Felixstowe Nursery School

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| Safeguarding and Welfare Requirement: Health and safety |
| Providers must take reasonable steps to ensure the safety of children, staff and others on the premises.  Health  The provider must promote the good health of children attending the setting. |

**Health and safety general standards**

Statement: - The health and safety of the children is of paramount importance. We are aware of health and safety issues and promote health and safety to children, parents, volunteers and staff at all times.

* 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.
* We display the required health and safety poster in the main playroom.
* Our members of staff responsible for health and safety are – Suzanne Cook & Emma Durrant
* They are competent to carry out these responsibilities.

Insurance: - The 'certificate of Employers' Liability Insurance is on display at all times.

Procedures

Awareness raising:-

* Staff’s receive appropriate health and safety instruction during their induction period and is continually kept up to date by reading policies, current legislation, attending and receiving appropriate training courses. It is a shared responsibility. We ensure employee well-being, by following correct lifting techniques and storage of potentially dangerous substances
* Children are made aware of health and safety issues through daily practises, a variety of practical activities, stories and discussions.
* Parents are made aware of our health and safety policies and practises prior to their child/children starting nursery.
* Our setting has a strict No Smoking/ No vaping Policy.

Children's Safety:-

* All staff, support staff and regular volunteers are DBS (Disclosure and Barring Service) checked.
* No member of staff will be left alone with a child, there is a minimum of two staff at all times
* No child will be left unsupervised. Correct supervision and support is maintained at all times.
* All doors/exits are supervised by a member of staff at the start and end of session.
* No unauthorised person will be allowed access into the nursery.
* We operate a password system, parents tell us a password and the person collecting the child identifies themselves and provides the password for safe collection of the child.
* All activities and resources are checked for safety and suitability.
* Group discussions, activities and resources are provided to promote their own personal safety awareness and advise how to achieve it.
* They will only be allowed to leave the premises with authorised persons.

Safety of adults:-

* All staff receive an induction to the settings policies and procedures
* 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.
* We ensure that all warning signs are clear and in appropriate languages.
* We ensure that adults do not remain in the building on their own.
* 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.
* Wear appropriate protection when dealing with body fluids.
* All cleaning products/ chemicals are kept in original containers and Control of Substances Hazardous to Health (COSHH) Regulations records kept in case somebody has a reaction to them or is hurt by them.

Manual handling

* All staff comply with risk assessment and have a personal responsibility to ensure they do not lift objects likely to cause injury. Failure to do so may invalidate an insurance claim.
* Members of staff bring the setting manager’s attention to any new risk, or situations where the control measures are not working.
* Risk assessments may need to be changed for some individuals, such as a pregnant woman, or staff with an existing or previous injury or impairment that may affect their capacity to lift.
* Risk assessment is carried out of the environment in which the lifting is done. Features such as uneven floor surfaces, stairs, etc. add to the general risk and need to be taken into consideration.
* The setting manager ensures that they and their staff are trained to lift and move heavy objects and unstable loads correctly. Babies and young children are also heavy and need to be lifted and carried carefully and correctly.

Guidelines:

* Do not lift heavy objects alone. Seek help from a colleague.
* Bend from the knees rather than the back.
* Do not lift very heavy objects. even with others. that are beyond your strength.
* Use trolleys for heavy items that must be carried or moved on a regular basis.
* Items should not be lifted onto, or from, storage areas above head height.
* Do not stand on objects, other than proper height steps, to reach high objects and never try to over-reach.
* Push rather than pull heavy objects.
* Do not carry heavy objects up or down stairs; or carry large objects that may block your view of the stairs.
* Do not hold babies by standing and resting them on your hips.

Please note this is not an exhaustive list.

* Managers are responsible for carrying out risk assessment for manual handling operations, which includes lifting/carrying children and lifting/carrying furniture or equipment.

Security:-

* All doors/exits are supervised by a member of staff at the start and end of the session, ensuring safe arrival and departure.
* No unauthorised person will be allowed access into the nursery.
* The main entrance door has a double safety lock to prevent children from opening the door themselves. The kitchen door has a high chain lock on it to prevent the children entering it.
* All windows are secured by security locks that require a key to open them.
* All personal and valuable belongings are kept in the locked kitchen area.
* All visitors must sign in and out of the nursery.
* All persons entering and leaving early are documented.

Windows:-

* All windows are locked by a key and lower windows remain closed during session.
* There are safety glass panels in the two playroom doors to aid supervision at all times.

Doors:-

* All doors are supervised by a member of staff at start and end of session.
* The main entrance door a child proof double lock on it to prevent them opening it themselves.
* All fire doors and exits are kept clear at all times.
* We take precautions to stop children’s fingers from being trapped in doors.

Floors:-

* All floor coverings are checked to ensure they are clean and not damaged or uneven.
* All spills are cleaned up immediately.

Electrical/gas equipment:-

* All power sockets have safety covers on them.
* The boiler and heating are serviced regularly.
* We ensure that 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.
* Electric sockets, wires and leads are properly guarded and we teach the children not to touch them.
* We check radiators daily to make sure the temperatures are correct.
* There are sufficient sockets in our setting 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. Children use mobile sinks to prevent so can use independently and ensure correct temperatures.
* Lighting and ventilation is adequate in all areas of our setting, including storage areas.

Storage:-

* All equipment is stored safely to prevent it falling.
* Hazardous materials are stored on a high shelf or in the locked kitchen.
* Some toys and equipment is stored in outside shed which is padlocked for safety.
* Equipment that is stored high up is accessible using a step ladder to prevent adults over stretching and injuring themselves.

Outdoor area:-

* All gates and fences are childproof, safe, and secure.
* Areas are checked daily to make sure animal droppings, litter, glass etc. is removed. Staff wear rubber gloves to do this.
* Bushes or overhanging trees are checked to ensure they do not bear poisonous berries.
* Stinging nettles and brambles are removed.
* Safety mats are provided under climbing equipment, even when on grass
* Wooden equipment is maintained safely, put away daily and not used if broken.
* Wooden equipment is sanded and varnished as required.
* Broken climbing equipment or outdoor toys are removed and reported to the setting manager.
* Children are always supervised within ratios outside.
* Children are suitably attired for the weather conditions and type of outdoor activities.
* Sun cream (if parents have given permission) is applied and hats are worn during the summer months. Outdoor play is avoided in extreme heat between noon and 3pm.
* Children who have no adequate means of sun protection, such as a hat, long sleeves and trousers or sun cream, will not be able to play outdoors in un-shaded areas.
* Children are supervised on climbing equipment, especially younger children.
* Water play is not left out but is cleared, cleaned and stored after each use.
* Receptacles are left upturned to prevent collection of rainwater, this is important in areas where there are vermin to prevent urine/faeces contaminating the water.
* Sightings of vermin are recorded and reported to the manager who reports to the Environmental Health’s Pest Control Department.
* Outdoor areas that have flooded are not used until cleaned down and restored. Grassed areas are not played on for at least one week after the floodwater has gone.
* If paddling pools are used, a risk assessment is conducted, and consideration given to the needs of disabled children or those less ambulant.

**Drones**

If there are concerns about a ‘drone’ being flown over the outdoor area, that may compromise children’s safety or privacy, the setting manager will contact the police on 101.

* Children will be brought inside immediately.
* Parents will be informed that a Drone has been spotted flying over the outdoor area and will be advised fully of the actions taken by the setting.
* The police will have their own procedures to follow and will act accordingly.
* If at any point following the incident, photographs taken by a drone emerge on social media that could identify the nursery or individual children, these are reported to the police.
* A record is completed in the Notifiable Incident Record unless there is reason to believe that the incident might have safeguarding implications, for example:
* the drone has hovered specifically over the outdoor area for any length of time
* there is a likelihood that images of the children have been recorded
* is spotted on more than one occasion
* if the Police believe there is cause for concern

Where this is the case, 06 Safeguarding children, young people and vulnerable adults procedures are followed.

Hygiene:-

* We seek information from the Public Health England to ensure that we keep up-to-date with the latest recommendations.
* Our daily routines encourage the children to learn about personal hygiene.
* We have a daily cleaning routine for the setting, which includes the play room(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 and disposal facilities for nappies.
* We implement good hygiene practices by:

1. cleaning tables between activities;
2. cleaning and checking toilets regularly, a signed sheet confirms checks have been made
3. wearing protective clothing - such as aprons and disposable gloves - as appropriate;
4. providing sets of clean clothes;
5. providing tissues and wipes and encouraging safe disposal of them in correct bins
6. encouraging children to put hands over their mouths to prevent the spread of germs when coughing.

* Antibacterial gel is used on hands prior to snack time to minimise the risk of germs if no running water available such as on outings.
* Different coloured cloths are used for the kitchen area, cleaning tables and cleaning up messy art activities and floors to prevent cross-contamination.

Control of substances hazardous to health

* Staff implement the current guidelines of the Control of Substances Hazardous to Health (COSHH) Regulations.
* Personal protective equipment (PPE), such as rubber gloves, latex free/vinyl gloves, aprons etc., is available to all staff as needed and stocks are regularly replenished.
* Hazardous substances are stored safely away from the children.
* Chemicals used in the setting should be kept to the minimum to ensure health and hygiene is maintained.
* Risk assessment is done for all chemicals used in the setting**.**
* Environmental factors are considered when purchasing, using and disposing of chemicals.
* All members of staff are vigilant and use chemicals safely.
* Bleach is not used in the setting.
* Anti-bacterial soap/hand wash is not normally used, unless specifically advised during an infection outbreak, such as Pandemic flu or Coronavirus.
* Anti-bacterial cleaning agents are restricted to toilets, nappy changing areas and food preparation areas and are not used when children are nearby.
* Members of staff wear rubber gloves when using cleaning chemicals.

Activities and Resources:-

* 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 our play equipment allows adults and children to move safely and freely between activities.
* All our 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 of repair is needed.
* All our 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. We check children who are sleeping regularly, intervals of at least every ten minutes. This is recorded with the times checked and the initials of the person undertaking the check.
* If children fall asleep in-situ, it may be necessary to move or wake them to make sure they are comfortable
* 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 cannot be repaired it is discarded. Large pieces of equipment are discarded only with the consent of the manager and the management team.

*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.
* We ensure that hair accessories are removed before children sleep or rest.

Legal Framework

* Health and Safety at Work etc Act 1974
* Health and Safety (Consultation with Employees) Regulations 1996
* Management of Health and Safety at Work Regulations (1992)
* Regulatory Reform (Fire Safety) Order 2005)
* Electricity at Work Regulations (1989)
* Regulation (EC) No 852/2004 of the European Parliament and of the Council on the hygiene of foodstuffs
* Manual Handling Operations Regulations (1992) (Amended 2002)
* Medicines Act (1968)
* Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) (Amendment) Regulations 2012
* Control of Substances Hazardous to Health (COSHH) Regulations 2004
* Health and Safety (First Aid) Regulations 1981
* Childcare Act 2006
* Reportable Incident Record (Pre-school Learning Alliance 2015)

**Further guidance**

* Dynamic Risk Management in the Early Years (Alliance 2017)
* Health and Safety Executive www.hse.gov.uk/risk
* Food Standards Agency [www.food.gov.uk](http://www.fod.gov.uk)
* Ministry or Housing, Communities & Local Government [www.communities.gov.uk](https://preschoolla.sharepoint.com/sites/COMM/Shared%20Documents/Pubs/Pubs%20Print%20Promo/Pub%20Drafts/A026%20Policies%20&%20Procedures%20for%20the%20EYFS%202021/A026%20FINAL/www.communities.gov.uk)
* Good Practice in Early Years Infection Control (Pre-school Learning Alliance 2009)

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| This policy was adopted at a meeting of Felixstowe Nursery School.  Held on …......................................................  Date to be reviewed.........................................  Signed by Chairperson....................................  Signed by Manager.......................................................... |

*Based on pre school learning alliance policies & procedures*