



<b>Policy Title:</b>	<b>Health &amp; Safety Policy</b>		
<b>Aims:</b> Our aim is to create a safe and secure environment for all of the children, parents/carers, staff and visitors to the nursery. We also provide suitable challenge for the children. With this in mind, we have clear, stringent guidelines and policies with regards to health and safety for everyone to adhere to. These are informed by current health and safety legislation. As well as being legally responsible, the policy owner is committed to providing a healthy and safe environment, however the responsibility of health and safety is shared with <b>every member of staff</b> – who are encouraged to take responsibility in identifying, raising and, where possible, resolving any issues that may cause incident.			
<b>Role of Responsibility</b>	Managing Director	<b>Current policy owner</b>	Kate Jones
<b>Date last updated</b>	Sept 2020	<b>Date due for review</b>	Sept 2021
<b>Method of evaluation</b>	Audit & risk assessment		

This policy meets and exceeds the Safeguarding and Welfare Requirements. From 2014, the EYFS does not require a health and safety policy. However, to ensure that we meet and maintain high standards Yellow Wellies has chosen to maintain one.

#### **Health & Safety Management (*responsibility – Managing Director*)**

The health, safety and welfare of those at work in the setting and those who may be affected by the activities of the setting is ensured in a proactive, planned, organised and managed way. These arrangements are in accordance with the Health & Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and any subsequent replacements of these.

There is a written, up to date set of risk assessments that identifies potential hazards in the setting. This is reviewed at least annually but more frequently if there is a major change, or a pattern of incidents which deem a change required.

Where there is equipment or activities that hold a particular risk for children or others, it is essential that a risk assessment be carried out. This does not have to be in a written format but this is advisable. This document should then be apparent and available to any practitioner who uses this equipment or undertakes a particular activity. Practitioners must be aware of risks around them and must take immediate action in response to a risk.

The 'Health & Safety Law: What you should know' poster is displayed in the staff room, on the staff notice board, along with other health and safety related material.

It is the Managing Director's overall responsibility for the implementation of all health and safety policies throughout the nursery. The Nursery Manager takes overall responsibility for the day to day management of health and safety and any matters arising, however, **every member of staff** must take responsibility in identifying, raising and where possible, resolving any issues that may arise.

All staff are consulted prior to and during a risk assessment investigation, however, risks should be raised immediately, not 'held' until the next risk assessment.

Specific responsibilities are allocated as follows;



- Carrying out risk assessment – Nursery Manager (with staff consultation)
- Reporting of accidents/incidents - Nursery Manager
- Fire Drills & prevention activities – Nursery Manager
- First Aid – Nursery Manager (or most senior first aider present)
- Safety & Hazard inspections – Nursery Manager
- Health & Safety Training – Nursery Manager
- Meeting legal requirements – Managing Director

### **Risk Assessment**

Full risk assessments are carried out a minimum of every 12 months, or immediately following the identification of a major risk or prior to the implementation of a major change. Risk assessments must cover;

- Management of Health and Safety at Work Regulations 1999 (Management Regulations)
- Manual Handling Operations Regulations 1992 (as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002) (Manual Handling Regulations);
- Personal Protective Equipment at Work Regulations 1992 (PPE);
- Health and Safety (Display Screen Equipment) Regulations 1992 (as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002) (Display Screen Regulations);
- Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).
- Ways in which children can manage their own risks.

Daily and weekly risk assessments are carried out for specific areas prior to the children using the area eg daily outdoor risk assessment.

### **Food Hygiene (responsibility: Nursery Manager)**

Kitchen facilities are maintained at a high standard for the hygienic preparation of food for children, including suitable sterilisation equipment for babies. All staff responsible for preparing and handling food must be competent to do so. All staff involved in preparing and handling food must receive training in food hygiene. Nursery cooks must be trained to the food hygiene certification minimum standard, however all staff are encouraged to carry out training to this level. All staff must receive training in food hygiene as part of their induction.

We must notify Ofsted of any food poisoning affecting two or more children looked after on the premises. Notification must be made as soon as is reasonably practicable, but in any event within 14 days of the incident. If we, without reasonable excuse, fail to comply with this requirement, we are committing an offence.

### **Staffing (responsibility: Nursery Manager)**

Staffing arrangements must meet the needs of all children and ensure their safety. We must ensure that children are adequately supervised and decide how to deploy staff to ensure children's needs are met. We must inform parents and/or carers about staff deployment, and, when relevant and practical, aim to involve them in these decisions. Children must usually be within sight *and* hearing of staff and always within sight *or* hearing.



Only those aged 17 or over may be included in ratios (and staff under 17 should be supervised at all times). Students on long term placements and volunteers (aged 17 or over) may be included if the Manager is satisfied that they are competent and responsible, however this is likely to be for exceptional circumstances only.

The ratio and qualification requirements below apply to the total number of staff available to work directly with children. Exceptionally, and where the quality of care and safety and security of children is maintained, exceptions to the ratios may be made.

For children aged under two:

- there must be at least one member of staff for every three children;
- at least one member of staff must hold a full and relevant level 3 qualification, and must be suitably experienced in working with children under two;
- at least half of all other staff must hold a full and relevant level 2 qualification;
- at least half of all staff must have received training that specifically addresses the care of babies; and
- the member of staff in charge of the baby room must have suitable experience of working with under twos.

For children aged two:

- there must be at least one member of staff for every four children;
- at least one member of staff must hold a full and relevant level 3 qualification; and
- at least half of all other staff must hold a full and relevant level 2 qualification.

For children aged three and above:

- there must be at least one member of staff holding a level 3 qualification for every 8 children;
- staff holding a QTS, EYP, EYTS or equivalent can care for up to 13 children over the age of two, but this must be used sparingly and only if the room lead considers this to be appropriate.
- at least one member of staff must hold a full and relevant level 3 qualification; and
- at least half of all other staff must hold a full and relevant level 2 qualification.



## **Physical Environment (*responsibility - Nursery Manager*)**

The premises and equipment must be organised in a way that meets the needs of children. In nursery, we must meet the following indoor space requirements:

- Children under two years: 3.5 m<sup>2</sup> per child.
- Two year olds: 2.5 m<sup>2</sup> per child.
- Children aged three to five years: 2.3 m<sup>2</sup> per child.

We must ensure that, so far as is reasonable, the facilities, equipment and access to the premises are suitable for children with disabilities. We must provide access to the outdoor play area or, if that is not possible, ensure that outdoor activities are planned and taken on a daily basis (unless circumstances make this inappropriate, for example unsafe weather conditions)

Provision must be made (space or partitioned area) for children who wish to relax, play quietly or sleep, equipped with appropriate furniture. Sleeping children must be frequently checked. There should be a separate baby room for children under the age of two. However, we must ensure that children in a baby room have contact with older children and are moved into the older age group when appropriate.

Children in nappies and 'pull-ups' should be changed at least every three hours, or sooner for soiled nappies and hygiene standards must be adhered to at all times, with particular emphasis on using and changing all protective wear in the event of a risk of spreading bodily fluids (eg diarrhoea and vomit). In any event, hands should be thoroughly washed and the changing mat cleaned between and after changing children. To support environmental sustainability and reduce the use of single-use plastics, staff are permitted to change nappies without using protective equipment, should they deem it safe to do so (eg no hand wounds, not diarrhoea). Although hands must be thoroughly cleaned.

The nursery is cleaned every day by the cleaner and is cleaned throughout the day by the staff to maintain hygiene and safety. Cleaning includes all surfaces, equipment and toys.

The temperature of the rooms is maintained for the comfort of the children. Each window can be opened safely to provide natural ventilation, reduce the temperature and provide air circulation, if required, whilst not providing a safety issue, in terms of access via or falling from the window.

Access doors have security locks, or high handles out of the children's reach, to prevent escape and unauthorised access to unsafe areas by children.

The front door of the nursery has key fob or code access, for staff use only. All parents and visitors must ring the doorbell for access to the building.

At all times, the door to the rooms are locked on the inside, out of the reach of children, to provide second-line protection.

Visitors are asked to sign a visitors' book, stating their name, purpose, time and duration of visit.

The nursery is fitted with a smoke/fire alarm and a burglar alarm, which must be set whenever the premises are empty.



The external doors to the nursery are unlocked with a security fob/ keypad or key to limit access. Upon a staff member leaving the nursery, or being suspended, their security fob must be confiscated or de-activated, or the code changed immediately to prevent them from accessing the nursery unsupervised.

Doors and safety gates should be kept closed to prevent escape of children or accidents.

Staff should exercise caution when opening and closing doors to prevent fingers and toes being caught in doors. Finger guards will be present on doors, where practical.

Children are not allowed entry into the staff toilets, cleaning cupboard, laundry or bin store.

Children are allowed into the kitchen or staff room only if supervised.

Food hygiene is to be upheld at all times during food handling, storage and preparation. The nursery is registered with the local environmental health authority. Tables and surfaces should be cleaned with 'anti-bacterial' spray prior to coming into contact with food. However, children's snacks and meals should always be served on a plate or bowl.

Staff are reminded to wash hands prior to and following the handling of food.

Suitable toilet facilities are provided for children. There are separate staff toilet facilities. All toilets have hand basins with hot and cold running water, soap and paper towels or hand-driers. The hot water to the children's basins is thermostatically reduced in temperature to prevent scalding.

Staff are provided with a staff room, which includes facilities for eating and refrigerated food storage. Staff must manage the storage of their own food, ensuring that food is in date and fridges are kept clean. Staff food must not store any of their own food in the main nursery kitchen, to prevent cross-contamination.

All cleaning agents; eg bleach, anti-bacterial sprays, disinfectant, sterilising fluid etc. must be kept well out of reach of the children, and returned to their proper place when not in use.

Children will be allocated their own bed linen which will be washed weekly, unless soiled in which case washed after this use. All other bed linen and spare clothes shall be washed after every use. Parents of babies in nappies and children who are toilet training will be encouraged to bring in spare clothes for their child.

Electrical items such as fires, fans, radios, etc. are placed well out of reach of children, taking care not to let the leads dangle invitingly. All electrical equipment is regularly p.a.t. tested by a qualified electrician.

Special care should be taken whilst children are playing outside. Outside gates should be locked at all times, preventing children from leaving the outdoor area and unwanted visitors accessing the outdoors. Children must be prevented from straying indoors with other parents unless permission is given.



Vigilance is also needed to keep the outside play area free from danger. The outside should be checked for hazards by staff members before taking out any children and continue to be checked as children play. These checks are documented daily. Any risks must be removed or dealt with immediately or children removed from the area.

Non-toxic plants are used in the outside area. However, practitioners should support children in learning to keep themselves safe from harmful or unidentified plants and berries.

The outdoor play space is provided with lighting for the hours of darkness, which illuminates all areas.

The premises are for the sole use of the nursery and there is an intrusion alarm system that operates out of hours.

Children, staff and visitors arrival and departure times are recorded.

Smoking is not permitted in any part of the nursery premises, indoors or outdoors.

All heat-giving appliances placed behind a cover, or set to a low temperature for radiators to prevent accidental burns. Hot water pipes leading to radiators are insulated to prevent burning.

### **Equipment**

All equipment should comply with current legislation – to be confirmed prior to purchase and reviewed for ongoing suitability in risk assessments.

The provision of resources should be chosen with awareness of the age and developmental capabilities of the children, eg no toys small enough for babies to choke on or toys that may be too far advanced for the frustrated two-year-old. Toys and furniture should be checked regularly for safety to prevent accidents. If a toy becomes broken or hazardous in any way - throw it away or return it to the manufacturers for inspection.

Only play sand is used in the nursery or garden or sand pit. The sandpit must not be left uncovered outside, giving animals the opportunity to use the sand pit as a toilet! Permanent outdoor sand pits must be covered where possible. In any event, the outdoor sand should be checked every morning for signs of danger. The sand is replaced frequently. Any pit covers must not become a drowning opportunity! This can be prevented by putting holes in the cover or having a central raised area to form a tent!

All items outdoors must be stored to prevent it from holding water and becoming a risk. Standing water should be emptied and items stored to prevent a reoccurrence.

### **Substances Hazardous to Health (*responsibility - Nursery Manager*)**

Staff are provided with information regarding the handling of hazardous substances. This is fully explained during staff induction (see staff induction policy).

Staff and children are made aware of the importance of good hygiene practices. Children are encouraged to wash their hands before meal and snack times, after visiting the toilet and after playing outdoors.





The fish water is changed regularly by staff, using gloves and containers for fish use only. Any animals on the premises must be safe to be in the proximity of children and not pose a health risk. Children must wash their hands following contact with any animal. Animals are not permitted to enter the kitchen.

For information on accident, illness & medicine storage and administration please see the Accident, Illness & Medicines policy.

### **Fire Safety (*responsibility - Managing Director*)**

The procedure for fire evacuation is displayed in the nursery. All fire doors are to be kept clear of obstruction. Fire evacuation drills are held on a termly basis, to be rotated to different days and times.

Fire alarms, detectors and extinguishers conform to BSEN standards and are checked annually for maintenance. Emergency alarm system to be tested every week (alternating around the red boxes). We have contracts with fire safety experts to maintain our equipment and carry out annual fire safety checks.

On the sounding of a fire alarm all people will evacuate the building by their closest safe entrance. Staff will ensure that all children are evacuated by the nearest entrance. Managers or staff from the other rooms will help the staff in the baby room to carry the babies outside. The Nursery Manager must carry with them a list of all children present in the nursery at that time, the staff and the visitors' signing in sheet and the contact numbers for all parents. If this is not possible, this information can be retrieved from the nursery system on site or on another site. In the event that a child is not present in the evacuation group, a senior member of staff must return to the building only if it is safe to do so. The person in charge must call the fire brigade immediately and inform them of anyone missing from the list (suspected to be inside the building). The Nursery Manager must complete a nursery fire log.

In the event of the nursery being unavailable for some time all staff and children should relocate to a safe café.

No naked flames are allowed on the premises, other than birthday candles (which must be extinguished as soon as finished and must never be left unattended and NEVER IN THE PRESENCE OF FLAMMABLE FANCY DRESS COSTUMES).

### **Incidents & Emergencies (*responsibility – Managing Director*)**

See 'Accidents, Illness & Medicine' and 'safeguarding' policies.

Some incidents that happen in nursery or during outside activities and trips, must be reported to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). These Regulations require employers and other people to report accidents and some diseases that arise out of or in connection with work. Please see the separate information sheet 'Incident-reporting in schools (accidents, diseases and dangerous occurrences)', produced by the HSE, which lists the types of incident that must be reported.

You can report incidents online via [hse.gov.uk](http://hse.gov.uk) – other guidance is also available on this web site.



### **Procedures and details for reporting suspected/confirmed cases of covid-19**

When a case of Covid -19 is suspected or confirmed, we must follow the correct procedures in the reporting process. Any suspected or confirmed cases should be reported to the health protection team (HPT) on **0300 303 8596 (option 1 for local HPT)** or email non-urgent issues to [ICC.NORTHEAST@PHE.GOV.UK](mailto:ICC.NORTHEAST@PHE.GOV.UK)

The HPT will provide information, advise and any actions to be taken.

If there is a confirmed case of Covid 19 (staff or children), in addition to informing the HPT the nursery must inform DCC public health team on [covidinform@durham.gov.uk](mailto:covidinform@durham.gov.uk) who will monitor the situation and liaise with the HPT if required.

### **Manual Handling & Transporting (*responsibility - Nursery Manager*)**

All staff are trained on safe manual handling of equipment and children, to ensure that we all met the requirements of Manual Handling Operations Regulations 1992. Storage of equipment is always arranged safely. Where storage is above head height, steps and step ladders are provided and staff are instructed on their proper use (see Induction policy).

### **Personal Protective Equipment (*responsibility – Managing Director*)**

Personal protective equipment is supplied for tasks in the setting where it is deemed necessary. Aprons are worn in the kitchen and when serving food. Disposable aprons and gloves are worn for changing nappies and dealing with bodily fluids. These **MUST** be disposed of immediately after changing/cleaning a child and prior to picking a child up.

Rubber gloves are provided for dealing with cleaning materials. A change of clothing can be provided if staff come into contact with fluids on their clothing. The nursery ensures that it always has sufficient supply of protective equipment.

Outdoor clothing (eg jackets) must not be worn within the nursery, especially around babies and food.

### **Selection, information, instruction and training (*responsibility – Managing Director*)**

We acknowledge that staff cannot do their job properly if they are unaware of the hazards around them. Information, instruction and training is provided to ensure that staff know how to do their jobs properly and safely. See staff induction policy.

Staff are encouraged to proactively identify hazards and evaluate the risks arising from them, advise management and reduce those risks. Health and safety should be a regular discussion point in our staff meetings.

### **Contractors and facilities management (*responsibility – Managing Director*)**

Any maintenance work required is carried out outside normal opening hours. Where urgent work is required, an assessment must be carried out to decide whether children should be removed from the immediate area or supervised in the area.

### **Waste and the environment (*responsibility - Nursery Manager*)**

Used nappies must be stored in an appropriate container and disposed of into the yellow clinical waste bags and bins at the end of each day.

All rubbish is to be removed from the building at the end of each day and placed into the external bins provided, to be removed on a weekly basis.





### **Facility Changes**

Any changes to the facility which may affect the space or level of care for the children must be reported to Ofsted immediately.

### **Conclusion**

We aim to work towards making the environment as safe as possible for all of our users. The nursery management team will work with and along side other agencies to ensure that all nursery staff receive full and up to date safety training and information to make certain that they all approach their all existing and new working practices safely and without harm to themselves or others. However, every adult must be vigilant and take ownership of all aspects of health and safety.