

Health and Safety Policy

Statement of Intent

Rickmansworth Nursery School believes that the health and safety of children is of paramount importance. We strive to make our nursery a safe and healthy place for children, parents, staff, volunteers and visitors.

Aim

We aim to make children, parents and staff 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.

Methods

In order to achieve this aim we adhere to the following:-

Our Induction training for staff members, students and volunteers includes a clear explanation of health and safety issues so that the nursery policy is adhered to and staff, students and volunteers understand their shared responsibility for health and safety.

Policy Links to:

Child protection

Medicine

Intimate care

Mobile phone and e-safety

Outings

Evacuation

Lockdown

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1 SAFEGUARDING CHILDREN

Child Protection

All staff are made aware of child protection issues and the current procedures and regularly attend Child Protection courses. Jane Herman and Vicky Martin are qualified to be Designated Safeguarding Leads. Our **Child Protection** policy details this further.

Security

Systems are in place for the safe arrival and departure of children. A member of staff will always stand by the entrance door once it is unlocked to allow children to enter nursery with their carers and subsequently leave at the end of their session. Once the door is locked and the internal corridor door closed, the staff member will return to the classroom. There is an intercom facility for visitors to the building in between these times. Unknown carers collecting children will be challenged at the entrance door. The arrival and departure of children, staff and visitors is recorded. Our **Collection and Non-collection of Children** policy details this further.

Supervision of children

We ensure that children are within sight or hearing of a member of staff at all times. Children are supervised according to the standard ratios recommended by OFSTED. We take into account additional cover required for particular activities, ensuring that the needs of children with SEN and/or disabilities are appropriately met. Procedures are in place for close supervision when children walk to the playground from our garden gate for the outside play session. Our **Staffing and Employment** policy details this further.

Outings and Visits

When a child starts nursery, permission is requested from parents and carers to allow members of staff to take children to the nearby park or walks in the field adjacent to the nursery. Should any additional outings be arranged, parents are asked to sign additional consent forms before their child can go. Parents will be asked to join us to ensure adult/child ratios are increased. Where permission is not granted children will stay in the nursery school with the appropriate number of staff. All children wear high visibility jackets for easy identification of nursery children. All children are appropriately supervised to ensure no child gets lost and that there is no unauthorised access to the children. (Our **Outings** policy details this further.)

E-safety

Staff will only use the internet to raise educational standards, to promote children's achievement, to support the professional work of staff, purchase of educational and health

and care supplies and to enhance the nursery's management information and business administration systems.

Staff only use photographic or video cameras to support and show evidence of children's development. Once a child leaves our nursery school, all photographic images of their learning and development will be deleted from our computer records. Visitors to the nursery are not allowed to use the camera or mobile phones, unless prior permission is given. Signs are displayed at the nursery entrance to show this. (Our **Mobile Telephone policy and E-safety** policies detail this further.)

2 SAFE PREMISES

Risk Assessments

We ensure that our nursery, both inside the building and outside in our garden and playground are safe and fit for purpose. We do continuous daily risk assessments of all areas used by adults and children which ensure that all resources, equipment and furniture are regularly checked for cleanliness and safety and any dangerous items are repaired, reported to Three Rivers Council or discarded. Any action taken is recorded in our Maintenance Log book. This also includes an annual risk assessment check which is carried out and completed. All our internal doors are fitted with guards and mechanisms to prevent children's fingers being trapped when they close.

Three Rivers Council maintains water, lighting, fire alarms and heating facilities on a regular basis. They also regularly check the surrounding trees and the safety of the building structure.

Insurance Cover

We have public liability and employer's liability insurance. These certificates are displayed in the children's cloakroom.

Emergency Procedures - Evacuation and Lockdown

Our emergency evacuation and lockdown procedures are clearly displayed within the building and are explained to new members of staff, visitors, students and volunteers. In the event of fire, gas leaks, flooding or bomb threats, appropriate emergency services will be informed immediately by dialling 999 and appropriate procedures carried out. Children are made aware of these procedures through discussions and drills which are practised at least one week in every term. Records of this are displayed within the kitchen.

Fire doors are clearly marked, accessible and easily opened from inside the building. Fire alarm and Call Point checks are carried out weekly by Jane Herman or in her absence Sara McAulay. Emergency lighting is also checked weekly. These checks are logged and sent to Three Rivers District Council, the copies of which are filed within the nursery. Smoke detectors conform to BSEN standards and are checked regularly by the Three Rivers Council Fire Officer. Fire extinguishers are monitored by us continuously and

checked by an independent company each year. These records are kept within the Maintenance Log book.

Electricity, gas and water

Staff ensure that they handle electrical appliances safely. A safety check of portable electrical appliances is carried out regularly by visual checks and, when practicable, by professional testing. Electric sockets are out of the reach of children and are not overloaded.

The boiler room is kept locked and is not accessible to the children or visitors. This is maintained on a regular basis by Three Rivers Council.

The temperature of the hot water is controlled to prevent scalds. The quality of the water is checked each month by Three Rivers Council and recorded on the display in the boiler room.

Kitchen safety

The children do not have access to the kitchen. The door is kept shut during nursery hours with the handle out of reach to the children. All surfaces, cupboards, equipment and appliances are kept clean. There are separate facilities for hand-washing and washing up.

Outdoor Area safety

Our garden is securely fenced with a high gate to allow access. This is locked both on the inside and outside. This area is checked daily as part of our risk assessment. In addition, staff are aware of the danger of poisonous plants that might grow. Our sand pit is covered when not in use.

3 HEALTH

No smoking policy

We have a no smoking policy in all areas of our nursery school. Signs are displayed within the building and at the entrance to show this.

All employees undertake basic first aid training. In addition, Jane Herman is the designated first aider responsible for administering emergency first aid. Our first aid kit complies with the Health and Safety Regulations 1981 and is checked and if necessary replenished termly. It is positioned in the kitchen, accessible to adults but out of reach of children. Appropriate protective clothing will be used when administering first aid and changing children's wet or soiled clothes or nappies. Staff will inform parents of health and safety issues relating to their children.

Communicable diseases

The recommended guidelines for length of absence when a child is suffering from a communicable disease will be displayed clearly in the cloakroom for parents to see. Parents are advised to inform the nursery when their child is diagnosed with a communicable disease so that other parents can be advised of its occurrence. Ofsted and the Health Protection Agency are notified of any infectious disease a child has which a qualified medical person considers should be reported.

Administering medicine

In instances where a child is well enough to be at the setting but is receiving prescribed medication (e.g. the end of a course of antibiotics) it is preferable that the medication is administered before or after the session. If this is not possible then the parent/carer will be required to complete a Medication Agreement form so that staff may administer the medication. The administration of medicine is recorded accurately and signed by two members of staff.

Each child's medication will be stored safely at the setting in a plastic box with the child's name and photo clearly displayed. Parents can choose to take it home each day or leave it at nursery during the week.

Preventative medication such as inhalers and Epi-pens will be stored in the same way. They will be easily accessible for adults if needed in an emergency. Epi-pens and inhalers will only be administered by trained members of staff. Training by the child's parent is considered to be satisfactory. (Our **Medicine** Policy details this further.)

Accidents and injuries

Minor cuts, grazes and sickness will be dealt with by either the nominated first aider or by a member of staff who has undertaken First Aid training. The first aider should wear disposable gloves when treating a sick or injured child and should treat the wound by cleaning with cooled boiled water. Plasters may be applied to minor wounds provided permission has been granted. This is included in our admission form and signed by parents should consent be given.

Where there is any doubt about the child's condition, the child's carer will be contacted and advice sought from them to how they wish to proceed. Details of all incidents and injuries (not including vomiting) are recorded in the accident book and signed by the parent/carer.

Children receiving a serious injury will be dealt with by either the nominated first aider or by a member of staff who has undertaken First Aid training. The member of staff will follow our Emergency Procedure on display within the classroom and cloakroom by administering first aid and contacting parents and emergency services. If the parent or carer is absent, the member of staff will accompany the child to hospital. Details of the accident will be recorded in writing. We will notify Ofsted of this accident or injury as soon as it is reasonably practicable, but within 14 days.

We meet the legal requirements for the safety of employees by complying with RIDDOR (Reporting of Injury, Disease and Dangerous Occurrences Regulations). We report to the office of the Health and Safety Executive any accident to a member of staff requiring treatment by a General Practitioner or hospital.

Hygiene

Cleanliness of the premises and equipment are maintained in order to prevent the spread of infection. Staff carry out good hygiene practices. They wear protective clothing when changing nappies, provide clean clothes for children when necessary, provide tissues in the classroom, garden and playground and check toilets at intervals. Staff raise and promote children's awareness of good hygiene practices by teaching them the importance of daily personal hygiene, including washing hands after using the toilet, after 'messy' play and before eating.

(Refer to **Intimate Care** Policy for further detail)

Food and Drink

All staff have completed Food Handling courses and the certificates are on display in the kitchen. All food is stored appropriately and the fridge temperature checked to be within 2 and 4 degrees. Snack and lunch time are appropriately supervised and children do not walk about with food and drinks. Fresh water is available and accessible to the children at all times. We clearly display information (including photographs) of children who are allergic to certain food and drinks to ensure they do not have access to these foods/drinks at any time.

(Refer to **Food and Drink** Policy for further details)