



Holbourn House Day Nursery & Pre-School  
The Old School  
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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:

- All staff visually check the setting and equipment at all times they are working.
- Any potential issues are flagged to senior staff or management as soon as they are identified.
- Management carry out repairs and/or risk assessments as appropriate
- Where work needs to be carried out over time appropriate safeguards will be made immediately and a plan for the completion of the safety work will be made.

### **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, volunteers and students are 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 every day 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 the nursery building 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, the door to the kitchen and the gate to the garden and cabin area the handle and latches are high and out of reach of children.
- The gate to the garden and cabin area has a secure keypad door lock, the code to which is only known by staff members. A doorbell system is in place for parents to drop off and collect children and the gate will not be opened until ID is ascertained for unknown visitors.

### **Windows**

Windows within the nursery building are too high to be accessed by children. Windows within the cabin are at an accessible level, coat hooks have been placed underneath these, which has made them less accessible to the 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".
- Cleaning materials and other dangerous materials are stored away from food and children.
- When children take part in cooking activities (held within the nursery – not kitchen); 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 cupboards in the nursery and the Cabin are not accessible to children.
- Within the Nursery storage heaters have safety covers to protect from burns and are checked daily to make sure they are not obstructed.

- Within the Cabin heaters are located above adult head height so are inaccessible to the children.
- There are sufficient sockets to prevent overloading.

### **Temperature**

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

### **Hot Water**

- Hot taps are labelled “Very Hot Water”
- Hot taps accessible to children are thermostatically controlled.

### **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 when work is required.
- Equipment is checked regularly and repaired or replaced as necessary.
- Cleaning of the nursery is undertaken by all staff on a rota basis. Basic cleaning is carried out hourly with an additional daily deep clean.
- The carpeted areas has a daily vacuum (at the end of the working day). The vinyl areas are 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 the chef and they have a cleaning and maintenance procedure in line with the environmental health guidelines.
- Inside maintenance is carried out when the children are not present. Outdoor 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 keypad door lock.
- Our outdoor area is checked for safety and cleared of any rubbish or animal faeces 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 water tap 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 outside.
- 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 – for 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.
- Allergies and dietary requirements are recorded on admission to the nursery or when allergies develop and passed on to the kitchen to manage menus. Information is relayed to the whole staff team. Dietary and allergy information is recorded on a sheet by the food area. If a child attending nursery has a severe allergy the allergy trigger will not be allowed on site. If the allergy requires medication (e.g. adrenaline) a separate care plan will be carried out. (See the Healthy Food Policy)

### **Outings and visits**

- We have agreed procedures for the safe conduct of outings.
- Childrens location is recorded on the white board register at the front gate at all times they are under nursery supervision.
- Parents sign a general consent on registration for their children to be taken out as a part of the daily activities of the setting.
- Parents sign a separate consent form for attendance to forest school. This form includes emergency contacts, any allergies, medical conditions and regular medications. This will be taken with each child attending the forest school session.
- 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, ratios for Forest school are 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 phones or iPads 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 all buildings and the garden. Forest school leaders are contacted if a forest school session is in progress.
- The register is checked to make sure no other children are missing.
- Doors and gates are checked to see if there has been a breach of security whereby a child could exit unsupervised.
- 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.
- Staff on outings or at Forest school take a nursery mobile phone to contact nursery or the emergency services in cases of emergency.
- The person in charge is informed. If they are not on the outing then they will make their way to the site of the outing 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 a 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.

### **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 kits**

- Comply with the health and safety (first aid) regulations 1981
- Are regularly checked by a designated member of staff and re-stocked as necessary,
- Are easily accessible to adults; and
- Are kept out of reach of children
- We have five first aid kits;
  1. Is located in a cupboard in the main nursery building, clearly marked with a first aid label.
  2. Is located in the office in the Cabin.
  3. Is the blue first aid kit, located in the kitchen. (This contains blue plasters for food handlers).
  4. A transportable first aid kit that is taken to forest school sessions and is kept within the boot shed when not in use.
  5. A transportable first aid kit kept in the staff room for use on any walks or outings around the village.

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.

### **Accident recording:**

#### **For the children:**

- Accident records are kept within our online child management system
- All staff have access to this and know how to complete the online forms; and
- Accidents are downloaded and reviewed termly to identify any potential or actual hazards
- If a child has an accident at nursery, which involves a bump to the head details of the accident will be recorded on our online child management system and a Bump information leaflet is emailed to the parents with details of the incident.

#### **For staff, contractors and any other members of the public on site:**

- Accidents are recorded in a physical accident book which is kept secure and accessible
- All staff know where it is kept and how to complete it; and
- Is reviewed half termly to identify any potential or actual hazards.

OFSTED and RIDDOR are notified of any serious injuries, accidents and illnesses 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 and clients 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 at hospital or more than seven days incapacitation; 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 member 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 are responsible for all 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.

## **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, aprons 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.

## **COSHH**

We comply with the Control of Substances Hazardous to Health Regulations 2002.

### *Chemicals and Materials*

We avoid the use of substances that can be hazardous to health wherever possible, however there are times where we do need to use such substances, e.g.: for cleaning to ensure good hygiene. Any substances that could be hazardous to health are stored securely to ensure that children cannot access them. They are always stored in the original packaging which contains all the hazardous material information on.

### *PPE*

PPE is provided where appropriate for staff to use.

### *Natural Materials that can be Harmful*

We encourage children to explore the outdoors environment whilst educating them to the dangers of some plants and materials found within it.

Our forest school leaders do regular checks on the areas that children have access to to ensure that there are no hazardous plants or materials on site. Where plants and materials pose a minimal risk, e.g.: stinging nettles and non toxic berries, we educate the children to avoid them and the children are never left unsupervised in areas that contain items that have been assessed as potentially causing harm.

## **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 the government funded entitlement.
- Parental consent and emergency contact form for children attending forest school.

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