



Health and Safety Policy

Legal Framework

Care of Substances Hazardous to Health (COSHH) Regulations 2002
Children Act 1989, 2004, 2014
Health and Safety at Work Act 1974, 1999
Health and Safety Regulations 1996, 2013
Electricity at Work Regulations 1989
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 (RIDDOR), 2013
UN Convention on the Rights of the Child 1989, 2003
EYFS Welfare Requirement: Suitable Premises, Environment and Equipment
National Standards; Standard 2 – Organisation, Standard 6 – Safety

Name of Responsible Person; All Staff

At Little Meadows Nursery we take our responsibility for ensuring the health and safety of all users of our setting very seriously. We are committed to cultivating an ethos of safety within the setting and have in place a wide range of procedures to minimise hazards.

All staff are made aware of their responsibilities for maintaining their own personal health and safety and that of their colleagues and the children and families they are responsible for. They are expected to be consistently vigilant and to bring potential hazards to the attention of the Health and Safety Officer and the Manager of the setting.

Cleaning products are stored safely and out of reach of the children. Personal, protective disposable clothing is provided for staff to use within personal care routines and all waste materials are disposed of hygienically. Equipment is readily accessible to clear up spills and all staff have a responsibility to maintain a high standard of cleanliness throughout the setting. All brushes and dustpans are kept clean and waste bins are emptied regularly.

Fire extinguishers and electrical appliances are checked annually and all equipment is used in a safe manner after instructions are issued to new users. Sockets are not overloaded. All cables and leads are checked, not left trailing and are kept indoors, away from water.

Toys and resources are washed regularly and either repaired or replaced if damaged or incomplete.

Children are encouraged to wear sun hats (provided by parents) and sunscreen that has been applied by parents when outside on sunny days, and are encouraged to play in the shade.

Outside time is restricted to cooler parts of the day during extreme heat.

Parents are asked to supply suitable clothing and sunscreen applied to children by their parents and carers before attending the setting. Parents should apply long lasting suncream, which will last for the child's entire session at the nursery.

The outside areas are checked daily for animal droppings, broken glass and litter and regular checks are made on suitability of plants.

Risk assessment are carried out regularly and used to inform policies and procedures.

Procedures

Induction for new staff

Storing chemicals (See Risk assessment policy)

Dealing with minor and major accidents (see First Aid and Reporting of Accidents policy)

PAT testing

Maintaining children's skin

Morning Health and Safety Checks (see risk assessment policy)

Keeping Children Cool in hot weather

Supervising sleeping children



Keeping environment, toys, equipment and resources clean
Dropping children off
Minimising hazards outdoors
Critical Incident Procedure
Administration of medication (see administration of medication policy)
Risk assessments (see risk assessment policy)
Nappy Changing
Potty/toilet training procedure

Induction Procedure for new staff

- All new staff have a full induction with the Manager in the first day of them taking up their role covering policies and procedures, contractual procedures including disciplinary and capability procedures, checking of references and qualifications and completing an enhanced DBS check.
- Induction procedures and checks are carried out on all new staff throughout the six month probationary period by the Manager.
- Full details of this can be found in our Staff recruitment file.
- Each new staff member is subject to a full health and safety induction on their first day.

PAT testing Procedure

- PAT testing is carried out by an outside Contractor annually.
- The Health and Safety Officer will notify the Manager when this is due.
- Records of PAT testing are held in the Health and Safety file.

Procedure for maintaining children's skin

- Children's skin must be protected from excessive weather conditions including sun, cold, wind etc
- Suncream should be applied to all children during the summer months by parents/carers. This should be a minimum of SPF 30.
- Ideally as much of the children's skin should be covered by light clothing in the sun, especially shoulders and all children should wear a hat in hot weather outside.
- In cold and windy weather staff should be aware of keeping children's exposed skin, especially on the face, dry to prevent chafing.

Procedure for keeping children cool in hot weather

- In unusually hot weather the room temperatures must be checked regularly by the Health and Safety Officer and Senior staff and reported immediately.
- Fans and air conditioning units are maintained by the management team and can be supplied as soon as required.
- Windows will be opened and supervised at all times.
- Blinds can be closed if this helps.
- Children may not be able to use the outside areas between the hours of 11 am until 2 pm when the sun is at its hottest.
- Children should be actively encouraged to increase their fluid intake and the use of fruit juices and ice lollies can help this!
- Drinks can be cooled in the fridge.
- The children will be encouraged to be calm and relaxed and not run around too much.
- Activities such as ice play and water play should be provided to support keeping the children cool.



Procedure to supervise sleeping children

- Facilities are provided so all children can sleep in the cosy corner if required.
- Toddlers and older children are provided with blankets.
- All blankets are changed weekly, more frequently if they become dirty.
- If parents request a time limit on sleep staff will adhere to this as long as the children's best interests are paramount.
- If a child is unwell and requires a longer sleep, or a sleep which is unusual, we will contact parents to check they are happy with this.
- Staff are required to fill in a sleep chart to ensure that the child is monitored every 10 minutes while they are sleeping.

Procedure for keeping environment, toys, equipment and resources clean

- It is part of all staff member's daily role to keep all toys and equipment clean.
- Toys, resources and equipment are cleaned using antibacterial spray or Milton solution.
- Staff can protect themselves while using these chemicals with personal protective clothing (disposable aprons and disposable gloves) supplied by the setting.
- Under no circumstances do children have access to cleaning solution and staff ensure it is out of their reach at all times.
- Dressing up clothes, cushions and material toys are washed regularly using Non-bio washing liquid.
- Any broken, damaged or incomplete toys and resources are removed from the children's use immediately.

Procedure for dropping off children

- Children are unable to access areas without adults and the staff ensure all code locks are in place at all times while children are present. Locks are taken off doors when children are not present to allow for emergency access if required.
- Parents are in supervision of their own children at drop off or collection time, until they are taken in to nursery and handed over to a staff member.
- We ask parents to have all children's safety at the forefront of their mind while driving in and out of the allocated car parking areas and supervising their children.

Procedure for minimising hazards outdoors

- All children have regular access to the outdoor areas.
- Our priority is to keep the children safe but allow them to have challenges and take supervised and developmentally appropriate risks in order to gain skills.
- Children are encouraged to be physically active throughout their nursery day.
- Staff deploy themselves safely around the outdoor areas while supervising the children with particular regard for climbing equipment.
- Any water activity provided for the children outdoors is always supervised by a member of staff.
- Staff ensure structured activities are also provided in the outdoor areas and other staff using the areas with groups of children respect this.
- Before children have access to the outdoor areas staff complete a 'sweep' of the area and ensure it is free from litter, glass or any other hazards.
- Risk assessments are completed by the Health and Safety Officer regularly.
- Staff will ensure the children have space to run and move around safely and ensure the areas do not get overcrowded.



Critical Incident including Adverse Weather Conditions procedure

- This procedure is in place to ensure we are able to operate effectively in the case of a critical incident which could include flooding, fire, burglary, threatened abduction, bomb/terrorism attack or any other incident which would affect the care of the children.
- We will do everything within our power to provide a service to parents/carers as long as the children's safety is not compromised in any way.
- We will always plan to open in snow conditions and will ensure a skeleton staff of local staff members to care for those children whose parents choose to attend work, as long as it is safe to do so.
- If we have to close the nursery we will contact all parents as soon as is reasonably possible and also make announcements on social media.
- We will try to contact every parent by telephone, text message and/or social media as soon as we are aware of an incident if it affects our capacity to offer care for the children.
- We maintain our buildings with regular maintenance and daily checks to reduce the risk of problems.
- Alarm systems are in place to secure the safety of the building while unoccupied.
- Security systems are in place to prevent unauthorised access to the children and they are protected by key-code locks. Children are only released into the care of parents/carers or other designated adults.
- In the event of any of these threats, the staff will immediately call 999 and children will be evacuated to a safe place.
- The manager will always make an informed decision as to whether it is safe to continue to care for the children on the premises and her decision is final.

Procedure for changing nappies

- All nappy changing equipment including creams, lotions and nappy sacks are stored in the child's individual bag.
- Staff ensure all equipment required is on hand before collecting the child.
- Nappies are changed every three hours unless parents have specifically requested more or less frequently or the child has soiled their nappy.
- All children bring in their own wipes and creams for use and these are stored in the child's bag.
- Nappies are provided by parents and stored in the child's named bag on their peg.
- Staff can use personal protective clothing (disposable aprons and disposable gloves) but should always wear gloves provided and also change their gloves in between changing each child.
- While changing the child the staff engage in positive conversation, explaining what they are doing and having regard for the child's feelings.
- Nappy changing should be a calm and relaxed procedure.
- Any soiled clothing should be removed and replaced with the child's own supply.
- If the child has no spare clothes the nursery supply should be used.
- Parents are responsible for checking the supplies in their child's bag is adequate of their day at nursery.
- Once the nappy has been changed the staff should return the child to their play and clean the mat using antibacterial spray and a disposable towel.
- Used nappies are disposed in the nappy bin lined with a yellow sack along with the staff's disposable gloves and apron.



Procedure for potty/toilet training

- We actively support parents when they begin potty/toilet training with their child and we will inform parents if we notice the signs the child is getting ready for this e.g. telling us when their nappies are wet or soiled, asking to use the potty/toilet.
- We advocate any method of potty/toilet training parents wish to use, as long as it is a safe, healthy and positive experience for the child, with no recriminations for 'accidents' etc.
- If asked, we promote the method of a child wearing material pants rather than pull up nappies but will use whatever resources parents supply.
- Potty/toilet training at home and nursery is viewed as a positive experience and children must never feel under pressure from staff.
- Rewards such as stickers and certificates can be used to encourage the child.
- The child should never be upset or distressed about potty/toilet training, as it is a perfectly natural transition for children.
- If a child is struggling to use the toilet/potty over a period of a few days while toilet/potty training, parents should be contacted to discuss moving forward and whether the child is not yet ready for this transition.