

Health and Safety

Nemo's Nursery & Pre-School

The aim of our Health and Safety policy is to ensure that Nemo's Nursery provides adequate control of all risks associated with the operation of the nursery. Health and safety within the nursery is of the utmost importance, and although this policy is updated formally once a year, it is continuously reviewed by the manager if updates are required prior.

It is the responsibility of the manager to review all health and safety policies and procedures, and to carry out risk assessments alongside the other members of staff. All adults in the nursery, both staff and visitors, will be aware of and respect the nursery's safety policies, and put these into practice. Any concerns must be brought to the attention of the manager. Any failure by the staff to implement this policy may lead to disciplinary proceedings.

Responsibilities for Health and Safety

Overall and final responsibility for health and safety: Rhonda Carr

Assistance with ensuring health and safety standards are maintained/improved:
Lauren Amey

Day-to-day responsibility for ensuring this policy is put into practice: All staff

Our nursery promotes a healthy lifestyle and a high standard of hygiene in its day to day work with children and adults. This is achieved in the following ways:

Managing risk in the environment

It is the duty of all staff to undertake safety checks for activities, rooms and the outdoors for any potential risks or hazards. These are risk assessed either formally or informally, and staff are required to assess all activities provided for the children during the day.

The outdoor space is securely fenced, and public space used for outdoor play will be checked for litter and other dangers. Any off-site trips are planned in advance and must be risk assessed prior to the outing, with parental consent. Risk assessments and liability insurance for these premises will be requested/checked.

Colleagues, volunteers, children and any visitors must be informed of potential hazards, and any agreed methods of working to minimize the risk. They must be made aware of emergency procedures and how to call emergency services.

Staff and volunteers must undertake an induction which includes reading and understanding the health and safety policy, and their shared responsibility for health

and safety. The induction training covers staff welfare, including manual handling, food hygiene and fire safety, which is then revisited once a year.

Staff teach the children skills on how to keep themselves safe. Children are encouraged to take responsibility for their own health and safety through talking about possible risks and correct modelling by staff.

Children will leave the nursery only with authorised adults.

Low-level glass will be covered, or replaced by safety glass.

Equipment will be checked regularly and any dangerous items repaired or discarded. All play-equipment and toys conform to relevant safety regulations and is sound and well-made. Equipment offered to children will be developmentally appropriate, recognising that materials suitable for an older child may pose a risk to younger/less mature children.

Large equipment will be erected with care and checked regularly. Staff undertake manual handling training during their induction. If staff need access to equipment stored high up, staff will be provided with something safe to stand on. Heavy materials are not stored above head height.

Internal safety guards/barriers will be used as necessary.

In an effort to safeguard children and staff with allergies we are a nut free nursery, no nut products will be found in the areas that children play and eat. In addition to this we also do not use some of the top allergens e.g. strawberries or shellfish. For more specific allergies we work with the staff and parents to ensure that they will not come into contact with their allergen.

Fire Safety

Staff are made aware of the nursery fire safety policy and undertake regular training (see fire policy). Staff are also made aware of what the fire alarm sounds like in order to respond to the procedure correctly. Fire drills occur every three months, alongside a weekly fire check which is recorded appropriately.

There will be adequate systems and equipment for the detection and control of fire. Fire doors will never be obstructed, and fire exits will be easily identifiable. A record of fire drills and servicing of fire equipment will be checked and kept by the Nursery Manager. Any recommendations by the local Fire Safety Officer will be carried out.

Fire/Heaters/electric points/wires and leads will be adequately guarded. A PAT test of electrical equipment will be carried out once a year to ensure that they are safe for continued use.

All rooms within the nursery must be kept adequately tidy so that in the event of a fire there is a clear evacuation route out of the building, with minimal hazards.

Supervision

All children are supervised by staff at all times and will always be within sight of an adult. In the baby room, the adult: child ratio is 1:3. For 2-3's the ratio is 1:4, and for 3-5's the ratio is 1:8.

The layout and space ratios allow children and adults to move safely and freely between activities.

Sleeping children are checked every 15 minutes in both rooms, and a monitor is also used for constant supervision in the baby room. Times of checks are recorded.

On outings, the adult: child ratio will be 1:3 for the 2-5's and 1:2 for babies. If a small group goes out, there will be sufficient adults to maintain appropriate ratios for the staff and children remaining on the premises. Whenever children are on the premises, at least two adults will be present.

In the very unlikely event that a child goes missing, the nursery manager/deputy manager will immediately be informed and conduct a thorough search of the nursery and surrounding area. In the event this search is unsuccessful then the nursery owner and police will be informed. Parents/carers/emergency contacts will then be informed of the situation.

Children do not have access to the kitchen, or any cupboards storing hazardous materials.

Adults will not walk about with hot drinks or place hot drinks within reach of children.

There will be no smoking within the nursery.

In the event that a member of staff, volunteer or visitor arrives at the nursery clearly under the influence of drugs or alcohol, they will be asked to leave immediately and disciplinary proceedings may follow. If a member of staff believes a parent to be under the influence, the manager and designated safeguarding lead must be informed, and guidance will be sought from First Response Hub. Appropriate course of action will then be taken.

Special considerations

Some areas and activities pose hazards. Staff must formally and informally assess these. This can include children playing with or near water which will be continually supervised, as well as activities involving small objects.

There will be safe surfaces beneath and all around all climbing equipment and such activities will be appropriately supervised.

Access to dangerous areas such as stairs will be physically restricted and closely supervised.

Systems will be in place to ensure that no child can leave the premises unattended.

Outdoor play and sun safety

Children will have the opportunity to play outside throughout the year in the nursery's own outside play area, experiencing all weather types when appropriately dressed. Named sun cream must be brought into nursery for staff to apply to children throughout the day as required during the summer months, along with a named sunhat. Parents are also asked to provide appropriate clothing for wet and cold weather.

The garden is secured by a tall fence, with gates that are locked from the inside to avoid outside access. The outdoor area is risk assessed every morning, and throughout the day to detect any potential hazards from outside sources. A record of the risk assessment is then kept.

Illness and medications

Parents are asked to keep their children at home if they have any infection, and to inform the nursery as to the nature of the infection. This will allow the nursery to alert other parents as necessary and to make careful observations of any child who seems unwell.

Parents are asked to inform the nursery when a close relative or sibling has an infectious illness, to enable us to keep a close observation on the child in case they show signs of the infection. Parents are asked not to bring into the nursery any child who has been vomiting or had diarrhoea until at least 48 hours has elapsed since the last attack.

Following confirmation of hand, foot and mouth from a GP, Nemo's ask to please exclude your child from the nursery for 5 consecutive days. After such time we are happy for your child to attend if all blisters no longer contain fluid and have dried up. This also applies if your child has chicken pox.

Cuts or open sores, whether on adults or children, will be covered with a plaster or other dressing.

In the event of a positive Covid-19 test, children and their families are asked to self-isolate as per government guidelines. Anyone in contact with the positive case will be notified and asked to self-isolate as per government guidelines, which are continuously reviewed.

If the child is on prescribed medication the following procedures will be followed:

- If possible, the child's parents will administer the medicine. If not, then medication must be stored in the original container clearly labelled with the child's name and dosage and any instructions (if prescribed medicine, the prescription must clearly be visible). Where local regulations require it guidance will be sought from social services before people other than the parents administer medicines.
- Children must have received their first dose of any medication containing penicillin prior to the nursery administering due to potential allergic reactions.

A medication book will be available to log: name of child receiving the medication: time of last dose: times and dose that the medication should be administered: date and

time when the medication is administered, together with a signature of the carer who has administered each dose, and the parent's signature. Room leaders or managers are responsible for administering medication.

With regards to long term medications, a health care plan will be completed and signed. This will outline how medicine is used, prepared and when it is required. Parents/carers will not be required to sign the medicine book once a health care plan is being used. These are updated every 6 months to ensure accuracy.

All medicines will be labelled and kept in the medicine box, either in the downstairs kitchen or milk kitchen. A medicine box is available for medications that need to be stored in the fridge.

The administration of life saving medication such as insulin/adrenalin injections or the use of nebulisers, will be clarified with the nursery insurance company. If specialist knowledge is required, staff involved in administering medication will receive training from a qualified health professional.

The nursery will ensure that the first aid equipment is kept clean, replenished and replaced as necessary. Sterile items will be kept in sealed packages until needed. There are two correctly stocked first aid boxes which are available on each level of the nursery at all times, as well as a travel kit to be taken on all trips. These first aid boxes are checked on a bi-monthly basis.

At least two qualified paediatric first aid trained staff will be on the premises at all times.

Information sources

The nursery will maintain links with health visitors and gather health information and advice from the Public Health England, and other health agencies.

Managing records

A book is always available for the reporting of accidents/incidents for both children and staff.

Regular safety monitoring will include checking of the accident records as a basis for risk assessment. Fire drills will be held at least once every three months. Fire extinguishers will be checked monthly.

All adults, including parents and other carers, will be aware of the system(s) in operation for children's arrivals and departure. A register of both adults and children will be completed as people arrive and leave so that a complete record of all those present is available in any emergency.

Hygiene

At the nursery we follow Public Health England guidelines on hygiene and infection control to prevent the spread of all infection, adults in the nursery will ensure that the following good practices are observed:

- **Personal Hygiene**

Both children and staff must wash their hands after using the toilet, and before handling food. Individual paper towels are used and disposed of appropriately. Children are taught and encouraged to take care of their own personal hygiene during their daily routines, including hand washing, nose wiping and disposal of tissues and using the toilet. Children are taught about the spread of infection through coughing and sneezing, and how to cover their mouth and nose correctly.

There are hand sanitising stations throughout the nursery and staff are encouraged to use these on top of their regular hand washing practice.

Children and staff with pierced ears are not allowed to wear dangly earrings.

Hygiene rules related to bodily fluids are followed with particular care, and all staff are aware of how infections are transmitted, including sickness and diarrhoea or HIV infection.

- **Cleaning and clearing**

Personal protective equipment is provided for staff including gloves and aprons when dealing with bodily fluids. The nursery also provides face masks or visors for staff and visitors, to adhere to government guidelines regarding Covid-19.

Any spills of blood, vomit or excrement will be wiped up and flushed away down the toilet. Large quantities will be double wrapped in plastic and disposed of. Rubber gloves are always used when clearing up spills of bodily fluids. Floors and other affected surfaces disinfected using floor bleach diluted according to the manufacturers' instructions.

Spare laundered pants and other clothing are made available by individual parents in case of accidents, and polythene bags available in which to wrap soiled garments.

All surfaces cleaned daily with an appropriate cleaner. Gloves and aprons are provided for staff to wear during cleaning procedures.

All toys and equipment are cleaned regularly, and the toilet area has a high standard of hygiene including hand washing and drying facilities. Tissues and wipes are provided to ensure good hygiene practice, and regular hand washing with running warm water and soap. The toilets are checked and cleaned on a regular basis.

Commonly used touch points in the nursery are cleaned throughout the day.

Control of Substances Hazardous to Health (COSHH)

The nursery has a duty to prevent employees, visitors and children from coming into contact with substances hazardous to health under the Control of Substances Hazardous to Health Regulations 2002. Wherever possible, the use of these materials or substances should be avoided. Staff who use these chemicals must be aware of the potential risk and treatments, through a risk assessment. A COSHH folder containing relevant risk assessments and substance information is located within the office for staff reference purposes. Potential risks and control measures must be shared with all staff, any new members of staff, and to those who may come into contact with these substances.

All substances must be kept in their original state, packaging, and stored securely away from the children. They must be clearly labelled.

All cleaning products are of domestic standard.

Any new substances will be risk assessed and added to the COSHH folder.

Suitable equipment and PPE, such as gloves and aprons, is provided for staff who are using potentially hazardous materials to further ensure their safety and protect them from harm. Through risk assessments, we have found the following require PPE:

- Disposable gloves for use when changing nappies, clearing bodily fluids and handling potentially hazardous materials
- Disposable aprons for use when cleaning or clearing up bodily fluids
- Nemo's will adhere to government guidelines regarding Covid-19 and provide masks

RIDDOR

By law, we must report certain workplace injuries, near-misses and cases of work-related disease to HSE. This duty is under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, known as RIDDOR.

For up-to-date 57reportable incidents please see:

<https://www.hse.gov.uk/riddor/reportable-incidents.htm>

Over-seven-day incapacitation of a worker

Accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven day period does not include the day of the accident, but does include weekends and rest days. The report must be made within 15 days of the accident.

Over-three-day incapacitation

Accidents must be recorded, but not reported where they result in a worker being incapacitated for more than three consecutive days. If you are an employer, who must keep an accident book under the Social Security (Claims and Payments) Regulations 1979, that record will be enough.

Non fatal accidents to non-workers (eg members of the public)

Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.

There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

Food

The nursery will observe current legislation regarding food hygiene, registration and training. We follow Food Standards Agency guidelines on hygiene and handling of food.

- Each adult will always wash hands with soap under warm running water before handling food.
- Not be involved with the preparation of food if suffering from any infectious/contagious illness or skin trouble.
- Never cough or sneeze over food.
- Use different cleaning cloths for kitchen and toilet areas.
- Prepare raw and cooked food in separate areas.
- Keep food covered if either refrigerated or piping hot.

Food and diet: Keeping healthy

The shared experience of mealtimes can play an important role in the social life of the nursery, as well as reinforcing children's understanding of the importance of healthy eating. The nursery will ensure that it fulfils all the requirements of the registering authority that:

All meals and snacks provided are healthy and nutritious, avoiding large quantities of fat, sugar, salt, additives, preservatives and colourings.

Before a child starts to attend the nursery, staff will discuss with parents the child's dietary needs, including any allergies, religious requirements and special requests, and make appropriate arrangements to meet them.

Menus are planned in advance and food offered is fresh, wholesome and balanced. The daily menu is displayed on the chalkboard, as well as well as logged on the parent portal.

By providing a variety of meals from a range of cultures ensures that children from all backgrounds encounter familiar tastes and that all children also have the opportunity to try unfamiliar foods.

Children are offered food at regular intervals. Water is constantly available and offered; we do not allow squash or juice in the setting.

When cooking with the children as an activity, the adults will provide healthy, wholesome food, promoting and extending the children's understanding of a healthy diet.

If a main meal is offered, the following elements are included:

- Protein for growth
- Carbohydrate for energy
- Essential minerals and vitamins in raw foods, salads and fruits

Milk provided for children is full fat for under 2yrs, and semi skimmed for 2rs+.

If we are unable to cater for a specific diet for all the days necessary, parents will be informed that the child may be provided with repetitive meals.

Insurance cover

We have public liability insurance and employers' liability insurance. The certificate for employer's liability insurance is available.

Details for Public Health England South West are:

PHE South West

Professor Debra Laphorne, Centre Director
2 Rivergate
Temple Quay
Bristol
BS1 6EH

Email swhpt@phe.gov.uk

Telephone: 0300 303 8162