

19. 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 Tigers Day Nurseries 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 minimize 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.

Wherever possible we use non-toxic, environmentally friendly cleaning chemicals within the settings. These 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 safe manner after instructions are issued to new users. Sockets have covers on them at all times when they are not in use and are not overloaded. All cables and leads are checked, not

left trailing and are kept indoors, away from water. Room temperatures are checked morning and afternoon and adjustments made as and when required.

All bedding, cots and mattresses conform to safety regulations and babies are placed in the correct sleeping position and checked regularly while asleep. Older children are also supervised while sleeping.

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

Children wear sunhats and sunscreen 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 toiletries for their child as required including sunscreen.

The garden 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.

Accident and incident forms are recorded into a monthly review and are used to inform risk assessments.

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

Morning Health and Safety Checks (see risk assessment policy)

Keeping Children Cool in hot weather

Supervising sleeping babies and children

Keeping environment, toys, equipment and resources clean

Moving children around the building

Minimising hazards outdoors

Critical Incident Procedure

Administration of medication (see administration of medication policy)

Risk assessments (see risk assessment policy)

Nappy Changing

Wiping Children's eyes

Induction Procedure for new staff

- All new staff have a full induction with the Operations Manager in the week prior to 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 three month probationary period by the Operations Manager, Managers and Senior staff, depending on the staff members requirements and previous experience.
- Full details of this can be found in our **Staff information and procedure file**.
- Each new staff member is subject to a full health and safety induction on their first day.
- All new staff are subject to a three month trial period, which can be extended if required, before their employment is classed as permanent.

PAT testing Procedure

- PAT testing is carried out by the Maintenance Manager, Clive Huntley.
- The Health and Safety Officer will notify the Maintenance Manager when this is due.
- Records of PAT testing are held in the Health and Safety file.

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 maintenance Team and can be supplied as soon as required.
- Windows will be opened with child locks on.
- Blinds can be closed if this helps.
- Children are only to be allowed in the garden areas if protected by sunhats and sunscreen and in some cases all skin to be covered, particularly areas such as shoulders.
- Children are not to use the garden areas between the hours of 11 am until 2 pm when the sun is at its hottest.

- Children's clothing can be removed to their underwear inside if parents permit this.
- 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 babies and children

- Facilities are provided so all children can sleep in their base room if required.
- Young babies are placed in their coracles on their backs and checked by staff frequently.
- Older babies are able to sleep on their tummies once they are able to roll themselves over.
- Each baby will be allocated their own coracle and if shared, staff will sterilize the coracle and change the bedding in between children's use.
- Toddlers and older children are provided with sleep mats allocated to each of them.
- These are used with a sheet and blanket.
- As each child wakes their mat is sprayed with antibacterial spray, dried and put away.
- All sheets and blankets are changed weekly, more frequently if they become dirty.
- Staff record the times and lengths of each child's sleep and share this information with parents.
- 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 telephone parents to check they are happy with this.
- If a baby is asleep when the parent comes to collect, within our normal day, we will give parents the option of coming back to collect them once they wake and telephone them to let them know.

Procedure for keeping environment, toys, equipment and resources clean

- It is part of staff member's daily role to keep all toys and equipment clean.
- Cleaning rotas are kept up to date in every room
- These are inspected regularly during moderation to ensure they are updated.
- Toys, resources and equipment are cleaned using antibacterial spray or Milton solution.
- Staff protect themselves while using these chemicals with personal protective clothing (white 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 Fairy washing powder.
- Any broken, damaged or incomplete toys and resources are removed from the children's use immediately.

Procedure for moving children around the building

- Children are moved within ratios at all times with particular regard for the non mobile children.
- Children are not moved alone as safeguarding procedures are adhered to.
- Children using the stairs are suitably supervised with staff deployed at various areas to support them sufficiently and safely.
- Children are expected to use the handrails provided and 'rules' are in place which they are reminded of when using the stairs.
- 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 in the rooms. 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 to their base rooms 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 minimizing 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 contact the local radio stations and make announcements on our website.
- We will try to contact every parent by telephone 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 unauthorized access to the children and they are protected by key-code locks. Children are only released into the care of parents 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 out of the reach of the children
- 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.
- Some children bring in their own wipes and creams for use and these are stored in the child's named box.
- Nappies are provided by parents and also stored in the child's box or in their named bag on their peg.
- Staff use personal protective clothing (white disposable aprons and disposable gloves) provided and also wash and dry their hands and change their gloves in between changing each child.
- On no account are children ever to be left on the changing unit unsupervised.
- 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.
- Soiled clothes should be rinsed down the toilet or in the sluice in the laundry areas before being bagged and labelled for the parents to wash at home.
- Parents are informed when their child's nappy stock is running low in plenty of time to replace.
- If staff have to use another child's stock of nappies this must be recorded and these replaced as soon as possible.
- 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 of in the sanganic system along with the staff's disposable gloves and apron.
- Terry nappies are rinsed in the sluice and then soaked in the nappy bucket in the laundry. When several nappies are ready to be washed they can be loaded into the washing machine.
- Staff must not mix washable nappies with any other sort of laundry.
- All nappy changes are recorded on the child's daily record sheet or book.

Procedure for wiping children's eyes

- If children have 'sticky' or 'gunky' eyes, the room senior must inform the Manager.
- If conjunctivitis is suspected the health and sickness procedure should be implemented.
- Staff should wash their hands and use gloves while preparing cooled boiled water, cotton wool and a nappy sack.

- Small pieces of cotton wool should be dipped in the cooled water before squeezing it out so it is damp.
- Staff should wipe one eye at a time starting from the inner eye and wiping to the outer eye in one stroke.
- After each wipe a fresh piece of cotton wool should be used.
- Staff must never go over the eye with the same piece of cotton wool as this may re-infect the eye.
- Each used piece of cotton wool must be placed in the nappy sack and double bagged once finished.
- The procedure should be repeated with the other eye if required.
- All protective clothing must be disposed of and placed in the outside bin.