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HEALTH AND SAFETY POLICY

Designated Health and Safety Officer for the above address:

Sally Lane (Deputy Manager)

It is the responsibility of:

Lisa Lowes (Proprietor/Owner/Manager)

To ensure this policy is followed at all times.

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HEALTH AND SAFETY POLICY STATEMENT

This statement forms part of our health and safety policy required under Health and Safety at Work etc. Act 1974 and also includes the organisation; responsibilities for health and safety; risk assessments; and the arrangements (protective and preventive measures) for health and safety.

Definition of safety:

Keeping Safe means freedom from physical/emotional injury, discrimination, bullying or anti-social behaviour.

The three main aspects to Keeping Safe are:

- 1. Being safe and protected;**
- 2. Discovering boundaries;**
- 3. Making choices.**

Managing health and safety in our setting is inherently linked to managing risk and reducing the exposure to the possibility of loss, injury or any other adverse or unwelcome circumstance. Our aim is to ensure all adults and children thrive in a healthy and safe environment.

The three factors which determine whether or not the level of risk is acceptable or tolerable are:

- 1. The likelihood of coming to harm;**
- 2. The severity of that harm;**
- 3. The benefits, rewards or outcomes of the activity.**

It is our policy to comply with Early Years Foundation Stage (EYFS) Welfare requirements (DfES, 2008), Every Child Matters Outcomes (DCFS, 2004), Health and Safety Legislation, Acts, Regulations, Codes of Practice and other Guidance (see legal framework pg 14).

We will ensure that as far as is reasonably practicable all working environments including, premises, equipment and systems of work are safe and without risks to health and well-being this includes:

- Accepting our responsibility for health, safety and welfare of others (children, parents, staff, contractors and visitors) and the aiming to prevent accidents and cases of work related health issues.
- Providing adequate control and supervision of health and safety risks arising from work activities including risk management.
- Consulting with employees and users (including parents and children) on matters affecting their health and safety; providing information, instruction, training and supervision where necessary and ensuring this policy, procedures and risk assessments are brought to the attention of all relevant people.
- Ensuring the safe handling of substances and equipment and the provision of Personal Protective Equipment (PPE).
- Maintaining safe and healthy working environments and conditions and reviewing and revising this policy **annually** or in line with new equipment, processes, legislation or changes to work which affect health and safety.

ROLES AND RESPONSIBILITIES

(See also organisational file and staff handbook)

As the **employer Lisa Lowes (Manager)** has overall responsibility for all matters relating to Health and Safety.

Day to day responsibility lies with the designated **Health and Safety Officer Sally Lane (Deputy Manager)**.

Both of the above will work together to:

- Identify potential risks or crises that may affect our users and business, determining how we intend to minimise these risks, set out how we will react if a disaster occurs and test these plans regularly.
- Ensure outdoor and indoor spaces, furniture, equipment and toys are safe and suitable for their purpose.
- Ensure clear, legible diagrams and sign posting of exits, extinguishers and emergency procedures are around the nursery
- Ensure staff, students and casual workers are suitable and competent to carry out their role (in line with EYFS Welfare requirements (WR)-Suitable People Requirements section 3.9-3.15) and are made aware of their roles and responsibilities through induction, training, meetings, information and our staff handbook (in line with EYFS WR-Staff Qualifications, Training, Support And Skills section 3.18-3.25).
- Ensure each child is allocated a key worker and adult to child ratios are met (in line with EYFS WR-section 3.26-3.41).
- Ensure parents are made aware of the policies and procedures on induction, newsletters, display boards and general discussions.
- Review policies and procedures in line with legislation, making changes or seeking advice where necessary from the relevant professionals such as a Fire Officer, Health and Safety Consultant or Environmental Health agency and disseminate this information to the relevant people.

All staff (including students and volunteers) must:

- Take care of themselves and others and co-operate with us to comply with the law and codes of good practice, any parent/visitor breaching safety rules may be asked to leave the premises. Staff may only release children into the care of named carers and take reasonable steps to prevent unauthorised entry of adults.
- Follow our arrangements and safe systems of work including the use of any necessary personal protective equipment/clothing where necessary. Any employee breaching safety rules as stated in policies, staff handbook and contracts will receive a written warning in the first instance. A second offence can lead to dismissal (see grievance policy).
- Take responsibility for carrying out risk assessments, prevent accidents from occurring and promote safe working practices. Paying particular attention to those at risk, those with disabilities, additional needs or English as an additional language and where possible prevent anyone being harmed or killed through ignorance or carelessness.

- Attend any necessary training or carry out any activities deemed necessary by senior staff related to health and safety or the welfare requirements and encourage children to learn about safety and rules through activities, routines and discussions.
- Ensure check doors and exits regularly for easy opening and ensure they are kept clear at all times.
- Ensure their contact details and health and medication records are up to date.
- Report safety concerns, hazardous handling or unsafe practices to the appropriate people immediately, we welcome suggestions to improve health and safety standards.
- Ask **Lisa Lowes, Sally Lane** or **Team Leaders** if they are unsure of any aspect of safety or safety measures throughout the setting.

(Work experience students or trainees will be treated as any other employee, however particular attention and arrangements will be made for their supervision, training and instruction).

Team Leaders have been designated for the health and safety and supervision of employees on a daily basis.

Parents must:

- Respect the policies and procedures of the nursery, keeping themselves and others safe at all times.
- Ensure their contact numbers are up to date and be contactable at all times.
- Report concerns to the **Sally Lane/Lisa Lowes** immediately.

Visitors must:

- Respect the policies and procedures of the nursery, keeping themselves and others safe at all times.
- Enter (through the reception area front entrance) and sign the visitor's book **located in the Cherubs Section.**
- Be supervised by staff at all times. Health professionals may be left unsupervised at the agreement of parents.
- Inform us of any hazardous substances, electrical equipment, other equipment, or practice that might affect the health and safety of our users.

The necessary health and safety poster and public liability insurance records are displayed in the **Office.**

A record of safety inspections will be kept in the **organisational file located in the office** and are available to staff and parents.

RISK ASSESSMENTS

We recognise all environments, equipment and practices have the potential to cause harm whether physically to a person or to the business itself. Risks and challenges vary for each and every individual, what is a risk or challenge for one may be a very ordinary experience for another, with this in mind we consult with adults and children to ascertain the “rules” and agree supervision.

Our setting is designed to mirror the real world – many of the experiences provided are from ‘real life’ and include building, woodwork, cooking, gardening and climbing. Our philosophy is that the sooner the children learn to deal with everyday objects the safer they will be. Real experiences for children helps them to develop a sense of responsibility and self-discipline enabling them to progress to more complex learning situations in the future.

Staff must recognise any potential problems caused by:

- The premises
- The play equipment
- The activities undertaken

All equipment, environments, processes or changes to work which may affect health and safety will be evaluated by staff and control measures recorded where necessary in the relevant main risk assessment -these are made known to all relevant persons.

Main risk assessments records are held in the organisational file, these will be reviewed annually or earlier if significant changes take place.

Ongoing and daily risk assessments checks are undertaken by **All Staff**, these are held in each section, staff identify any potential problems and state what action needs to be taken if any to reduce the risk.

Minor risks will be removed by **All staff**,

Moderate risks will be reported to and managed by **Team Leaders**,

Major risks will be reported to and managed by the **Sally Lane** or **Lisa Lowes**.

Staff will:

- Create conditions that make children feel that almost anything is possible and achievable.
- Act as a sensitive observers and enablers who discuss and plan things with the children, drawing attention to any potential dangers and helping to find solutions for dealing with them.
- Support and encourage children in their self-chosen tasks.

INSTRUCTION/TRAINING/CONSULTATION:

See also recruitment policy.

We believe effective policy, procedure, intervention, planning and education develops better safety awareness and promotes quick, effective and correct thinking in emergencies. In turn this reduces further stress, accidents and/or crime which improve life chances and creates better citizens and safer communities.

Sally Lane will carry out a health and safety induction with all new staff and students on the first day and discuss:

- fire arrangements;
 - hazardous substances;
 - safe use of equipment
 - employee responsibilities;
 - use of personal protective equipment;
 - health and safety arrangements;
 - risk assessments and control measures;
 - accident and first-aid arrangements;
 - electrical safety; and
 - manual handling
- Additional health and safety training, information and instruction will be identified by **Lisa Lowes/Sally Lane** and provided through staff meetings, in-house training or handouts.
 - All senior staff will carry out “walk and talks” with staff at least **every 6 months**.
 - Supervision of young employees/trainees will be provided by the **named mentors**.

Specific health and safety related training to be undertaken through external agencies:

- Administration of medication or Allergy management (as necessary)
- Fire Safety (every 3 years)
- First aid (every 3 years)
- Food hygiene (every 2 years)
- As health and safety officer Sally Lane has undertaken health and safety training to update her skills, knowledge and understanding.

Training records related to health and safety issues are held in **staff files**.

1. ACCIDENTS, ALLERGIES, ILLNESS AND FIRST AID

See Managing Illness, Allergies, Accidents and Emergencies policy and main risk assessments.

All staff will attend first aid training and training for specific health needs where necessary. We will provide first aid boxes and keep a written record of accidents, injuries and first aid treatment. We will promote the good health of all adults and children through the implementation of illness and medication procedures.

Lisa Lowes will notify Ofsted of any serious accident, illness or injury.

2. ALCOHOL, DRUGS AND MEDICATION

(See also grievance policy)

Both alcohol and drugs (and some medications) are known to have an effect on the judgement and physical co-ordination of an individual and may increase the risk of an accident occurring. The aim of this policy is to take practical steps to minimise the risks associated with inappropriate drinking and drugs misuse (and side effects from certain medications). Adults (including parents/carers) must not be under the influence of alcohol or any other substance which may affect their ability to care for children.

The employer **Lisa Lowes** will:

- Ensure staff are made aware of this policy on induction, where necessary information is provided information on the effects of drug and alcohol misuse.
- Ensure alcohol or drugs related problems are treated in strict confidence, subject to the provisions of the law. Absence, treatment and rehabilitation will be regarded as normal sickness, we will recognise that relapses occur and encourage staff to seek help from their G.P or other specialist agency at the earliest stage.
- Seek medical advice regarding certain medications thought to impair judgement/ability to care for children.
- Any member of staff found to be taking or suspected of taking illegal drugs will be reported to the management and suspended pending an investigation.
- Involve the police/children's services where a parent is found to be severely under the influence of alcohol/drugs in charge of their child.

Staff, students and volunteers will:

- Not be under the influence of alcohol or drugs whilst at work and attend work in a fit and appropriate state with no impairment from the effects of alcohol, drugs or medication. Where staff are taking medication which may affect their ability to care for children, they must seek medical advice. All employees have a duty to report to the manager if they know that the effects of the medicine might impair or might have impaired judgment in a physical sense (balance, sight, speech, etc) or psychological sense (muddled thinking) and/or emotional/behavioural sense.
- Inform the employer of any alcohol or drug related problem. Any member of staff who suspects/has concerns over another member of staff should report their concerns to the management.

- Follow medication procedures as set out in managing illness, allergies, accidents and emergencies and administering medicines policy.
- Ensure medication is stored securely stored and out of reach of children at all times.
- Inform management where it is suspected a parent is under the influence of alcohol or drugs when driving or believed incapable of looking after their child in their current state.

3. ANIMALS

Children learn about the natural world, its animals and other living creatures, as part of the Early Years Foundation Stage curriculum. This may include contact with animals, or other living creatures, either in the setting or in visits. We aim to ensure that this is in accordance with sensible hygiene and safety controls.

Staff will ensure:

- Risk assessments are followed and all known allergies are taken into account when handling animals.
- Children are taught correct handling and care of the animal or creature and are supervised.
- Children wash their hands after handling the animal or creature and do not have direct contact with animal soil or soiled bedding.
- Disposable gloves are worn when cleaning housing or handling soiled bedding.

If animals or creatures are brought in by visitors to show the children they are the responsibility of the owner.

4. BODILY FLUIDS

See risk assessments (cleaning).

Suitable arrangement are made to protect all staff and children from the dangers of bodily fluids.

All students, staff and volunteers will:

- Use single use vinyl gloves and aprons when dealing with bodily fluids (blood, urine, faeces or vomit) and follow cleaning arrangements.
- Rinse then 'bag' soiled clothing and launder soiled nursery items on a 90°C wash.

5. DISPLAY SCREEN EQUIPMENT (DSE)

- Workstations will be assessed and the assessment recorded. Control measures will be put in place as necessary to reduce the risk from the use of DSE. Employees will be shown how to use DSE properly and how to adjust the workstation to suit themselves. Any other relevant information and training will be provided.
- Employees are required to have a short break regularly (e.g. 5 minutes every hour) from use of DSE if natural breaks do not interrupt DSE work.

6. ELECTRICITY, GAS AND WATER SERVICES

We will ensure all static and non-static electrical equipment is safe and suitable for its purpose.

Lisa Lowes will ensure that:

- The main electrical system in the building will be tested (where necessary) by a competent electrician (from Alnwick Castle Estates office) and action taken where necessary as a result of that inspection.
- Electrical equipment that requires PAC testing will be carried out **annually** by a competent person a copy of this inspection is **held in the Office**.
- Gas central heating equipment is checked by a competent person annually.
- All risks have been assessed and rules set out in the risk assessments.

All staff will:

- Check that equipment is safe prior to using.
- Immediately report serious electrical/gas/water supply defects, damage or loss of supply to **Lisa Lowes ,Sally Lane** they will ensure it is repaired by a competent person.
- Report any cases of electrical shock and record it in the accident book.
- Ensure that boilers, electrical switch gear, meter cupboard are not accessible to children, heaters, wires and leads are kept safe and children are reminded of the rules.

7. EMERGENCIES, DRILLS, DISASTERS AND EVACUATION:

(See also Services, Safety and Emergencies Risk Assessments and Operational Procedure and plan).

We plan for potential disasters and take steps to minimise the potential impact of a disaster. The chances of any real disaster or emergency has been risk assessed to be **low**.

Team leaders will co-ordinate with **Lisa Lowes and Sally Lane** and keep clear lines of communication going throughout the nursery in any emergency. Staff will be delegated to take on roles for contacting parents and keeping children safe. **Lisa Lowes/ Sally Lane** will follow the guidelines of the Reporting Injuries, Diseases and Dangerous Occurrences (RIDDOR) (HSE-forms F2508 or F-2508a) and Ofsted guidelines for the reporting of serious accidents, incidents or illness. They will follow the local health authority or government guidelines with regards to emergency health procedures such as flu pandemics, swine flu, meningitis, E-coli.

Sally Lane will ensure that:

- Emergency evacuation drill are carried out every **6-8 weeks**, at varying times and days, with a range of exits blocked to ensure all children, staff and new groups are familiar with the means of escapes, procedures and emergency evacuation of the building.
- Each new member of staff/student/ will have a fire/evacuation drill within the **first two working months**.

All Staff will:

- Be alert to suspicious adult behaviour, fire and building risks and **sound the alarm on discovering ANY SERIOUS hazard**.
- Follow emergency drill procedures as if they were a real, they will not attempt to collect personal belongings.

- Remain outside until the “all clear” is given by the fire/health and safety officer or the emergency

In the event of a drill or serious immediate danger

Staff will:

1. Raise the alarm by breaking the alarm glass located at main doors and clearly shout what the emergency and where it is located.
2. Immediately evacuate the building **CALMLY** and **SAFELY** via the nearest and safest exit under guidance from team leaders.
3. Pick up the register, visitors book, telephone and lost child file.
4. Check all rooms, toilets, corners, etc prior to leaving and close all doors behind them.
5. Escort children to the fire point at **THE OLD VICARAGE**
6. Where possible a member of staff should stay and attempt to fight the fire.

Team leaders will:

7. Check the children/adults against the register.

Sally Lane (fire officer) will:

8. Be responsible in seeing the premises are clear prior to return or call the emergency services (**999**) in the event of a real emergency.
9. Immediately contact Lisa Lowes in the event of a real emergency.

Sally Lane/ Lisa Lowes will:

10. Be responsible for co-ordinating with emergency assistance, liaising with them when they arrive.
11. Contact parents in a case of any real emergency.
12. Deal with those directly affected complying details of any casualties and will keep a written log of all events.

Lisa Lowes will be responsible for:

13. Completing a thorough investigation
14. Communicating with Ofsted and the health and safety executive. or the media where relevant.
15. Dealing with the aftermath including repairs, counselling or media where relevant.

Where there is threat to child–staff ratios, or complete loss of services Lisa Lowes/Sally Lane may decide to close the nursery, arrangements for this non serious evacuation are covered in the operational plan.

8. EQUIPMENT/ENVIRONMENTS/PREMISES

We aim to meet the requirements of the Workplace (Health and Safety and Welfare) Regulations 1992 and fulfil the requirements of the Provision and Use of Work Equipment Regulations 1998 by ensuring all environments and equipment are safe and suitable for their purpose and thoroughly risk assessed.

Lisa Lowes is responsible for ensuring that:

- There is adequate heating, lighting and ventilation and that all equipment meets health and safety requirements prior to purchase, where necessary additional risk measures will be taken i.e

sleeping mats/mattresses comply with safety standards, equipment moved from high level windows or ropes/wires dangling-see all on-going and daily risk assessments.

- The premises (including fixtures and fittings) will be maintained, fit for purpose and kept in a safe and healthy condition at all times-employing a general handyman, gardener and cleaner to fulfil this obligation (in line with EYFS WR 3.53-3.54)
- Adequate welfare facilities such as; toilets, drinking water, washing and staff room are provided and maintained and indoor spaces are in line with EYFS WR 3.58-3.59. A suitable outdoor space is provided and all environments will be adapted for children with disabilities.
- Equipment is covered in maintenance plans guaranteeing a fast emergency call-out.
- Additional accommodation will sought in the event of inadequate building safety, liaising with local nurseries to share premises temporarily where necessary. In an immediate emergency we would hope to use Alnwick Children's center until parents could collect their child.
- Guidance and guidance from the local environmental health (EH) or health protection authority (HPU) is disseminated to staff.

The Health and Safety officer (Sally Lane) will ensure that:

- All safety devices/controls must be used at all times by users this includes the use of any necessary personal protective equipment.
- Where necessary adults will be given training in the use specific equipment.
- An inspection of the premises, fixtures, fittings, equipment, processes, materials and systems of work will be carried out every 3 months.
- Additional risk assessments may be carried out where necessary when additional building maintenance is carried out.

All staff, students and visitors must:

- Take responsibility for general housekeeping, cleanliness, tidiness and safety and follow daily/on-going risk assessments, HPU and EH guidelines and cleaning procedures and hygiene/sleep routines.
- Encourage children to learn about personal hygiene and tidy up routines.
- Report faults, defects or damage to the premises or its fixtures and fittings to **Lisa Lowes, Sally Lane** or **Team Leaders**.
- Inform others if they are to be in the building on their own or after dark.
- Ensure doors and windows are secure and materials are stored/ stacked safely to prevent accidents occurring.
- Ensure all indoor and outdoor environments and activities are safe and secure and **adequately supervised at ALL TIMES.**
- Areas are provided for children to relax or sleep with appropriate furnishings. Blind cords winders are fitted in sleep areas, prior to going to sleep choking hazards will be removed (including hair slides etc). All sleeping children are checked at ten minute intervals, staff downstairs stay with the children until they have fallen asleep.

- Children are taken outdoors on a daily basis unless weather conditions or outdoor areas make it unsafe to do so. Staff follow trips and outings risk assessments and seek consent from parents where relevant.
- Ensure furniture, layout, equipment and activities are suitable and safe for children.
- Encourage children to learn the rules and routines of the nursery through activities and discussions.

9. E-SAFETY and SAFEGUARDING (INCLUDING ICT AND RECORDABLE DEVICES):

See safeguarding & child protection policy.

Computers, laptops, internet, cameras, camcorders, audio devices, televisions, DVD players, phones, mobile phones or photocopying equipment (as examples).

It is a requirement that all staff promote safe working practices, protecting themselves and others from harm. We have strict guidelines for the suitability of staff and use of all equipment which may be used to hold or share images or audio of adults, children or our setting.

All personal items must be kept in the staff room and only used at breaks. Staff may not use any of this equipment in toileting/nappy changing areas without management authorisation.

10. FIRE:

We aim to fulfil the requirements of the Fire Precaution (Workplace) Regulations 1997 within all aspects of our premises, equipment and environments. Our fire precautions and evacuation procedures are approved by Northumberland County Council's Fire Officer.

Smoking is forbidden throughout the premises and grounds.

We display no-smoking signs.

All staff, parents and volunteers are made aware of our no-smoking policy.

Lisa Lowes is responsible for ensuring that:

- Prior to purchase all upholstered furniture and soft furnishings are fire retardant.
- Fire fighting appliances and detection equipment conform to BSEN standards, these and exits are suitably located at higher risk areas around the setting. A fire alarm system (bell) operates with a break glass operation situated at marked "FIRE POINTS".
- All equipment, building requirements and practices relating to fire safety, emergencies and evacuation are checked by the relevant competent professionals and a record kept in the **fire safety file located in the office**. (Detection equipment is checked by Cortex every 3 months. Extinguishers are checked by Aln Fire Company annually).

Sally Lane (Fire officer) is responsible for ensuring that:

- Potential fire hazards have been assessed and removed where possible.
- All exits and procedures are clearly displayed and exits kept clear.
- **DRILLS** are undertaken **every 6-8 weeks**.
- Unplanned alarm incidents are investigated and recorded in the fire safety file.
- All drills and unplanned alarm incidents will note:

- Date and time of incident/drill.
- Location and how long it takes to get the staff, children, and visitors out.
- Whether there were any problems that delayed evacuation.
- Any further action to improve procedures/reduce danger and review on a three monthly basis.

All Staff must:

- Not interfere with any fire safety arrangements and abide by the notices explaining the fire arrangements.
- Keep fire routes and exits clear.
- Ensure hazardous/flammable materials are kept to a minimum and stored in the correct manner to reduce the risk of fire or arson attacks.
- Sound the alarm on discovering smoke, naked flame, fumes or unusual heat detection.
- Follow emergency drills and evacuation procedures as noted in this policy.

11. FOOD AND DRINK

See indoor risk assessment and Food and drink policy in line with EYFS WR section 3.45-3.47).

Children will be provided with healthy, balanced and nutritious meals, snacks and drinks; drinking water is offered to children throughout the day. Written information is sought from parents regarding dietary requirements, food preferences or allergies.

We follow guidelines as set out by the local environmental health and safer food better business guidelines. A copy of our food inspection rating is posted on the kitchen door. Staff have received training in the safe handling of food and cleaning procedures, dining areas are provided as necessary.

12. MANUAL HANDLING:

See manual handling Policy and Risk assessment.

13. Monitoring:

- Paperwork is reviewed by **Team Leaders** on a **weekly basis or ½ termly basis as relevant**.
- **Lisa Lowes or Sally Lane** will carry out intermittent health and safety checks.
- **Team leaders** and **management** continually observe staff practice, Health and Safety walk and talks and appraisals are carried out **annually** to review staff knowledge .

14. PERSONAL PROTECTIVE EQUIPMENT AND CLOTHING (PPE/C)

- We will provide free of charge all necessary PPE/C for employees who must use it where instructed and trained to do so. PPE/C will be to European and British Standards and provided in line with the result of the risk assessment.
- (Aprons) and (Gloves) must be worn at all times when changing nappies, or dealing with hazardous substances, bodily fluids etc and any other agreed time set out in the Risk Assessments..
- We will treat the misuse or non-use of PPE/C as a breach of contract and employees will be subject to disciplinary procedures.

15. SAFE HANDLING AND USE OF SUBSTANCES:

We keep a record of substances which may be hazardous to health in the COSHH file located in the office.

Sally Lane/Lisa Lowes:

- Will be responsible for all hazardous substances which need COSHH assessment (this states what to do if they have contact with eyes or skin or are ingested) and that all staff receive COSHH training on induction.
- Will investigate any instances of substance misuse or illness from handling substances and record it in the relevant place (incident form or accident book).

Staff, students, volunteers will:

- Follow the precautions and rules as a result of the risk assessment so that they do not expose themselves or others to any risk.
- Report any instances of feeling ill as a result of using a substance at work to Lisa Lowes/Sally Lane.
- Ensure hazardous substances are kept in their original containers and are handled, stored and disposed of safely.

16. STAFF SUITABILITY AND SECURITY

- All employed staff have been checked for criminal records by an enhanced disclosure from the Criminal Records Bureau and have had two suitable references provided.
- Whenever children are on the premises at least two adults are present. During times when all the adults need not be present (such as when children are sleeping) they will be available nearby on the premises should they be needed. Children will always be in hearing distance at all times. Supervision is based upon the children's developmental level and understanding. During busy times (such as arrivals, departures, deliveries) the staff are extra vigilant with regards to supervision.
- External doors are suitably secure, they prevent unauthorised access to our premises and children from leaving our premises unnoticed.
- Visitors ID is checked and attendance recorded in visitor book. Visitors and students are supervised at all times.
- Staff record all children, students and own arrivals and departures in the daily register (in pen).
- Registers are checked mid-morning and mid afternoon. Senior management inspect the registers on a regular basis to check the correct information has been recorded. Records of attendance are kept for 3 years.
- If the child is to be collected by someone other than a parent/carer, this must be indicated to staff in children's diaries, in person or by telephone and recorded. The adult nominated must be one of those named on the admissions form, unless in the case of extreme emergency.
- We appreciate that there can be a break down in communication between parents at times but we cannot prevent any parent from collecting their child unless we feel there is an immediate

harm to the child or a legal document stating so. We will do our utmost to work with parents to resolve any differences and maintain the needs of the child and it's family.

- Parents must inform the nursery immediately if they are going to be late/absent.
- If a child is left beyond nursery closing time with or without the parent contacting us we will follow the Late Collection policy.
- In the event that someone should arrive without prior knowledge the nursery will telephone the parent/carer immediately.
- Only adults-aged 16 years and over-and with suitable identification will be authorised to collect children.

17. SMOKING

We aim to provide a safe working environment and recognise that damage is caused to the health of non-smokers arising from their exposure to other peoples tobacco smoke. We have a strict no smoking policy throughout the building and grounds.

- No smoking signs are displayed at all entrances.
- All staff, parents and volunteers are made aware of our no-smoking policy through welcome letters, induction or staff/student handbooks.
- Management will not discriminate against smokers or non smokers; they are given equal break-times, whilst still ensuring ratios are maintained.
- Staff may only smoke during their agreed breaks. On their return to the building they must where possible make every effort to reduce the effect of the odour and lingering effects of passive smoking for children and colleagues.
- During trips/outings away from the setting staff may take an agreed break as long as ratios allow, they must find a suitable discreet lawful smoking area at a safe distance away from where children are present or about to be present.
- We actively encourage no-smoking and will seek information for adults about where to get help where requested.

18. SUN SAFETY

Most skin cancers are caused by UV radiation from the sun. If we protect ourselves from the sun we can reduce the risk to both fair and dark skinned people. Children and staff spend most of the day outdoors, especially in the summer months; therefore staff have a responsibility to ensure that they protect the children and themselves from the harmful effects of the sun.

All children must wear a hat and sensible clothing. We advise parents that children's clothing should cover children's shoulders.

We follow the 5 key sun smart skin cancer prevention messages: (SMART)

- **S**tay safe in the shade
- **M**ake sure you never burn
- **A**lways cover up-wear a t-shirt, hat and sunglasses
- **R**emember children burn more easily.
- **T**hen use factor 30 sunscreen

On warm sunny days **staff will** ensure:

- Children are suitably dressed.
- Children have factor 30 sun cream applied prior to playing in warm sunshine.
- Children play in shaded areas between 12-2, making additional shaded areas with blankets, tents etc where necessary.
- Sun safety is discussed with children and parents.
- They protect themselves- applying sun cream and wearing hats and sunglasses if necessary.

Parents/carers:

- Are informed of the importance of sun protection and actively encouraged to provide hats and sensible clothing for their child during the summer months.
- Will be charged an annual fee for sun cream each year or provide a suitable alternative factor 30+ sun cream for their child/ren.

19. TRANSPORT

See trips and outings risk assessment

Children benefit from being taken out of the setting to go on visits or trips to local parks or other suitable venues for activities which enhance their learning experiences. Our aim is to ensure that all practical steps are taken to promote the health, safety and welfare of everyone whilst using any form of transport.

As the **employer Lisa Lowes (Manager)** has overall responsibility for all matters relating to transportation of children, she holds relevant insurance for the transportation of children. A copy of her license and MOT certificate are held in the organisational file, this is checked yearly.

Where it is necessary to transport children in her car suitable car/booster seats will be used.

Where using a company for the transportation of children Lisa Lowes will ensure a reputable company known to have adequate insurance and safety procedures is used.

All staff will ensure:

- A thorough risk assessment is carried out, gaining written permission from parents and following the risk assessment at all times, this includes: checking vehicle safety, suitable driver, seating arrangements, ratios, placement of staff on the transport, harnesses, seat belts and booster seats.
- Children are never left unsupervised on any form of transport, the driver will have no unsupervised contact with children
- That accident and disaster policies and procedures are followed should an accident occur whilst using any transport. (organisational plan).

Children:

- Will be made aware of the importance of following standards of behaviour whilst on any transport. The behaviour management policy will come into affect should a child be seen to be putting themselves or others at risk.

Parents: (see also alcohol, drugs and medication pg.8)

- We expect parents to keep their children safe whilst transporting them in their own time; this includes correct harnesses, seat belts and booster seats and not being under the influence of

This policy forms an overview of all safety procedures and will be kept up to date by periodical reviews **(at least annually)**.

EYFS key themes and commitments

Keeping safe	Parents as partners	The learning environment	Active learning
Health and well-being	Key person	The wider context	

20. LEGAL FRAMEWORK

CHILDREN'S ACT 1989

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS(COSHH) 2002

DATA PROTECTION ACT 1998

DISABILITY AND DISCRIMINATION ACT 1995

ELECTRICITY AT WORK REGULATIONS 1989

EVERY CHILD MATTERS CHANGE FOR CHILDREN 2004

FREEDOM OF INFORMATION ACT 2000

HEALTH AND SAFETY (DISPLAY SCREEN EQUIPMENT) REGULATIONS 1992

HEALTH AND SAFETY AT WORK ACT (1974)

SAFETY, SIGNS AND SIGNALS REGULATIONS 1996

HEALTH AND SAFETY AT WORK REGULATIONS 1999

HEALTH PROTECTION AGENCY ACT 2004

MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1992

MANUAL HANDLING OPERATIONS REGULATIONS 1992 (AS AMENDED 2002)

MEDICINES ACT (1968)

MISUSE OF DRUGS ACT 1971

PUBLIC HEALTH (CONTROL OF DISEASES) REGS 1984

PUBLIC HEALTH (INFECTIOUS DISEASES) REGS 1988

REGULATION (EC) 852/2004 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL ON THE HYGIENE OF FOODSTUFFS

REGULATORY REFORM (FIRE SAFETY) ORDER 2005 (2006)

ROAD TRAFFIC ACT 1988

THE SMOKE-FREE (PREMISES AND ENFORCEMENT) REGULATIONS 2006

THE SMOKE-FREE (SIGNS) REGULATIONS 2007

STATUTORY FRAMEWORK FOR THE EARLY YEARS FOUNDATION STAGE Department for Education (DfE) 2012

THE HEALTH AND SAFETY (CONSULTATION WITH EMPLOYEES) REGULATIONS 1996

TRANSPORT ACT 1985

UNITED NATIONS CONVENTION ON THE RIGHTS OF THE CHILD

21. FURTHER GUIDANCE

- *Health and Safety Law: What you Should Know (HSE 1999)*
- *Health and Safety Regulation...a Short Guide (HSE 2003)*
- *Electrical Safety and You (HSE 1998)*
- *COSHH: A Brief Guide to the Regulations (HSE 2005)*
- *Manual Handling – Frequently Asked Questions (HSE)*
- *Fire Safety Risk Assessment - Educational Premises (HMG 2006)*
www.communities.gov.uk/publications/fire/firesafetyrisk6
- *Safer Food Better Business (Food Standards Agency)*
[www.food.gov.uk/foodindustry/regulation/hygleg/hyglegresources/sfbb/sfbbcat
erers](http://www.food.gov.uk/foodindustry/regulation/hygleg/hyglegresources/sfbb/sfbbcat
erers)
- www.sunsmart.uk

This policy was adopted by

All staff

Held on

June 2013

Date to be reviewed

June 2014

Signed

Name of signatory

Lisa Lowes

Role of signatory

Employer/Manager