



PERSON INCHARGE OF HEALTH AND SAFETY IS: ANILA ASGHAR

Health and Safety Policy

Ethos

The George Eliot believes that the health and safety of children and nursery practitioners is a matter of paramount importance. We have developed procedures and safe practices to ensure children's health and safety is maintained, promoted and prevents the spread of infection. Nursery practitioners are committed to providing a safe, healthy environment where children can learn and develop. Practitioners work closely with parents and health care professionals to ensure all children access nursery facilities safely.

In order to ensure the nursery maintains a high standard of health and safety the nursery has developed the following procedures that all nursery practitioners follow:

- Fire evacuation procedure
- Toilet and nappy changing procedures
- Sickness policy and procedure
- Medication policy and procedures
- Procedures for the arrival and collection of children
- Lost child policy
- Risk assessment policy and procedures

These policies and procedures can be found in detail in the policy folder. This is maintained in the main office.

Supervision of children

Nursery practitioners ensure all children are supervised at all times, this includes children sleeping. Children in cots must be checked every 10 minutes. Older children may take themselves to the pre-school bathroom once they are able to do so independently thereby preparing them for the transition to school. However, a practitioner must be aware of the child's whereabouts and remain in the main playroom at all times in readiness to assist the child if necessary.

The manager or person in charge must ensure staff to child ratio and required space per child is maintained at all times when grouping children and deploying practitioners. It is essential that there are always two nursery practitioners present when children are on the premises. In the event of a child leaving the nursery for an outing, an adult to child ratio of 2 children to 1 adult must be maintained and a risk assessment must be carried out prior to the outing. Practitioners must take emergency contact numbers for parents on an outing, along with a first aid kit and a mobile phone. Small groups of children may be taken on outings providing there are sufficient numbers of practitioners remaining on the premises to maintain appropriate staff to child ratios. Practitioners must seek written permission from parents to take children out of nursery.

Adults can only be left unsupervised with children once all relevant checks have been cleared. This includes Criminal Records Bureau (CRB) Checks, health checks, identification checks and references.

Risk assessments

Nursery practitioners identify and manage risks to children and adults through carrying out risk assessments. A risk is a likelihood of a hazard occurring and the hazard is anything that could cause harm to others. All activities need to be considered, significant risks identified, measures are put in place to control or eliminate risks and all hazards and measures are recorded. Other risks that are identified must be controlled appropriately. All risk are dealt with promptly by the manager or person in charge.

Each room is checked at the beginning of each day for hazards, in accordance with each rooms risk assessment. These assessments are reviewed every 6 months or as a result of change to the room. In the event that a risk is identified throughout the day or when opening the nursery, a risk assessment is carried out to determine the severity of the risk and an appropriate course of action to control or eliminate the hazard.

The garden area is checked for hazards before children go out for outdoor play. This check is carried out in accordance with the nursery outdoor play risk assessment that is reviewed every 6 months or as a result of change to the area.

A risk assessment must be carried out prior to practitioner's taking children on outings.

Accidents

The nursery maintains an accident book that must be completed in the event that a child sustains an injury at nursery. Details of the nature of the injury, the treatment that was given, when and where the accident happened, must be recorded, signed and dated. Parents are given a copy of the aforementioned details.

In the event a child sustains an accident at home, parents are asked to inform the nursery and complete a 'Pre-existing Injury Form'. Details of the nature of the injury and when the accident happened must be recorded, signed and dated. This is to assist the nursery to ensure all injuries are accounted for.

In the event that a member of staff or parent sustains an injury at nursery, an accident/dangerous occurrence's form must be completed and reported to HSE and OFSTED as appropriate.

The nursery will ensure the first aid equipment is kept clean, in date and replenished. Sterile items will be kept sealed in their packages until needed. It is essential that staff clean up bodily fluids such as urine; faeces, blood, vomit and eye discharge immediately, wearing disposable gloves and an apron. The area should be cleaned with detergent first followed by Milton. Further information on this can be found later in the document.

Food

In order to ensure the food children are offered has been stored, prepared and served safely, nursery practitioners complete training in Basis Food Hygiene and/or ensure they follow hand washing and food handling procedures.

In the event of a member of staff having suffered from food poisoning, environmental health must be informed to determine the period of time that the person cannot handle food. In addition, OFSTED will be informed if there are 2 or more cases of food poisoning.

Allergies

In the event that a child suffers from an allergy the nursery will refer to its Medication Policy in order to develop a Health Care Plan for the child and make arrangements for any necessary training.

Fire Safety

Nursery practitioners ensure all children evacuate the building safely and promptly by following the nursery's fire evacuation procedure, and practices this evacuation at least four times a year.

Manual Handling

In order to ensure nursery practitioners are handling heavy loads correctly and safely practitioners follow manual handling guidance provided by the manual handling policy. In addition, when lifting children, the nursery practitioner must make a judgement on how heavy a child they are able to lift as an individual. Therefore, as with any manual handling task, the practitioner must perform a risk assessment before lifting the child, the practitioner must take into consideration:

- How much the child weighs?
- What are their lifting capabilities as an individual?
- The environment
- The task
- If the lifting is necessary

Toys, equipment and resources

All toys, equipment and resources offered to the children are safe and where applicable conform to safety regulations. All equipment and resources available at the nursery are in good condition and are safe for children to use. All furniture is suitable for children and staff have access to an adult sized chair in each room. Equipment, toys, and other resources are maintained, cleaned and where necessary discarded if worn or damaged and cannot be repaired.

All equipment that is unsafe or in need of repair is either made safe or removed from the area. All repairs and all damaged, worn or unsuitable equipment must be reported immediately to the manager or person in charge.

Electrical Appliances

All electrical appliances are maintained and checked annually during the routine electrical PAP testing.

Outdoor Play

Through the planning of children's interests, needs and progress; children have the opportunity to explore and discover the outdoors and use a variety of equipment. This will encourage children to make good progress in their development whilst getting physical exercise and fresh air.

Working in Partnership with parents

Nursery practitioners work in partnership with parents to ensure the nursery meets children's individual needs and remains a safe environment where the main consideration is for the child's welfare. This is achieved through the nurseries procedures, consultation with parents, and where necessary, other professionals.

The nursery consults with parents to ensure all foods and drinks are suitable and meet the needs of each child.

Staff

Nursery practitioners follow the nursery's policies and procedures to ensure the nursery remains a safe environment for children that promotes their health and well-being. A current list of training is available for all parents to view on the training board.

Use of Chemicals

Staff are required to use chemicals safely and details of all our chemicals are available at the end of this document. The George Eliot follows guidelines on COSHH to ensure they are safe to use for the purpose intended.

Protective clothing

Protective clothing is provided for staff of a disposable nature to ensure cross contamination is controlled. These include aprons, gloves, hats, and disposable tissues/towels.

Health and Safety checks

The Health and Safety officer is responsible for completing the health and safety checks. This is carried out by Anila Asghar every half term, on the sheets provided. These findings must be reported to the manager. This includes toy cleaning and ensuring all the equipment is kept clean and tidy.

Updated on 29.07.2016 by Anila Asghar