



Holbourn House Day Nursery & Pre-School
The Old School
Dodford
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Health and safety policy

Health and safety advisors are Bernadette and Cliff Martin

Bernadette Martin is responsible for health and safety. Bernadette has undertaken health and safety training and regularly updates her knowledge and understanding. We display the necessary health and safety poster on the notice board near the entrance.

Our Aim:

We aim to make children, parents and staff aware of health and safety issues and to minimise the hazards and risks to enable children to thrive in a healthy and safe environment.

Risk assessment

Our risk assessment process includes:

- Checking for hazards and risks inside, outside, on outings and in our activities and procedures. Our assessment covers children, staff, students and visitors.
- Deciding which areas need attention; and
- Developing an action plan that specifies; the action required, the timescale for action, the person responsible for the action plan and any funding required.

We maintain lists of health and safety issues, which are checked:

- Visually checked daily before the sessions begins
- Weekly written check is carried out by Joanne Summerskill

Insurance Cover

We have public liability insurance and employer's liability insurance. The certificate for the public liability insurance is displayed on the notice board near the front entrance.

Raising awareness

- Our induction training for staff and volunteers includes a clear explanation of health and safety issues so that all adults adhere to and understand their shared responsibility for health and safety.
- As necessary, health and safety issues are reviewed regularly, these issues will then be discussed at staff meetings.
- We have a no smoking policy – we do not allow smoking on or near the premises and no smoking posters/notices are displayed in the reception area.
- We have a no phones policy – please refer to safeguarding policy.

Safety

- We ensure all staff employed will be checked by the Disclosure and Barring Service (DBS) and we ensure that 2 references are obtained before interview and employment. (See Safer recruitment policy)
- At least two practitioners must be on the premises at all times.
- A register is taken everyday to record when children arrive and depart.
- Practitioners fill in a daily time sheet to record their attendance.

- Our systems prevent unauthorised access to our premises.
- Our systems prevent children from leaving our premises unnoticed.
- Children are checked every 10 minutes, when asleep, which is recorded on our sleep log.
- We have a peephole in the main door to check who is on the other side. It is our responsibility to close the interior door if there was an unknown visitor, after conferring with other members of staff about any scheduled appointments.
- On the main door and the door to the kitchen the handle and latches are high and both out of reach of children.

Windows

These are too high to be accessed by children.

Doors

We take precautions to prevent children's fingers from being trapped in doors.

Floors

All surfaces are checked daily to ensure they are clean and not uneven or damaged.

Kitchen

- Children do not have access to the kitchen.
- All surfaces are clean and non-porous.
- There are separate facilities for hand washing and washing up.
- Hot taps are labelled "very Hot Water" – children's hot taps are thermostat controlled.
- Cleaning materials and other dangerous materials are stored away from food and children.
- When children take part in cooking activities; they:
 - are supervised at all times,
 - are kept away from hot surfaces and hot water and
 - do not have unsupervised access to electrical equipment.

Electrical equipment

- All electrical equipment conforms to safety requirements and are checked regularly.
- Our electrical switchgear/meter cupboard is not accessible to children.
- Storage heaters have safety covers to protect from burns and are checked daily to make sure they are not obstructed.
- There are sufficient sockets to prevent overloading.
- The temperature of hot water is controlled to prevent scalds

Temperature

- Fans are provided in the summer and extra convector heaters in the winter. The temperature gauge is checked regularly.

Maintenance

- Cliff and Bernadette undertake maintenance checks regularly (more immediate checks if something is brought to their attention). It is then dealt with appropriately.
- Maintenance of the property and the equipment is carried out on a need to basis.
- Equipment is checked regularly and repaired or replaced as necessary.
- Cliff, Bernadette and Rachel Hutchinson undertake the cleaning of the Nursery.
- The carpeted area has a daily vacuum (at the end of the working day). The vinyl area is mopped every Friday or as necessary.
- All surfaces are cleaned with anti-bacterial solution.
- Carpets, other soft furnishings, toys and resources are washed / cleaned on a regular basis.
- All new equipment must confirm to British Standards

- The kitchen is the responsibility of Cliff Martin and he has a cleaning and maintenance procedure in line with the environmental health guidelines
- Inside maintenance is carried out when the children are not present. Out door maintenance is controlled to not affect the children.

Storage

- All resources and materials from which children select are stored safely.
- All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.
- Hazardous substances are inaccessible to children and are stored away from food.

Outdoor area

- Our outdoor area is securely fenced and the main entrance gate has a secure catch.
- Our outdoor area is checked for safety and cleared of rubbish before it is used.
- Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides.
- Where water can form a pool on equipment, it is emptied before children start playing outside.
- All outdoor activities are supervised at all times.
- Children have a garden plot and grow vegetables and flowers each year from seeds. They can access the securely covered water butt by themselves to make sure that the plants are watered well; they are taught to wash hands after gardening.

Hygiene

- We regularly seek information from the environmental health department and the health authority to ensure that we keep up to date with the latest recommendations.
- All staff either full/part time or cover staff have current food hygiene certificates.
- Our dustbin and clinical and sanitary waste is collected by 'Biffa'.
- Our daily routines encourage the children to learn about personal hygiene.
- We have a daily cleaning routine for the setting, which includes play room(s), kitchen, rest area, toilets and nappy changing areas.
- We have a schedule for cleaning resources and equipment, dressing up clothes and furnishings.
- The toilet area has a high standard of hygiene including, soap, child height sinks for hand washing and paper towels. We also have a **yellow bin** (clinical waste) for the disposal of nappies.
- We implement good hygiene practices by:
 - Cleaning tables between activities
 - Checking toilets regularly
 - Wearing protective clothing – such as aprons and disposable gloves – as appropriate
 - Providing sets of clean clothes – children who have wet or dirtied themselves.
 - Providing tissues and paper towels

Activities

- Before purchase or loan, equipment and resources are checked to ensure that they are safe for the ages and stages of the children currently attending the setting.
- The layout of play equipment allows adults and children to move safely and freely between activities and allows for children to select and choose what they want.
- All equipment is regularly checked for cleanliness and safety and any dangerous items are repaired or discarded.
- All materials – including paint and glue – are non-toxic.
- Sand is clean and suitable for children's play
- Physical play is constantly supervised.

- Children are taught to handle and store tools safely.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.

Food and drink

- Staff who prepare and handle food receive appropriate training and understand – and comply with – food safety and hygiene regulations. The food hygiene certificate is updated every 3 years. All staff are required to hold a current certificate.
- All food and drink is stored appropriately.
- All adults consume hot drinks in the outside office.
- Snack and meal times are appropriately supervised and children do not walk about with food and drinks.
- Fresh drinking water is available to the children at all times.
- We have a healthy food policy, which includes procedures around allergies, and operate systems to ensure that children do not have access to food/drink to which they are allergic.

Outings and visits

- We have agreed procedures for the safe conduct of outings.
- Parents sign a general consent on registration for their children to be taken out as a part of the daily activities of the setting.
- A risk assessment is carried out before major outings.
- Our child ratio on outings is; one adult to two children and is adhered to at all times, however during Forest school it is one adult to four children.
- Named children are assigned to individual staff to ensure each child is individually supervised. This is to ensure no child gets lost and there is no unauthorised access to children.
- Practitioners take the nursery mobile phone on outings and supplies of tissue, wipes, pants etc. as well as a mini first aid pack, snacks and water where necessary. The amount of equipment we take will vary and be consistent with the venue and the number of children as well as how long they will be out for.
- A minimum of two staff should accompany children on outings and a minimum of two should remain behind with the rest of the children

Missing child

If a child goes missing from the setting –

- The person in charge will carry out a thorough search of the building and garden.
- The register is checked to make sure no other child has also gone astray.
- Doors and gates are checked to see if there has been a breach of security whereby a child could wander out.
- The person in charge talks to staff to establish what happened.
- If the child is not found the parent is contacted and the missing child is reported to the police.

If a child goes missing from an outing where parents are not attending and responsible for their own child, the setting ensures that there is a procedure that is followed.

- As soon as it is noticed that a child is missing, staff on the outing ask children to stand with their designated person and carry out a headcount to ensure that no other child has gone astray. One staff member searches the immediate vicinity but does not search beyond that.
- The person in charge is informed, if s/he is not on the outing and makes his/her way to the venue to aid the search and be the point of contact for the police as well as support staff.
- Practitioners take the remaining children back to the setting.

- The person in charge of the setting contacts the child's parent who makes their way to the setting or outing venue as agreed with the person in charge.
- The staff contact the police using the mobile phone and report the child as missing.
- In an indoor venue, the staff contact the venue's security who will handle the search and contact the police if the child is not found.

The Investigation

- The key person / staff writes an incident report detailing
 - the date and time of the report
 - what staff/children were in the group / outing
 - when the child was last seen in the group/outing
 - what has taken place in the group / outing since then; and
 - the time it is estimated that the child went missing
- A conclusion is drawn as to how the breach of security happened.
- If the incident warrants a police investigation all staff co-operate fully. In this case, the police will handle all aspects of the investigation including interviewing staff. Social services may be involved if it seems likely that there is child protection issue to address
- The incident is recorded in the incident book; the local authority health and safety officer may want to investigate and will decide if there is a case for prosecution.
- OFSTED is informed.

Animals

- Animals visiting the setting are free from disease and safe to be with children, and do not pose a health risk.
- Children wash their hands after contact with animals.
- Outdoor footwear worn to visit farms are cleaned of mud and debris and should not be worn indoors

First aid

- Our practice ensures all members of staff obtain a 12-hour paediatric first aid certificate. This is updated every 3 years.

Our first aid kit

- Complies with the health and safety (first aid) regulations 1981
- Is regularly checked by a designated member of staff and re-stocked as necessary,
- Is easily accessible to adults; and
- Is kept out of reach of children
- We have three first aid kits;
 1. Is located in a cupboard, clearly marked with a first aid label, in the main room,
 2. Is located in the outdoor area, in our play tent, and
 3. Is the blue first aid kit which is located in the kitchen. (This contains blue plasters for food handlers).

At the time of admission to the setting, parents' written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval.

Parents sign a consent form at registration allowing staff to take their child to the nearest accident and emergency unit to be examined, treated or admitted as necessary on the understanding that parents have been informed and are on their way to the hospital.

Our accident book:

- Is kept safely and accessible
- All staff know where it is kept and how to complete it; and
- Is reviewed on a 6 weekly basis to identify any potential or actual hazards.
- If a child has an accident at nursery, which involves a bump to the head they are given a bump form to fill out which is then given to the parent on pick up time for them to sign and take away.

OFSTED and RIDDOR are notified of any serious injury eg broken bone of any child, parent, staff or visitor or where there is a death of a child or adult on the premises.

Dealing with incidents

We meet our legal requirements for the safety of our employees by complying with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations). We report to the health and safety executive.

- Any accident to a member of staff requiring treatment by a general practitioner or hospital; and
- Any dangerous occurrences. This may be an event that causes injury or fatalities or an event that does not cause an accident but could have done; such as a gas leak.
- Any dangerous occurrence is recorded in incident book. See below.

Our incident record

We keep an incident record, including those that are reportable to the Health and Safety Executive as above.

These incidents include:

- Break in, burglary, theft of personal or the settings property,
- Fire, flood or electrical failure,
- Attack on a member of staff or parent on the premises or near by,
- Any racist incident involving a staff or family on the centre's premises,
- Death of a child, and
- A terrorist attack.

We record the date and time of the incident, nature of the event, who was affected, what was done about it – or if it was reported to the police, and if so a crime number. Any follow up, or insurance claim made will also be recorded.

In the unlikely event of a terrorist attack we follow our emergency evacuation policy and the advice of the emergency services with regard to the evacuation, medical aid and contacting children's families. Our standard Fire Safety Policy will be followed and staff will take charge of their key children. The incident is recorded when the threat is averted.

In the unlikely event of a child dying on the premises, for example, through cot death in the case of a baby, or any other means involving an older child, the emergency services are called and the advice from them will be followed.

The incident book is not for recording issues of concern involving a child. This is recorded in the child's own file.

Administration of medication

- Only prescribed medication may be administered and only by nursery staff. It must be in-date, labelled and prescribed for the current condition-however we have a bottle of Calpol on the premises to use in the case of an emergency (with parental consent)
- Parents are asked to inform us of any medication taken at home before the child's arrival.
- Children taking prescribed medication must be well enough to attend the setting.
- Children's prescribed drugs are stored in their original containers, are clearly labelled, are inaccessible to the children and kept in the cupboard marked first aid, or in the fridge if necessary, in an airtight container.
- Parents give prior written permission for the administration of medication. This states the name of the child, name(s) of parent(s), date the medication starts, the name of the medication, the dose and times, or how and when the medication is to be administered.
- The administration is recorded accurately each time it is given and is signed by staff. Parents sign the record book to acknowledge the administration of medicine.
- If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional. E.g. Epi-pen.
- **Health care plans** are put into place when a child needs more care than normal eg If a child has an allergy to nuts. These are then reviewed 6 weekly and medication checked to make sure there is plenty and that is in date.
- Adult medication is stored in the kitchen away from food, in an airtight container and is inaccessible to children. Any other personal medication is kept in staff lockers again inaccessible to children. We monitor the health and well being of staff including regular medication checks during our supervision process to ensure the suitability of safe working.

Sickness

Our policy for the exclusion of ill or infectious children is discussed with parents. This includes procedures for contacting parents – or other authorised adults – if a child becomes ill while in the setting.

- We do not provide care for children, who are unwell, have a temperature, or sickness and/or diarrhoea, or who have an infectious disease.
- Children who have had sickness and/or diarrhoea are not to attend nursery until 48 hours after the last bout of either sickness or diarrhoea.
- Children with head-lice are not excluded, but must be treated to remedy the condition.
- Parents are notified if there is a case of head-lice in the setting
- Parents are notified if there is an infectious disease, such as chicken pox.
- HIV (Human Immunodeficiency Virus) may affect children or families attending the setting. Staff may or may not be informed about it.
- Children or families are not excluded because of HIV.
- Good hygiene practice concerning the clearing of any spilled bodily fluids is carried out at all times. Disposable gloves are worn anti-bac fluid/wipes are used and disposed of in the clinical waste bin.
- Staff who have had sickness and/or diarrhoea do not handle food for 48 hours after the last bout of symptoms.
- OFSTED is notified of any infectious diseases that a qualified medical person considers notifiable.

Safety of adults

- Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.
- All staff are instructed and informed of the need to use correct equipment, i.e. disposable gloves etc.

- A change of clothes for adults is kept in the clothes cupboard.
- When adults need to reach up to store equipment or to change light bulbs they are provided with safe equipment to do so.
- All warning signs are clear and in appropriate languages.
- Adults do not remain in the building by themselves or left on their own after dark.
- The sickness of staff and their involvement in accidents are recorded. The records are reviewed each term to identify any issues that need to be addressed.

Data Protection, GDPR, Records and Information

In line with the Data Protection act 1998 and the General Data Protection Regulation 2018 (GDPR) we are registered with the Information Commissioners Office (ICO)

In accordance with the National Standards for Day Care, we keep records of Adults:

- The names, addresses, contact details and medical information of employees, including temporary and voluntary staff who work with the children or have substantial access to them.
- All records relating to HR and to staff's employment with the setting, including application forms, references, DBS disclosures, supervisions, appraisals, qualifications etc.

Children:

- Names, addresses and contact details of parents and adults authorised to collect children from setting.
- The names, addresses and contact details of emergency contacts in case of children's illness or accident.
- The allergies, dietary requirements, illnesses and medical needs of individual children.
- The times of attendance of children, staff volunteers and visitors.
- Accidents and medicine administration records.
- Consent for outings, administration of medicine, emergency treatment.
- Incident/accident forms.
- Existing injury forms.
- Parental consent forms for free entitlement.

We keep records for the health and safety of our children, staff, visitors and volunteers.

We use children's contact details for emergencies, keeping up to date and liaising with families to best support and care for children. We will only hold this information for as long as a child attends the setting, unless needed for any child protection issues. Therefore when a child leaves the setting their development records will be passed on to their next setting and all personal details will be destroyed.

All medical, accident, incident records will be stored safely and kept for as long as needed, in line with the relevant guidance.

We use adults contact details for emergencies, emergency staffing, medical emergencies and wages. If an employee's contract ends their data will be destroyed unless the adult has requested contact details are kept for future purposes e.g. references.

Children with additional needs will have additional records as part of their journey and these will be stored safely for 3 years after the child has left the setting.

Photographs of children are stored safely on nursery Ipad's or laptops which are all password protected.

In addition, the following procedures and documentation in relation to health and safety are in place:

National Standard 6: Safety

- Risk assessment
- Record of visitors
- Fire safety procedures
- Fire safety records and certificates
- Operational procedures for outings

National Standard 7: Health

- Administration of medication
- Prior parental consent to administer medicine
- Record of the administration of medicines.
- Prior parental consent for emergency treatment
- Accident record
- Sick children
- Safeguarding children.