



ABERDEEN PARK NURSERY

Childhood
Not just childcare

www.aberdeenparknursery.co.uk

aberdeen_park@btconnect.com

0207 226 2610

Charity no.1116160

HEALTH AND SAFETY POLICY

APN is a 35-place community nursery where no more than 9 children can be under the age of 2 at any given time.

Statement of intent

APN believes that the health and safety of the children and adults is of paramount importance. We make our setting a safe and healthy place for children, parents, staff and volunteers.

Aim

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

Methods

The member of staff responsible for health and safety is **Maria Garrido**.

She is competent to carry out these responsibilities. She has undertaken Health and Safety training and regularly updates her knowledge and understanding. We display the necessary **Health and Safety poster in the hallway**.

Our risk assessment process includes:

- Checking for hazards and risks indoors and outside, and in our activities and procedures.
- Our assessment covers adults and children.
- Deciding which areas need attention, and
- Developing an action plan that specifies the action required, the timescales for action, the person responsible for the action and any funding required.

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

Daily before the session begins.

Weekly.

Termly -when a full risk assessment is carried out.

Insurance cover

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed in **hallway**.

Awareness raising

Our induction training for staff and volunteers includes a clear explanation of health and safety issues so that all adults are able to adhere to our policy and understand their shared responsibility for health and safety. The induction training covers matters of employee well-being, including safe lifting and the storage of potentially dangerous substances.

Records are kept of these induction training sessions and new staff and volunteers are asked to sign the records to confirm that they have taken part.

Health and safety issues are explained to the parents of new children so that they understand the part played by these issues in the daily life of the setting.

As necessary, health and safety training is included in the annual training plans of staff, and health and safety is discussed regularly at staff meetings.

We have a non-smoking policy.

Children are made aware of health and safety issues through discussions, planned activities and routines.

Children's safety

We ensure all staff employed have been checked for criminal records by an enhanced disclosure from the Criminal Records Bureau. (DBS).

Adults do not normally supervise children on their own.

Whenever children are on the premises at least two adults must be present.

Security

Systems are in place for the safe arrival and departure of children. The times of the children's arrivals and departures are recorded.

The arrival and departure times of adults - staff, volunteers and visitors- are recorded.

Our systems prevent unauthorised access to our premises.

Our systems prevent children from leaving our premises unnoticed.

The personal possessions of staff and volunteers are securely stored during sessions.

Windows

Low level windows are made from materials that prevent accidental breakage or are made safe.

Windows are protected from accidental breakage or vandalism from people outside the building.

Windows above the ground floor are secured so that children cannot climb through them.

Doors

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

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

Kitchen

Children do not have unsupervised access to the kitchen.

All surfaces are clean and non-porous.

There are separate facilities for hand-washing and washing up.

Cleaning materials and other dangerous materials are stored out of children's reach.

When children take part in cooking activities (not in the 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/gas equipment

All electrical/gas equipment conforms to safety requirements and are checked regularly.

Our boiler/electrical switchgear/meter cupboard is not accessible to the children.

Fires, heaters, electric sockets, wires and leads are properly guarded and the children are taught not to touch them.

Storage heaters are checked daily to make sure they are not covered.

There are sufficient sockets to prevent overloading.

The temperature of hot water is controlled to prevent scalds.

Lighting and ventilation is adequate in all areas including storage areas.

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.

Outdoor area

Our outdoor area is securely fenced.

Our outdoor area is checked for safety and cleared of rubbish before it is used.

No poisonous plants, herbicides or pesticides are found/used.

Where water can form a pool on equipment, it is emptied before children start playing outside.

Our outdoor sand pit is covered when not in use and is cleaned regularly.

All outdoor activities are supervised at all times.

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.

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 hand washing and drying facilities and 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
- Providing tissues and wipes.
- Ensuring sole use of flannels and towels (if occasionally used).

Activities/Learning experiences

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.

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 who are sleeping are supervised at all times.

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.

All food and drink is stored appropriately.

Adults do not carry hot drinks through the play area (s) and do not place hot drinks within reach of children.

Snack and meal times are appropriately supervised and children do not walk about with food and drinks.

Fresh drinking water is available and accessible to the children at all times (indoors and outdoors).

We operate systems to ensure that children do not have access to food/drinks 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.

Parents always sign consent forms before major outings.

A risk assessment is carried out before an outing takes place.

Our adult to child ratio is 1:2(under 2's); 1:3(2yr old's); 1:4(3&4yr old's).

Named children are assigned to individual staff to ensure each child is individually supervised and to ensure no child gets lost and that there is no unauthorised access to children.

Outings are recorded in an outings record book stating:

- the date, time and itinerary of outing
- the venue and mode of transport
- names of staff assigned to named children
- time to return

Staff take the authorised nursery mobile phone on outings, and supplies of tissues, wipes, spare clothes etc as well as a mini first aid pack, a snack and water. The amount of equipment will vary and be consistent with the venue and the number of children as well as how long they will be out for.

Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.

A minimum of two staff should accompany children on outings and minimum of two should remain behind with the rest of the children. **Staff ratios must be kept at all times.**

Missing child

If a child goes missing from the setting:

Alert the manager. The manager and one member of staff 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.

If the child is not found the parent is contacted and the missing child is reported to the police. APN's chair person is informed.

Ofsted and LBI Safeguarding Officer are informed asap.

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/two staff searches the immediate vicinity but does not search beyond that.

The staff contact the police (999) and report the child missing - within 5 minutes of disappearance.

Staff contacts the setting and the manager contacts children's parent who makes their way to the setting or outing venue as agreed with the manager.

Staff take the remaining children back to the setting / and/ or follow police advise.

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 health and safety officer contacts the chairperson of the management committee who comes down to the setting as soon as possible.

OFSTED and LBI Safeguarding Advisor Officer are informed asap.

The investigation

The Trustee- chairperson/health and safety officer carries out a full investigation taking written statements from all the staff present at the time of the incident.

APN's chairperson/health and safety officer will write a report stating:

- 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 reported under RIDDOR arrangements and 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.

The Insurance Department is informed.

Animals

Animals visiting the setting are free from disease and safe to be with children and do not pose a health risk.

Our setting's pets are free from disease, safe to be with children and do not pose a health risk.

Children must 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.

Fire safety

Fire doors are clearly marked, never obstructed and easily opened inside.

Smoke detectors/alarms and firefighting appliances conform to BSEN standards, are fitted in appropriate high-risk areas of the building and are checked as specified by the manufacturer.

Our emergency evacuation procedures are approved by the Fire Safety Officer and are:

- clearly displayed in the premises.
- explained to new members of staff, volunteers and parents
- practiced every term
- fire alarms systems are tested weekly

Records are kept of fire drills and the servicing of fire safety equipment.

First aid and medication

At least one member of staff with current first aid training is on the premises or on an outing at any one time. The first aid qualification includes first aid training for infants and young children.

All members of staff are First Aid trained.

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 the reach of children.

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 book

Is kept safely and accessibly. (Located in the Yellow Room and baby Room).

All staff and volunteers know where it is kept and how to complete it, and it is reviewed at least half termly to identify any potential or actual hazards.

Ofsted is notified of any injury requiring treatment by a general practitioner or hospital doctor, or the death of a child or adult.

When there is any injury requiring general practitioner or hospital treatment to a child, parent, volunteer or visitor or where a death of a child or adult on the premises is, we make a report to the Health and Safety Executive using the format for the Reporting injuries, Diseases and Dangerous Occurrences.

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 our Incident Book. See below.

Our Incident Book

We keep an incident book for recording incidents 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, gas leak or electrical failure.
- attack on member of staff or parent on the premises or nearby;
- any racist incident involving of staff or family on the premises;
- death of a child, and
- a terrorist attack, or threat of one.

In the incident book we record the date and time of the incident, nature of 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, should also be recorded.

In the unlikely event of a terrorist attack we follow the advice of the emergency services with regard to 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 of these services are 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. It must be in-date and prescribed for the current condition.

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 and are inaccessible to the children.

Parents give prior written permission for the administration of medication. This state the name of the child, name of parent(s), date the medication starts, the name of the medication and prescribing doctor, the dose and the times, or how the medication is to be administered. Individual forms are stored safely and in accordance to GDPR policy.

The administration is recorded accurately each time it is given and is signed by staff. Parents sign the individual record to acknowledge the administration of a medicine.

If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional.

Sickness

Our policy for the exclusion of ill or infectious children is discussed with parents and follow the Department of Health Guidance on infection control in schools or other childcare settings. 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 diarrhea, or have an infectious disease.

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.

Staff suffering from sickness and diarrhea do not handle food.

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.

When adults need to reach up to store equipment, they are provided with safe equipment to do so.

All warning signs are clear and in appropriate languages.

The sickness of staff and their involvement in accidents is recorded. The records are reviewed

termly to identify any issues that need to be addressed.

Records

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

Adults

Names and addresses of all the staff on the premises, including temporary staff who work with the children or who have substantial access to them;

Names and addresses of all the members of APN Trustees.

All records relating to the staff' employment with the setting, including application forms, references, and results of checks undertaken etc.

Children

Names, addresses and telephone numbers of parents and adults authorised to collect children from the setting

The names, addresses and telephone numbers of emergency contacts in case of children's illness or accidents.

The allergies, dietary requirements and illnesses of individual children.

The times of attendance of children, staff, volunteers and visitors.

Accidents and medicine administration records.

Consent for outings, administration of medication, emergency treatment.

Incidents.

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

National standard 6: Safety

Risk assessments

Record of visitors

Fire safety procedures

Fire safety records and certificates

Operational procedures for outings

Vehicle records including insurance

List of named drivers

National standard 7: Health

Administration of medication

Prior parental consent to administer medicine

Record of the administration of medicines

Prior parent's consent for emergency treatment

Accident record

Sick children

No smoking

Updated November 2019.

To be reviewed: November 2020