

## Health and Safety Policy

Little Acorns believes that the Health and Safety of Children is of paramount importance. We make our nursery a safe and healthy place for children, parents, staff and volunteers by assessing and minimising the hazards and risks to enable the children to thrive in a healthy and safe environment.

We have a Health and Safety officer **Yvonne Borg**. They would have all taken Health and Safety training and will regularly update their knowledge and understanding. We have Health and Safety posters displayed throughout the setting.

### General Risk Assessments

We follow five steps as follows:

1. Identifying the risk where and what it is and an assessment as to the level of risk as high, medium or low.
2. Who is at risk: Childcare staff, children, parents, cooks and cleaners etc.
3. The level of risk high / medium / low.
4. What we are doing already to reduce the likelihood of harm or make any harm less serious. Further measures to reduce/eliminate risk. What will you need to do, or ensure others will do, in order to reduce that risk?
5. Monitoring and review: How do you know if what you have said is working, or is thorough enough? If it is not working, it will need to be amended, or maybe there is a better solution.

Our risk assessment process covers adult and children includes:

- Checking and noting on hazards both indoors and outdoors
- Addressing the level of risk and who may be affected
- Also within our activities and outings

- Deciding which areas need attention and/or improvement
- Developing an action plan from what has been found in risk assessment

### **Health & Safety General Standards**

We have public liability insurance and Employers liability insurance and this certificate is displayed within the nursery.

Our induction training of staff and volunteers 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 potential dangerous substances.

Records are kept of these inductions and signed by the staff involved. Health and safety issues are explained to the parents of new children so that they understand the part they play by these issues in the daily life of the setting.

Health and safety training is offered to the staff on a regular basis and is discussed regularly throughout the normal course of the day.

Little Acorns operate a no-smoking policy and members of staff who smoke are asked to change their tops on going out to smoke and wash their hands and faces on return.

Children are encouraged to recognise health & safety issues through discussions, planned activities and routines

### **Safety of Adults**

Adults are inducted with guidance about the safe storage, movement, lifting and erection of large pieces of equipment

Where possible we have steps to the nappy changing areas to protect staff's backs.

All warning signs are clear and in English

Adults are discouraged in staying on their own in the building or after dark however this is sometimes necessary to fulfil their paper commitment.

The sickness of staff and their involvement in accidents is recorded. The records are reviewed to identify and issues that need to be addressed.

### **Window, Doors and Floors**

Some of our windows are very large and so are covered in a shatterproof film

Soon all our doors will have hinge covers to protect against fingers accidentally getting trapped

Floors are checked daily for hazards and we use yellow signs to notify wet areas.

### **Electrical and Gas Equipment**

Our electrical equipment is PAT tested annually and conforms to safety requirements. All wires are in trunking as necessary and sockets have socket covers

Our gas boiler is not accessible to children

The children's taps are controlled by thermostats so that they are hygienically warm enough without scalding

Lighting and ventilation is adequate in all areas including storage areas

### **Storage**

All resources and materials from which children select are stored safely but within reach for them. Children are encouraged to return resources tidily.

### **Outdoor Area**

Our outdoor area is securely fenced in.

The gardens are checked before use for safety etc.

The children are never allowed in the garden alone

## Hygiene

Our daily routines encourage children to learn about personal hygiene.

We have daily cleaning routines and we have two domestic staff who work a total of 40.5 hours a week cleaning the nursery. The floors are cleaned whilst the children are around so they can learn about safety during these times. The floors are however also deep cleaned once a week after hours. We use yellow slip signs for adults and children to be aware.

The nappy changing areas are cleaned in between each change of nappy and they children are encouraged to clean their hands after each change in preparation for when they progress to using the potty or toilet. Staff wear a new set of protective clothing in between changing each child's nappy and we dispose of them through a contract using yellow sacks. For further information regarding this please see our Nappy Changing Policy 3.1

We have a schedule for cleaning resources and encourage the older children to help so they can learn an understanding or its importance.

Children clean their hands before and after eating at the sink. Children use either disposable tissue to dry their hands to avoid cross contamination of germs.

The toilet area has a high standard of cleanliness including toilet paper and soap dispensers for children to use independently with supervision. We also use hand driers.

## Resources and Activities

Before purchasing resources they are checked for suitability from a stage and safety point of view.

The layout of each room is so that they children and adults can move safely about with staff ensuring safety at all times.

The resources are checked on an on-going basis for breakages and hazards and these are reported to the room H&S person who will in turn take the issue to the overall H&S Officer. Faulty equipment will be

mended by our the children with support from the staff if possible and if not our handyman; or disposed of if it is deemed not mendable.

All paints etc. are nontoxic and we also have COSHH sheets for them just in case.

Sand and water is clean and suitable for children' play.

Physical play is constantly supervised

Children who are sleeping are checked regularly and their sleep should be recorded on the white board.

### **Security**

The times of the Children arriving and departing the nursery are recorded

All staff/Volunteers or visitors are signed in and wear a badge

Passwords, I.D and photos are required when other people other than the mother or Father pick up

Children also have Emergency pickups that the parents have already made aware to us

All staff are made aware that they should not allow anyone that they do not know in to the building. This is also told to the parents too. For more information on this please see the Visitor Policy 4.0

Contractors sign to say they understand the necessity to close doors and gates after themselves and that they will not let anyone into the nursery.

Contractor will sign in when arriving and handing their mobile phones in the office.

### **COSHH**

All COSHH materials that are used are locked away in the COSHH cupboard; all substances HAVE to be signed in and out of the cupboard using a diary COSHH book. All staff are inducted on how to use the COSHH cupboard and signing in and out book. They sign to say that they understand

All COSHH substances have a COSHH form that we get from the manufacturers

All cleaning chemicals are stored in their original containers apart from when diluted for use. These smaller containers are labelled clearly.

For more information on this please see our Use of COSHH Items Policy 1.4

### **Kitchen**

- Children do not have access to the kitchen
- There are separate facilities for hand washing and washing up
- Cleaning materials are kept in the locked COSHH cupboard
- All food is stored correctly
- All food handling staff have the appropriate Food Hygiene qualifications
- All kitchen and room staff are aware of the children's allergies.
- All children with allergy's have separate containers (with their name and what there Allergy/Dietary requirement is), the chef will put the child's alternative food in the box
- A member of Management will check the allergy boxes before they get sent out to the rooms, where again the Level 3 at the allergy table will check again.
- A level 3 must be at the allergy table wearing a RED tabard, and must not leave the table at anytime
- Only a level 2 or above with a Food Hygiene certificate is to serve the food

### **First Aid and Medication and the Recording of**

For this section please see our Accident Policy 1.0 and our Administration of Medicine Policy 3.2 for further information.