty equipment must be removed from usage and clearly labelled as such. No one should attempt to repair the equipment themselves.

The following lists shows examples of electrical faults:

- Equipment not working;
- Loose Wiring;
- Broken casing around wires or applications;
- Electrical arcing (sparks);
- Plugs becoming warm...etc.

**All employees, whether paid or voluntary, have a responsibility to observe basic principles of electrical safety as well as inspecting appliances before use, i.e.:**

- Ensure that hands are dry before using an electrical appliance;
- Ensure that adequate instructions are obtained before using unfamiliar electrical equipment and comply with the manufacturer's instructions;
- Leads should never be pulled to remove a plug or to lift or move an appliance;
- Switch off by the mains, unplug and put away all electrical equipment (where appropriate) when not in use;
- Sockets must not be overloaded by the use of adaptors
- If extension cables are used then these must be placed in such a way so not to cause a hazard to anybody else.
- All electrical / gas equipment conforms to safety requirements and is checked regularly.

- Our boiler/electrical switch gear/meter cupboard is not accessible to the children. Where these cupboards are in the classrooms these are locked with a key at all times.
- Fires, heaters, electric sockets, wires and leads are properly guarded and all children are taught not to touch them and the reasons why.
- There are sufficient sockets to protect overloading.
- The temperature of hot water is controlled to prevent scalds.
- Lighting and ventilation are adequate in all areas including storage areas.
- All electrical and gas appliances are checked annually by an approved contractor.
- All electrical equipment will be maintained on a routine basis

## Fire

Management are responsible for ensuring that precautions are taken against fire through the routine maintenance of fire safety equipment, through reviewing and posting emergency fire procedures in buildings and educating employees, whether paid or voluntary, in safe practices.

It is the duty of all employees paid or voluntary, to co-operate in the implementation of this policy and report to the management committee any instances where the proper procedures are not being implemented e.g. obstruction of escape routes.

Within the premises, the setting operates a No Smoking Policy. It is the responsibility of each individual smoker to ensure that they only smoke outside the building, far away from the main gates ensuring that their cigarette is properly extinguished.

- Fire alarms and fire doors are checked regularly at the nursery, and failure to comply with safety regulations or faults must be immediately reported to management.
- Staff and children participate in regular fire drills, which take place quarterly (every three months) at the nursery.
- Details of the drill and any faults, recommendations etc... are reported in the nursery's fire log
- Children are taught through activities and circle time about fire and what to do if they hear the alarm.
- As part of staff inductions, the fire procedure, locations of extinguishers, blankets and exits are made known.
- Fire extinguishers and blankets are checked annually by an approved contractor and staff receive training on how to use in the event of a fire breaking out on the premises

### **Emergency procedures**

- Management will ensure that all members of staff are aware of the nursery's planned emergency procedures in the event of accidents, injuries, illness, fire etc...

### **RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995)**

#### **Your responsibilities under RIDDOR**

Under RIDDOR certain work-related incidents must be reported to the Health and Safety Executive. They have an incident contact centre - telephone 0845 300 9923.

Any of the following should be reported if it happens to a member of the public, including a parent or child, or an employee on the nursery premises:

- A death or major injury , which includes a fracture (but not of fingers, thumbs or toes), an amputation, dislocation, permanent or temporary loss of sight, and an injury from an electric shock;
- A reportable disease;
- A dangerous occurrence, which didn't but could have resulted in a reportable injury;
- An injury resulting in hospital admission.

Such incidents must also be reported to Ofsted and the Health and Safety Executive

#### **First aid Boxes:**

These are kept in each area and can be clearly identified. It is the responsibility of management to ensure directly or by delegation, that the boxes are properly stocked.

**Ashleigh Hall Is the designated member of staff.**

### **COSHH (The Control of Substances Hazardous to Health Regulations)**

Chemicals are widely used for a variety of processes in childcare and cleaning, and some are extremely hazardous. To comply with these regulations a list will be kept by the manager of all hazardous or potentially hazardous substances that are used in the nursery. A copy of this list will be kept at the setting.

In addition to chemicals, all body fluids are to be treated as substances hazardous to health and should be carefully dealt with using protective gloves and materials that can be safely disposed of.

Management are to be informed of any hazardous substances, which it proposes to bring onto the premises for use, by employees, paid or voluntary or other users.

**Any persons using such chemicals must observe the following guidelines:**

- All substances, which are included on the COSHH list, including bleach and general household chemicals, are to be stored in a safe place out of reach of children;
- All hazardous substances e.g. bleach, solvents, glues containing solvents are to be used with care;
- Always read the label before use and follow the manufacturer's instructions;
- Avoid inhalation, ingestion and skin contact of all chemical substances;
- Always wear the appropriate protective clothing e.g. gloves etc.;
- Products must never be mixed as this could give rise to hazardous by-products e.g. bleach will give off chlorine gas if mixed with an acidic cleaner such as Harpic;
- Those using the substance must be familiar with the First Aid procedures to be used in the event of an accident.

In the interest of Health and Safety, substances hazardous to health should only be used if there is no less harmful or harmless alternative.

**Storage**

- All resources and materials from 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 situated at the rear of the nursery; a brick wall around the perimeter ensures the area is secure for children, with a key coded gate for additional security.
- A staff member before children use the area completes a daily outdoor check.
- Adults and children are alerted to any dangers in the outdoor area. E.G. pesticides etc...
- Where water can form a pool on equipment, it is emptied before children start playing outside.
- Our outdoor sand pit and soil pit is covered when not in use, checked daily and cleaned regularly.
- All outdoor activities are supervised at all times.

**Outings and trips**

- As far as possible, all children will have access to all activities taking place off the premises.
- A risk assessment will be undertaken to ensure the safety of all participants during visits taking place off site.
- No child will participate in a visit unless parental consent has been sought beforehand.

### **Cleanliness of premises**

**The nursery recognises that it has a duty to set appropriate standards of cleanliness throughout its premises and to maintain these by:**

- Investigating and acting upon any accidents/incidents that have occurred due to lack of cleanliness;
- Providing enough funding to achieve and maintain a good standard of cleanliness;
- Providing facilities for the safe and convenient storage of cleaning equipment and materials;
- Promoting good housekeeping practices amongst employees and other users of the premises.

**All employees, whether paid or voluntary, have a responsibility to maintain a good standard of cleanliness by:**

- Observing good personal and environmental hygiene practices;
- Carefully disposing of rubbish into appropriate bags/containers provided, particularly where broken glass or dangerous waste is concerned;
- Tidying up and putting away equipment and materials after use;
- Cleaning up spillages, debris, litter etc., as soon after the occurrence as possible;
- Reporting any shortfalls in standards to the appropriate person.
- Making sure that the disposal of soiled nappies is in a yellow plastic bag and stored ready for pick up in the yellow bin situated at the front of the building

### **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 children to learn about personal hygiene.
- We have a daily cleaning routine for the setting, which includes playrooms, hallways/cloakrooms, kitchen, office/staff room, toilet areas and nappy changing areas.

- We have a schedule in each area for cleaning resources and equipment, dressing up clothes and furnishings.
- The toilet areas have 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
  - Cleaning toilets regularly
  - Wearing protective clothing - such as aprons and disposable gloves - as appropriate
  - Changing children's clothes
  - Providing tissues and ensuring individual use of flannels, towels and bibs.

### **Food Handling**

The nursery has a responsibility to maintain acceptable levels of hygiene and health and safety with respect to food.

**All employees, paid or voluntary, who handle food, have a responsibility to:**

- Maintain a high standard of personal hygiene;
- Complete their Food Safety Level 2 training and where applicable update their knowledge through refresher courses
- Refrain from handling food when they or anyone at home are suffering from an infectious disease or have boils, ulcers, cuts or rashes, diarrhoea, eye, ear or throat infection or any untoward discharge;
- Adhere to the nursery's Health and Safety Policy;
- Report shortcomings to the appropriate person, e.g. faulty or damaged storage, preparation and service equipment;
- All foods must be checked to ensure that they are of the quality, substance and temperature required and that they are within their use-by-dates;
- All foods must be stored under conditions that will prevent their deterioration. Instructions on the label, if present, should be followed.

### **Environment and the workplace**

The nursery is legally obliged to maintain a safe and acceptable working environment in as far as is reasonable and practicable. Employees, paid or voluntary, have a responsibility to co-operate to maintain this environment.

### **Lighting**

Must be suitable and sufficient in every part of the nursery through which people pass through or work in. Doorways and potential hazards like steps must be well lit. Artificial lighting apparatus must be properly maintained and fluorescent lights must be flicker free.

### **Noise at work regulations 1989**

Applies to all workplaces requiring assessments of noise levels and the taking of appropriate preventive action where there are excessive noise levels.

### **Space**

Around machinery and equipment must be adequate to ensure that safe working practices are achievable.

### **Heating**

The setting must ensure that a reasonable temperature (not less than 16 centigrade) can be maintained in every room which people are employed to work in

### **Ventilation**

Must be effective and suitable to ensure circulation of adequate supplies of weather fresh or artificially purified air.

### **VDUs (Visual Display Units)**

For safe operation the equipment needs to be properly installed and consideration given to the following points:

- Make sure that the screen is sharp, clean and individual characters can be easily read;
- The characters should not flicker or move;
- There should be no reflection on the screen;
- Ensure that there is adequate lighting to the desk surface adjacent to the machine;
- Ensure that the user's chair has an adjustable height and back support so that a proper sitting position can be maintained.

### **Activities and resources**

- Before purchase or loan, equipment and resources are checked to ensure that they are safe for the ages and stages of development of the children currently attending the nursery.
- The lay out 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 removed, repaired or discarded
- All materials, including paint and glue, are non-toxic and suitable for purpose
- Sand is clean and suitable for children's play

- Physical play is constantly supervised
- Children are taught to handle and store tools safely
- Children who are sleeping are checked regularly at 15-minute intervals. Staff complete a sleep chart recording all information
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow
- Any faulty equipment is removed from use and is repaired. If it can not be repaired then it is discarded
- Large pieces of equipment are discarded only with the consent of management/owner

### **Accident, injury, illness and Health**

Maintenance of property and equipment to ensure personal safety is the overall responsibility of the management. All employees, whether paid or voluntary, are responsible for the correct and safe use of all property and equipment in the setting and for the reporting of any faults or hazards to their supervisor or management.

The aim of any policy relating to accidents must stress that in the first instance every effort should be made to avoid an accident happening. The following list provides an indication of areas that require special attention:

- Beware of wet floors
  - Equipment should not be turned on when unattended and in such a position as to cause others to trip over it;
  - Doors and drawers should be closed when not in use;
  - Equipment should be stored in a safe manner in cupboards;
  - Filing cabinets should not be overloaded;
  - Climbing onto chairs or desks is not permitted. Appropriate equipment should be used to reach high levels;
  - Step-ladders must be properly adjusted and secured. If more than the three lower steps are to be used it needs to be supported by a second person;
  - Correct methods must be employed when lifting or moving heavy objects;
  - Working areas must be kept tidy and clear of obstruction;
  - Fire doors must not be wedged open.
- This is not exhaustive!

In the event of an accident, employees, paid or voluntary, have a duty to report to their immediate supervisor any such incidents; to assist in determining the cause and to help in any subsequent investigation with the aim of preventing a recurrence.

- All accidents, incidents, illness must be recorded on the appropriate forms in accordance with the nursery's administration of medicine and accident procedures.

- Parent/carers will be contacted if the nature of injury or illness requires immediate action away from the nursery, such as illness or for further medical attention. Any accident or illness requiring hospital treatment must be recorded in the nursery's accident/incident logs.
- Details of any dangerous occurrences must be reported to management and immediately recorded.
- It is our responsibility to ensure at all times that, there is a First Aid at Work qualified first aider on the premises.
- All staff will have received paediatric first aid training.
- It is the responsibility of the course coordinator alongside management and the individual to ensure training remains in date. In order to do this, we have completed Millie's Mark which is a special endorsement awarded to childcare providers in England where the setting goes above standard practice in First Aid requirements
- We will ensure that where children have known allergies to certain foods we will take necessary precautions to ensure children are not given these foods. These will include sharing information with staff, completing allergy awareness cards, updating information with parents, checking ingredients of meals and snacks and reviewing procedures regularly.
- When appropriate a personal health care plan, will be drawn up in consultation with nursery, parent/carers, health care professionals and where possible the child. The health care plan will outline the child's individual needs and the level of support required in nursery. Plans will be renewed annually or when a change in the child's needs occurs.

### **Lifting and Manual Handling**

The nursery has a moral and legal responsibility to its employees, paid or voluntary, to reduce the risk of work associated with back problems and other carrying and lifting injuries.

It is important to note that the handling of loads applies to lifting, lowering, carrying, pushing, pulling, holding or moving by bodily force any discreet moveable object including a person.

For general guidance, all employees may from time to time have to lift or handle some objects. Firstly, consider whether it is necessary to lift the object, consider if there are any alternatives and if you are at all unsure do not attempt to lift. You are responsible for your own safety and for the safety of others, you work with.

Staff are provided with the opportunity and encouraged to participate in manual handling training

If you decide to proceed with the lifting activity, the correct way to lift is as follows:

- Keep the back straight;
- Place the feet slightly apart;
- Bend the knees;
- Grip firmly (with palms not fingertips), then lift slowly holding the object as close to your body as possible;
- Do not twist the body during the lifting procedure.

### **Health and Hygiene**

The provision recognises that hygiene is a basic part of any Health and Safety Policy. As such, management is responsible for ensuring that the premises are cleaned regularly and that a good standard of cleanliness is achieved overall. Washing and Toilet facilities are provided and maintained. Any shortcomings should be reported immediately to management who will ensure the necessary action is undertaken.

Employees, paid or voluntary and other users, have a responsibility to ensure that their personal hygiene meets an acceptable standard and that they observe good environmental hygiene practices, e.g. by using the appropriate waste bin for disposal of rubbish.

### **Infection**

We will at all times endeavour to ensure the spread of infection through the nursery is prevented as much as possible by responding appropriately. This includes:

- Cleaning
- Sterilizing toys and feeding equipment
- Wearing gloves and aprons during changing nappy's, dealing with bodily fluids (blue aprons)
- Wearing aprons when handling food and cleaning up spillages (white aprons)
- Personal care, including hand washing
- By keeping parents informed of illnesses and advisable times to keep children with infectious illness away from nursery.

### **Induction and Training**

All employees, paid or voluntary are made aware of the practices to maintain Health and Safety at the setting. Management has a duty to ensure they are aware of current legislation and that relevant information is disseminated to the appropriate person.

### **Legal Framework**

- Health and safety at work act (1974)
- Management of health and safety at work regulations 1992
- Electricity at work regulations 1989
- Control of substances Hazardous to Health Regulations (COSHH) (2002)
- Manual Handling Operations Regulations 1992 ( as amended)
- Health and safety Regulations 1992
- Early Years Foundation Stage/Welfare requirements September 2014

We will act upon the guidance and advice given to us by outside agencies such as OFSTED, Environmental Health, and the Health Protection Agency.

### **Reviewing the policy**

The policy will be reviewed every year unless a change in legislation necessitates a shorter review period or there are changes in the activities or personnel of the provision that require

**The Policy has been reviewed and updated by Samantha Tranter Nursery Manager - MAY 2020**