



POLICY No: SNP026

TITLE: HEALTH & SAFETY POLICY

VERSION: 03

VERSION	BREIF DESCRIPTION OF CHANGE:	APPROVED BY:	EFFECTIVE DATE	REVIEW DATE
03	UPDATED TO REFLECT NEW EYFS CHANGES	TARA (NURSERY MANAGER)	DEC 2023	DEC 2024

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Legislation and/or Guidance

This policy has been developed in accordance with the following legislation which supports the health, safety and welfare of everyone.

- Health and Safety at Work etc act 1974
 - Management of Health and Safety at Work Regulations 1999
 - RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995)
 - COSHH (Control of Substances Hazardous to Health Regulations 2002)
 - The Regulatory Reform (Fire Safety) Order 2005 (England and Wales)
 - Equality Act 2010
 - Guidance from Health & Safety Executive
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Introduction

Sunnyside Nursery believes that the health and safety of children and practitioners are of paramount importance. Therefore, we have developed procedures and safe practices to ensure children's health and safety is maintained, promoted and prevent the spread of infection. Practitioners will work closely with parents and health care professionals to ensure that all children access nursery facilities safely. This policy outlines our responsibilities and procedures that everyone must adhere to, in order to maintain safe working practices.

Health and safety legislation places the duty on Sunnyside Nursery to take responsibility for the health and safety of our employees at work "*as far as is reasonably practicable*".

Therefore we:

- Provide and maintain safe systems of work.
- Provide adequate health and safety induction and training for staff.
- Ensure safe operation and maintenance of working equipment.
- Ensure adequate welfare provisions are made.
- Provide a safe place of work including maintaining safe access and egress from the workplace.
- Ensure any materials used are handled, transported, used and stored safely.
- Communicate with safety representatives.

Employees must:

- Take care of their own health and safety and that of the children.
- Not interfere with any health and safety equipment.
- Cooperate with Sunnyside Nursery Management.

Management

The law requires us to control the use, storage and transport of any substances which may be harmful to health in order to reduce the workers' possible exposure. In order to do so, we:

- Identify any use of substances harmful to health
- Assess the risk of using these substances.
- Reduce or eliminate any risk identified by introducing control measures and ensuring these controls are adequate and properly used.
- Provide instructions and training for employees and anyone else who may risk exposure.
- Provide monitoring and health surveillance if appropriate
- Plan for an emergency.

Fire Safety

Regulations state that the 'responsible person' (Tara Loughheed and Shalina Miah) will carry out a fire risk assessment in order to reduce or eliminate the risk of fire and to identify people at risk. Fire risk assessments will be reviewed and kept up to date and records maintained.

A fire risk assessment will consider the following:

- Ensuring staff are aware of any risks identified
- Any sources of ignition
- The risk of accidental fires
- Good housekeeping
- Smoke alarms/bells
- Firefighting equipment
- Entry/exit routes – maintenance and signage
- Training and induction of staff

(See our Fire Safety policy)

RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)

Sunnyside Nursery will record and report any cases of dangerous occurrences, injuries, accidents and diseases to the HSE. These include:

- Work-related deaths;
- Serious injuries;
- Cases of diagnosed industrial disease; and
- Certain 'dangerous occurrences' (near miss incidents)

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- Report injuries that lead to a worker being incapacitated for more than seven consecutive days as a result of an occupational accident or injury (not counting the day of the accident but including weekends and rest days). Within 15 days of the accident.
- Keep a record in our accident book of the accident if the worker has been incapacitated for more than three consecutive days.

In a case where RIDDOR needs to be informed Sunnyside Nursery will also report to OFSTED within 14 days of the incident (see Safeguarding Policy).

COSHH (Control of Substances Hazardous to Health Regulations)

When using hazardous substances, Sunnyside Nursery will consider how these substances cause harm and whether a different substance or process can be used to reduce risk.

Potentially hazardous substances including:

- Chemicals (bleach for instance)
- Products containing chemicals
- Fumes
- Dust
- Vapour
- Germs which may cause disease such as legionella
- Gases and asphyxiating gases
- Biological agents (look for the hazard symbols on the packaging)

Safety

In order to maintain the safety of children and practitioners we:

- Ensure that our premises, including overall floor space and outdoor spaces, are fit for purpose and suitable for the age of children cared for and the activities provided on the premises.
- Comply with requirements of health and safety legislation (including fire safety (see Fire Safety policy) and hygiene requirements).
- Take reasonable steps to ensure the safety of children, staff and others on our premises in the case of fire or any other emergency and we have an emergency evacuation procedure.
- Have appropriate fire detection and control equipment, such as; fire alarms, smoke detectors, fire blankets and fire extinguishers which are in working order and serviced annually by a local Fire Protection Company. Fire exits are clearly identifiable, and fire doors are free of obstruction and easily opened from the inside.

Smoking

Sunnyside Nursery does not allow smoking in, on or around our premises when children are present or about to be present and/or at any time during our operation.

Premises

The premises and equipment are organised in a way that meets the needs of children and requirements stated in the Early Years Statutory Framework regarding space.

Sunnyside provide access to an outdoor play area where outdoor activities are planned and taken on a daily basis (unless circumstances make this inappropriate, for example unsafe weather conditions).

Sunnyside nursery follows the legal responsibilities under the Equality Act 2010 (for example, the provisions on reasonable adjustments) to ensure play areas are suitable for access and use.

Two adults will remain with sleeping children in most cases. Alternatively, sleeping children are frequently checked.

We ensure that children in Blossom class (toddler) room have contact with older children and are moved into the older age group when appropriate.

There are an adequate number of toilets and hand basins available and separate toilet facilities for adults.

There are suitable hygienic changing facilities for changing any children who are in nappies and we ensure that an adequate supply of clean bedding, towels, spare clothes and any other necessary items is always available.

The office and/or empty play areas are used so that staff may talk to parents and/or carers confidentially. The first floor area is used for staff to take breaks away from areas being used by children.

We only release children into the care of individuals who have been notified to us by the parent, and we ensure that children do not leave the premises unsupervised. At Sunnyside we take all reasonable steps to prevent unauthorised persons entering the premises, and have an agreed procedure for checking the identity of visitors.

Insurance cover: we have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed in the office and is renewed in or around October of each year.

Risk assessment

Our written risk assessment process includes:

- Checking for risks and hazards in aspects of the environment; indoors and outside, and in our activities and procedures. Our assessment covers adults, children and the environment.
- Risk assessments are performed daily and practitioners remain vigilant in assessing areas for risks and hazards.
- Risk assessments identify aspects of the environment that need to be checked, when and by whom.
- Developing an action plan that specifies the action required, the timescales for action, the person responsible for the action and any funding required.
- Annually - when a full risk assessment is carried out by Tara and Shalina

The Nursery Environment

We teach the children about health and safety in order to equip them with the skills, knowledge and understanding to enable them to live positive, successful and healthy lives. Practitioners educate children in this regard in the day to day areas of learning.

For example the children look at 'People who help us' with the help of the police and fire service. Through this topic we teach children about the danger of fire, and how to avoid accidents.

- Safety checks on premises, both indoors and outdoors will be made before every session via daily risk assessments.
- Outdoor space will be securely fenced.
- Public space used for outdoor play will be checked for litter and other dangers.
- Equipment will be checked regularly and any dangerous items repaired / discarded.
- The layout and space ratios will allow children and adults to move safely and freely between activities.
- There will be adequate systems and equipment for the detection and control of fire.
- Fire doors will never be obstructed and fire exits will be easily identifiable.
- Fires/heaters/electronic points/wires and leads will be adequately guarded.
- A record will be kept of any checks by the Fires Safety Officer and also of fire drills and servicing of fire safety equipment. Any recommendations by the Fire Safety Officer will be carried out.
- All dangerous materials, including medicines and cleaning materials will be stored out of reach of children.
- Large equipment will be erected with care and checked regularly.
- Equipment offered to children will be developmentally appropriate, recognising that materials suitable for an older child may pose a risk to younger / less mature children.

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- Stair gates / barriers / internal gates will be used as necessary.
- If staff identify any hazards, it is their duty to record their findings on the daily risk assessment, explain how they removed the hazard and/or report their findings to the Nursery Manager.
- Any faulty or broken toys, equipment or resources are reported in the daily risk assessment. It is then the staff member's duty to remove or dispose of the item(s) immediately and report back to the Nursery Manager. In addition to this we will assess individual activities to ensure all possible safety measures are in place prior to the activity.
- All accidents involving any persons on Sunnyside premises are reported in the appropriate 'Accident Book'.

Sunnyside Nursery promotes a healthy lifestyle and a high standard of hygiene in its day to day work with children and adults. This is achieved in the following ways:

Food

- All food and drinks provided will be nutritious and pay attention to the children's particular dietary requirements.
- Fresh drinking water will be available at all times.
- When conducting activities or parties with the children, the adults will provide packaged food which are healthy, whole some food, promoting and extending the children's understanding of a healthy diet.
- A list of allergy triggers from food will be displayed for parents as and when necessary.

Outdoor Play

- Children will have the opportunity to play outside on a daily basis in the Nursery's outside play area or on regular outings to parks or other community play spaces. In accordance with the EYFS guidance. If parents request that their child remain inside a medical note from the child's GP must be provided.

Information Sources

- Parents will have the opportunity to discuss health issues with staff, will have access to information available to the Nursery regarding health issues and work together with the nursery to prepare 'child care plans'.
- We will work co-operatively with any child's community pediatric nurse and will gather information and advice from local health authority information services and / or health agencies.

Personal Hygiene

To prevent the spread of all infection, adults in the group will ensure that the following good practices are observed.

- All members of the nursery are required to wash their hands after using the toilet and before handling food.
- Children with pierced ears are not allowed to share each other's earrings.
- Children encouraged to blow and wipe their noses when necessary and to dispose of soiled tissues hygienically.
- Individual towels or paper towels used are disposed of appropriately.
- Hygiene rules related to bodily fluids followed with particular care and all staff and volunteers aware of how infections, including HIV infection, can be transmitted.

Cleaning and Clearing

- Any spills of blood, vomit, urine or excrement wiped away and flushed away down the toilet. Disposable gloves always used when cleaning up spills of bodily fluids. Floors and other affected surfaces disinfected using chlorine or iodine bleach diluted according to manufacturer's instructions. Fabrics contaminated with body fluids thoroughly washed in hot water.
- Spare laundered clothes available in case of accidents and polythene bags available in which to wrap soiled garments to return to parents.
- In the event of accidents that cause open wounds, non- allergenic plasters will be used unless stated on the allergy list.
- All surfaces cleaned throughout the day with an appropriate cleaner.

Food and Drink Preparation Procedure

The Nursery will observe current legislation regarding food hygiene, registration and training. In particular, each member of staff will attend Food Hygiene training and will follow guidance from the Food Standards Agency: Making Food Safely.

- Always wash hands under running water before handling food and after using the toilet.
- Wear clean clothes and disposable aprons
- Not be involved with the preparation of food if suffering from any infectious / contagious illness or skin trouble.
- Never cough or sneeze over food.
- Use different cleaning cloths for kitchen, toilet and Nursery areas.
- Prepare raw and cooked food in separate areas.
- Keep food covered and either refrigerate or test piping hot foods with a temperature probe before serving.

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- Fridge temperature will be kept at 5c or below
- Re-heated food will be heated to 75c and hot-holding to 60c
- Food thermometers will be cleaned before and after use

Students/Volunteers

Student work will be planned by a responsible person and the tasks carried out will be suitable for the purpose of childcare.

Sunnyside nursery adheres to an equal opportunities policy and it is expected that the work experience placement will be openly available to students regardless of their gender, sexual orientation, race, disability, cultural and religious beliefs.

Sunnyside nursery complies with the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999, including the Young Person's Risk Assessment, The Working Time Regulations 1998, Data Protection Act 1998, Criminal Justice and Court Services Act and other relevant statutory obligations, or official guidance and are registered with the appropriate enforcement authority

Students are prohibited from carrying out work, which is prohibited by law – for example operating dangerous machinery, carrying out manual handling tasks or handling dangerous substances that may endanger their health or safety.

On commencing their placement, students will be given an induction to the health and safety aspects in the workplace, which includes hazards and control measures, fire, emergencies, first aid, accident reporting and the security arrangements in place.

The first aid arrangements and facilities, provided for employees, in the workplace will be made available to students and volunteers.

The student/volunteer will be supervised by a competent member of staff, at the placement, who will be responsible for their welfare, including issues relating to child protection.

Appropriate instructions will be given to students/volunteers to enable them to carry out any tasks, and close supervision will be in place before students are allowed to operate machinery, equipment or handle substances.

Where appropriate protective clothing/equipment will be provided

Students will be covered by the employers Liability Insurance, whilst on placement.

Sunnyside complies with RIDDOR 1995 and should any accident, sickness or behavior considered unacceptable take place, we will contact the Work Experience staff at College by telephone immediately.

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Access to the work place will be allowed for the Colleges/University representatives to visit the student or carry out accident investigation/check agreement compliance.

Employers will take into consideration any information regarding the students specific support needs, as supplied by the parents/guardians or the college to prevent a hazard to either the student or other employees.

This policy is check for accuracy annually and formally reviewed at least every 3 years and revised as required by legislation, government guidance and/or feedback from service users.

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This policy supports all other policies and should be read together with the following policies:

- Fire Policy
- Emergency Evacuation
- Safety & Security
- Safeguarding
- Educational Outings
- Food & Drink
- Accident & Injury
- Illness & Medication

This policy was adapted in December 2023 and due for review in December 2024
