

4.1. Health, Safety and general standards



Policy statement

At Tiddley Tots Nursery we are committed to ensuring the highest standards of Health and Safety are maintained and that health and safety is an integral part of the service we provide. We believe that the health and safety of children is of paramount importance. Our aim is to ensure, so far as is reasonably practicable, that the nursery is a safe and secure place for the children, parents/carers, staff and any visitors who may enter the setting. We consider health and safety to be our top priority in the delivery of our service. To achieve our aim, we recognise the importance of competent staff that is trained in health and safety. We are committed to ensuring all staff receives health and safety training and refresher training. We will reduce accidents and ill health through proactive measures such as undertaking risk assessments, inspections and ensuring staff are trained in health and safety. Policies and procedures will be kept under continuous review, and in line with EYFS 2017 guidelines.

Nursery Manager

Tiddley Tots Nursery Manager is responsible for promoting and adopting a pro-active approach to Health and Safety in the nursery setting, including overseeing, reviewing and monitoring all relevant practice, procedures and policies.

The Manager is responsible for:

- Reviewing and updating the health and safety policy annually.
- Overseeing that risk assessments are carried out, reviewed yearly and as needed and made available to all members of staff and parent/carers at the nursery.
- Reporting any, and all actions required to ensure Health and Safety practice at the nursery to all relevant people
- Overseeing the induction process for all nursery staff.
- Identifying Health and Safety training needs and, arranging training courses. Recording when refresher courses are needed and organising time and staffing cover for those attending training.
- Organising and overseeing termly self-inspections of all areas of the nursery by all members of staff, including equipment and resources.

Deputy Nursery Manager

The Deputy Nursery Manager is responsible for assisting the manager in promoting and adopting a pro-active approach to Health and Safety in the nursery setting. Including overseeing, reviewing and monitoring all relevant practice, procedures and policies and for taking full responsibility in the absence of the manager.

Specifically, the Deputy Manager is responsibility for:

- Carrying out Risk Assessments and reviewing them yearly and as needed.

Nursery Practitioners

All staff, students and apprentices are responsible for ensuring that they work in a manner which is safe to themselves and to others, to take a pro-active approach to health and safety at the nursery, comply with the relevant health and safety legislation.

Nursery practitioners are responsible for:

- Reading the Tiddley Tots Nursery Health and Safety Policy.

- Complying with all the arrangements for Health and Safety at the nursery.
- Undertaking required training and refresher courses.
- Complying with the findings of Risk Assessments and carrying out the stated controls as required.
 - Acting on any urgent issue or hazard immediately as necessary and reporting it to the Manager or their Deputy.
 - Reporting non-urgent defects and hazards by writing them down in the Health and Safety reporting book (and letting the Manager and or Deputy of any entries) and or adding an item on the agenda for discussion at monthly staff meetings.

Insurance cover

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed in our lobby area.

Procedures

Awareness raising

- Our induction training for staff includes a clear explanation of health and safety issues, so that all adults are able to adhere to our policy and procedures as they understand their shared responsibility for health and safety. The induction training covers matters of employee well-being, including safe lifting and the storage of potentially dangerous substances.
 - We keep records of these induction training sessions and new staff are asked to sign the records to confirm that they have taken part.
 - We explain health and safety issues to the parents of new children, so that they understand the part played by these issues in the daily life of the setting.
 - As necessary, health and safety training is included in the annual training plans of staff, and health and safety is discussed regularly at our staff meetings.
 - We operate a no-smoking policy.
 - We make children aware of health and safety issues through discussions, planned activities and routines.

Windows

- Low level windows are made from materials that prevent accidental breakage or we ensure that they are made safe.
 - We ensure that windows are protected from accidental breakage or vandalism from people outside the building.
 - Our windows above the ground floor are secured so that children cannot climb through them.
 - We ensure that any blind cords are secured safely and do not pose a strangulation risk for young children.

Doors

- We take precautions to prevent children's fingers from being trapped in doors by installing door finger guards on all doors to which children have access.

Floors and walkways

- All our floor surfaces are checked daily to ensure they are clean and not uneven, wet or damaged. Any wet spills are mopped up immediately.
- Walkways and stairs are left clear and uncluttered.
- Stair gates are in place at the foot and top of the stairs.

Electrical/gas equipment

- 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.
- Fires, heaters, wires and leads are properly guarded, and we teach the children not to touch them.
- We check storage heaters daily to make sure they are not covered.
- 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.
- Lighting and ventilation are adequate in all areas of our setting, including storage areas.

Storage

- All our resources and materials, which are used by the children, are stored safely.
- All our equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

Outdoor area

- Our outdoor area is securely fenced. All gates and fences are childproof and safe.
- Our outdoor area is checked for safety and cleared of rubbish, animal droppings and any other unsafe items before it is used.
- Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides.
- We leave receptacles upturned to prevent collection of rainwater. Where water can form a pool on equipment, it is emptied and cleaned before children start playing outside.
- Our outdoor sand pit is covered when not in use and is cleaned regularly.
- We check that children are suitably attired for the weather conditions and type of outdoor activities; ensuring that sun cream is applied, and hats are worn during the summer months.
- We supervise outdoor activities at all times; and particularly children on climbing equipment.

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 rooms, kitchen, rest area, 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:
 - cleaning tables between activities;

- cleaning and checking toilets regularly;
- wearing protective clothing - such as aprons and disposable gloves - as appropriate;
- providing sets of clean clothes;
- providing tissues and wipes; and
- ensuring individual use of flannels, towels and toothbrushes.

Activities, resources and repairs

- Before purchase, 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 at regular intervals of at least every fifteen 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

- Our 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.

Safety of adults

- 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 or to change light bulbs.
- 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.

Control of substances hazardous to health

- Our staff implement the current guidelines of the *Control of Substances Hazardous to Health Regulations (COSHH)*.

- We keep a record of all substances that may be hazardous to health - such as cleaning chemicals, or gardening chemicals if used and where they are stored.

- Hazardous substances are stored safely away from the children.

- We carry out a risk assessment for all chemicals used in the setting. This states what the risks are and what to do if they have contact with eyes or skin or are ingested.

- We keep all cleaning chemicals in their original containers.

- We keep the chemicals used in the setting to the minimum in order to ensure health and hygiene is maintained. We do not use:

- bleach;

- anti-bacterial soap/hand wash, unless specifically advised during an infection outbreak such as Pandemic flu; or

- anti-bacterial cleaning agents, except in the toilets, nappy changing area and food preparation areas. Anti-bacterial spays are not used when children are nearby.

- Environmental factors are taken into account when purchasing, using and disposing of chemicals.

- All members of staff are vigilant and use chemicals safely.

- Members of staff wear protective gloves when using cleaning chemicals.

Clinical waste

Disposable nappies and all other materials used for dealing with bodily fluids e.g. blood, are put into a plastic bag in the small bins provided in the nursery bathrooms. At the end of the a.m. and p.m. sessions these bins are emptied the bags are sealed and disposed of.

Expecting and nursing mothers

Risk Assessments will be made to assess the needs of expectant and nursing members of staff in carrying out work at the nursery and controls will be put in place as needed e.g. not lifting children. All staff and parent/carers will be informed of infections and diseases affecting the children and staff at the nursery that warrant the need for expectant mothers to seek advice from G.P.'s and or midwives.