

## **Sunnybank Nursery Health and Safety Policy**

### Introduction

This policy has been compiled to comply with the Health and Safety at Work Act, 1974.

The policy and procedures have been formulated for staff safety and that of the children in our care. Please read them carefully.

The policy has been divided into three sections for clarity:

Section A – Specific to the nursery building and equipment.

Section B – Specific to the children.

Section C – Specific to the staff.

## **SECTION A**

### Accident Record

This is kept in each groups' room on individual children's sheets in order to comply with data protection laws which protect confidentiality. **All** accidents and action taken are to be recorded and signed. If you are the only witness to an accident get another adult to assess the situation and attend to the injured child with you. Please record the name of the adult who helps you in the accident log and ensure and note that parents have been informed.

When children transfer to the next group their accident sheets should go with them. When a child has left nursery their accident sheets should be kept in their file along with any other paperwork.

OFSTED and the local child protection authority should be notified of any serious accident, injury or death.

### Medicine Storage and Book

There is a medicine cabinet in the Office and the Garden Room, which contains nursery medicines such as Calpol, as well as any individual medications which parents might bring. The medicine record book is kept by the children's register near the entrance to each groups' room and all medicine administered is recorded. Information documented includes the name of child, date, name of medicine and dosage to be given, time last administered and times to be administered. Each entry is signed by the member of staff administering the medicine and is then countersigned by the parent/Guardian at collection time.

All medicines brought to the nursery must be carefully checked for storage instructions, as some medicines need to be kept in the fridge. Medicines must be provided in the original containers, this also includes medical creams for the use on Eczema or other skin conditions.

Courses of regular, prescribed medication should be noted in the individual child folders.

### First Aid Boxes

There are three first aid boxes. One is in the Garden Room on top of the medicine cabinet in the children's bathroom, one is in the kitchen on the shelf above the wash hand basin and one is in the main nursery building on the shelf next to the entrance.

It is the responsibility of all staff to inform the Manager of items that need replacing in the boxes if they have used them. Please see the first aid contents list.

### First Aid Courses

Public first aid courses are widely available and employees are to be kept informed of these courses by the Manager.

### Fire

All staff are to ensure they are familiar with the fire alarm system, the fire drill procedures and location of all fire appliances. Please see the Fire Policy for other issues concerning this area.

### Electrical Equipment and Considerations

All electrical equipment must be unplugged when not in use. Any faulty equipment must be unplugged, removed immediately and reported to the Manager. All electrical sockets must be covered.

### Play Equipment

All staff must be familiar with play equipment and its assembly.

Toys should be stored in the appropriate place and not left to present a hazard or block exits. Toys should be checked regularly for safety and maintained in good condition. Broken toys are to be removed from the children and reported immediately to the Manager. Plastic toys are to be washed in Killex solution monthly. Soft toys will be washed in the washing machine as and when necessary.

Any equipment that is donated to us needs to be checked for safety, checked for the British kite mark and checked for whether it is age appropriate. All items should be cleaned thoroughly before the children have access to them.

### Safety Gates

Staff, are to ensure all safety gates are closed.

### Nappy Changing Areas

Nappies are to be disposed of hygienically in the Sengenic Unit. Twice a day when the bin is full, waste should be taken through the front door to the special bins provided. Disposable gloves and aprons are available for nappy changing. Antibacterial spray is kept on the shelf in the changing area and is to be used on the changing mat and surface, between each child. Hand washing is essential to prevent any cross infection. Any loose or abnormal stool should be noted, monitored and the parents of the child informed.

### Soiled Clothing

Soiled clothing should be returned to parents upon collection in a sealed bag. Excessively soiled or stained clothing should be placed separately in a washing machine on a 90 degree wash and returned to parents.

### Toilet Areas

There are anti-bacterial agents in all toilet areas and cleaning materials in the cupboard. These are to be used when appropriate. All potties are to be sterilised after each use and toilets are to be sterilised twice a day.

Again any loose or abnormal stool should be noted, monitored and the parents of the child informed.

### Kitchen

Children are not allowed in the kitchen. The cleaning of this area is the responsibility of the cook. Please see the kitchen policy for all other areas concerning the kitchen.

### Towels

Tea towels and hand towels will be changed daily. Disposable hand towels are used in toilet areas, nappy changing areas and in the kitchen.

### Cleaning Cloths

Cleaning cloths are kept separately in labelled containers and are colour coded. They are to be sterilised in the washing machine every week and changed daily. Cleaning clothes are coded for their purpose to limit the risk of infection.

- Blue - Kitchen and Tables
- Green - Room and Toys
- Yellow - Bathroom

## **SECTION B**

### Supervision of children

Children must **NEVER** be left unattended anywhere, inside or outside the nursery. Students should not be left alone to supervise the children because they may not be treated as members of the staff while their training is still incomplete.

### Immunisation

Parents should be encouraged to keep their child's immunisations up to date. Immunisation details are to be noted on all entry forms and updated in individual child folders.

### Gastric Infections (i.e diarrhoea and sickness)

Any child with diarrhoea and/or sickness is to be isolated from the other children whilst their parents are coming to collect them. They are to have an individual toilet or potty, which is to be thoroughly disinfected once the child has left the nursery. A record of all such incidents is to be noted in the child's folder. The child may **NOT** return to the nursery, until clear of diarrhoea and/or sickness for 48 hours.

### Local Infections (e.g. eye, ear and skin)

The course of action is dependant on severity and the child's general state of wellbeing. The local area should be cleansed with cooled, boiled water and cotton wool as necessary. If cots are used, they must be completely changed and cleaned with anti-bacterial spray. Hand washing by staff is essential to prevent cross- infection. Parents are to be advised to take their child to the family doctor without delay. The child may return to the nursery only after 24 hours treatment, or clearance of the infection.

### Notifiable diseases

If we have reason to believe that any child is suffering from a notifiable disease that is listed in the public health act list of notifiable diseases, then Management should inform OFSTED and the Health Protection Agency.

OFSTED or the Health Protection Agency may give advice that we have to follow.

### Serious Injury

Should serious injury to a child occur, immediate appropriate first aid should be administered. The senior member of staff will then decide the appropriate method of transport to hospital. The parents should be notified as soon as possible. The child's folder should be taken with the child to hospital, as it contains the child's details and permission form.

**N.B** The incident must be recorded in detail afterwards in the accident book and child's folder.

## **SECTION C**

### Adult Accident Forms

Should a member of staff have an accident at the nursery, an adult accident form should be completed and forwarded to the manager. The same form should be completed if a parent or visitor has an accident whilst at the nursery.

### Staff Health

Staff, are responsible for maintaining a good standard of health. The manager should be made aware in confidence of any health changes, which are likely to affect their employment.

### Nursery Security

Security of the nursery is of paramount importance. The 'locking up' procedure is displayed in the nursery and staff are individually responsible for placing locks on windows and doors as they shut them.

### Hazard Spotting and Reporting

Staff, are responsible for reporting any hazards or potential hazards they note, to the management.

### Staff Updating

The Manager will make staff aware of appropriate courses and study days. Staff will be expected to attend four courses per year. It is the staff's own responsibility to keep up to date with topical nursery and child care issues.

Please see the following policies for all other Health and Safety Issues

- Policies and Procedures – Specific to Staff
- Policies and Procedures – specific to children
- Child Protection – Policies and Procedures
- Discipline and behaviour management policy
- Equal Opportunities Policy
- Staff Recruitment and Interview Policy

## **SUNNYBANK NURSERY HEALTH AND SAFETY AT WORK POLICY**

In a children's day nursery, it is important to be aware of health and safety because so many aspects of the work involve not only the employees but the children and the visiting public as well.

Therefore, the provision of a healthy and safe working environment is the mutual aim of the proprietor, manager and all employees.

This policy will be reviewed and amended from time to time, due to further legislation or faults in this policy brought to light by experience. Details of new procedures and codes of practice to follow will be explained to staff both verbally and in writing as and when necessary.

All staff must read and understand the contents of this policy and all supplements (formulated in accordance with the Health and Safety at Work Act 1974)

The people who have overall responsibility for Health and Safety at Sunnybank Nursery are:

.....Alison Cannon..... Owner

..... Christine Law..... Manager

Who will make every reasonable attempt to:

- Acquire the appropriate knowledge of Health and Safety regulations and codes of practice relevant to the nursery in order to advise and instruct staff.
- Adopt and maintain safe systems and procedures of work and comply with statutory regulations and approved codes of practice.
- Ensure that equipment is safe and designed to minimize hazards.
- Ensure that any necessary safety devices are fitted, properly adjusted, well maintained and used at all times.
- Identify actual or possible hazards and ensure that proper safety measures are implemented.
- Provide any necessary warning signs where appropriate and adequate first aid facilities.
- Provide safety training to include the use of fire fighting equipment and systems, emergency procedures to be followed, training in the care of children and the need for reporting any accidents or potential hazards that may result in an accident.
- Ensure that a regular survey of safety measures is undertaken and that any irregularities are put right immediately.
- Ensure that any comment or complaint concerning safety is promptly investigated and that appropriate action is taken immediately.
- Ensure that necessary protective clothing is issued and used.
- In the case of accidents involving injury to any person on the premises, make a full investigation and also comply with any statutory requirements relating to the reporting of such accidents.
- Familiarise any new employee with all aspects of safety at work by explanation and example.
- Preserve the health and safety of the children and the public whilst on the premises.
- Ensure everyone carries out their duties in a manner that is safe to themselves and others.
- Ensure that staff, are aware of any potential hazards in order that action can be taken to avoid accidents.

All employees have a responsibility to ensure that they undertake the work they are required to do with due regard for their own safety and for the safety of their colleagues, the general public and children in their care.

Therefore each employee will be responsible for:

- Knowing and conforming to relevant safety instructions at all times
- Co-operating with the proprietor and manager regarding instructions and advice on health and safety matters.
- Using protective clothing as and when necessary.
- Not interfering with or misusing anything which is provided in the interests of health and safety.
- Reporting to the management any incident, which may lead to injury or damage.
- Giving all possible assistance as required in the investigation of any accident or breach of this policy.

Failure of any employee to comply with the above requirements may remove liability from the proprietor in the event of an accident.

Persistent breaching of the health and safety arrangements will, after appropriate warnings, invite disciplinary action.

## **HEALTH AND SAFETY HAZARDS**

During the course of work many potential hazards may be encountered and it is important that they are recognised so action can be taken to avoid any accidents.

The following are some of the hazards, which may arise and the actions that can be taken to limit their effects.

1. Be aware of areas where a protruding object can cause injury and avoid areas where a falling object could strike you.
2. Keep Fire Exits clear for easy escape in the event of a fire. (see supplement No.4)
3. When using any chemical which gives off a vapour make sure that the area you are working in is well ventilated and always read the Manufacturer's instructions carefully before use.
4. When handling any dangerous substances, the correct protective clothing must be worn.
5. Prolonged exposure of the skin to household detergents and cleaning agents may be harmful. Where possible wear rubber gloves and wash your hands thoroughly in clean water after use.
6. Serious injury can be caused by slipping on wet and greasy floors. Always mop up any spillages immediately and make others aware of wet and slippery areas by way of a 'Danger-Wet Floor' notice
7. Care must be taken to ensure that passageways and stairways are kept clear and well lit at all times. No cleaning equipment such as mops, buckets, brooms, etc should be left unattended in areas that the children use.
8. Ensure that there is always adequate lighting, especially in the vicinity of staircases and doorways.
9. Beware of burns and scalds from hot utensils and pans. If in doubt use a thick oven glove, but beware of hot items slipping.
10. Particular attention should be given to the clothing that you wear at work. Try to avoid very loose or baggy items, or shoes that have heels high enough to make them unstable.
11. Moisture is an excellent conductor of electricity. It is therefore very important that all electrical appliances are kept dry and away from any source of moisture. NEVER use mobile electrical appliances in bathrooms and NEVER handle electrical equipment with wet hands.
12. Naked flames should never be used in the vicinity of any source of gas. Always use approved ignition systems. If you suspect that there is a gas leak you should evacuate and ventilate the immediate area and then call the GAS EMERGENCY SERVICE. **Do not** switch any electrical equipment in the vicinity on or off as this could cause an explosion.
13. As a precaution against fire there is a spring loaded door connecting the baby unit to the playroom and one to the kitchen. Extra care should be taken when carrying objects or assisting persons through these doors. It is always better to knock on a door before **pushing** it open. Besides being good manners it ensures that anyone behind the door can move safely out of the way.
14. Any area of potential danger in the nursery will be clearly marked, i.e. close the main door and vigilance must be taken to ensure that any such notice is not obstructed or covered up.
15. Hygiene, both personal and impersonal, is always important, especially when a number of people are working in close proximity to each other. Whilst every precaution must be taken to prevent germs from entering the nursery in the first place, care must also be taken to ensure that any local outbreak of illness, such as diarrhoea or food poisoning does not spread from the nursery. Wash your hands frequently, especially after using the toilet or after dealing with any known case of infection.
16. Back injury is one of the major hazards faced by nursery nurses. This subject is dealt with in supplement No.1.
17. The kitchen is a major area of danger and Kitchen Safety Notes are contained in supplement No.2.
18. The laundry is another area of particular danger and Laundry Safety Notes are contained in supplement No.3.
19. Every possible precaution against fire breaking is taken in this nursery but fire still remains one of the biggest dangers. Ensure that you know what action to take in the event of a fire by reading and fully understanding supplement No.4.
20. Despite all precautions accidents will occur from time to time. Make sure that you know what action to take in the event of someone being injured by reading and fully understanding supplement No.5.
21. Nappy changing is an important part of the daily routine in a nursery. Staff must be aware of safe practices by reading supplement No.6.
22. As the nursery keeps medicines on the premises all staff need to read the safe code of practice in supplement No.7.

N.B. Any further specific hazard or information that is relevant to this children's nursery will be set out on a separate sheet and will be supplied to you by your employer and will form part of this Health and Safety at Work Policy and Supplements.