3.1 Health & Safety standards

Policy

Our settings believes that the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, parents, staff and volunteers. We provide and maintain safe and healthy working conditions, equipment and systems of work for all our workforce, and a safe environment in which children learn and are cared for. To develop and promote a strong health and safety culture within the settings for the benefit of all staff, children and parents, we provide information, training and supervision. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

We have designated people who are responsible for duties for health and safety matters. They make particular arrangements and implement our procedures that are set out within this policy. As a company we make sufficient resources available to provide a safe environment.

Legal framework

We follow all relevant legislation and associated guidance relating to health and safety within the nursery including:

- The requirements of the Statutory Framework for the Early Years Foundation Stage (EYFS).
- The regulations of the Health & Safety at Work Act 1974 and any other relevant legislation such as Control Of Substances Hazardous to Health Regulation (COSHH).
- Any guidance provided by the government, the local health protection unit, the local authority environmental health department, fire authority and the Health and Safety Executive.

Procedures

Aims and objectives

The aim of this policy and procedure is to ensure that all reasonably practical steps are taken to ensure the health, safety and welfare of all persons using the premises.

To achieve this we will actively work towards the following objectives:

- Establish and maintain a safe and healthy environment throughout the setting including outdoor spaces.
- Establish and maintain safe working practices amongst staff and children.
- Make arrangements for ensuring safety and the minimising of risks to health in connection with the use, handling, storage and transport of hazardous articles and substances.
- Ensure we provide sufficient information, instruction and supervision, to enable all people working in or using the setting, to avoid hazards and contribute positively to their own health and safety and to ensure that staff have access to regular health and safety training.
- Maintain a healthy and safe setting with safe entry and exit routes.
- Formulate effective procedures for use in case of fire and other emergencies and for evacuating the settings premises. Practice this procedure on a regular basis to enable the safe and speedy evacuation of the setting.
- Maintain a safe working environment for pregnant workers or for workers who have recently given birth, including undertaking appropriate risk assessments.
- Maintain a safe environment for those with special educational needs and disabilities and ensure all areas of the setting are accessible (wherever practicable).
- Provide a safe environment for apprentices, students or trainees to learn in.
- Encourage all staff, visitors and parents to report any unsafe working practices or areas to ensure immediate response by the management.

We believe the risks in the environment are low and we will maintain the maximum protection for children, staff and parents. The setting will:

- Ensure all entrances and exits from the building, including fire exits, are clearly identifiable, free from obstruction and easily opened from the inside.
- Regularly check the premises room by room for structural defects, worn fixtures and fittings or electrical equipment and take the necessary remedial action.
- Ensure that all staff, visitors, parents and children are aware of the fire procedures and regular fire drills are carried out.
- Have the appropriate fire detection and control equipment which is checked regularly to make sure it is in working order.
- Ensure that all of our workforce are aware of the procedure to follow in case of accidents for staff, visitors and children.
- Ensure that all members of staff take all reasonable action to control the spread of infectious diseases and wear protective gloves and clothing where appropriate.
- Ensure there are suitable hygienic changing facilities (see infection control policy).
- Prohibit smoking on the premises.
- Prohibit any contractor from working on the premises without prior discussion with the Manager.
- Encourage children to manage risks safely and prohibit running inside the premises unless in designated areas.
- Risk assess all electrical sockets and take appropriate measures to reduce risks where necessary and ensure no trailing wires are left around the setting.
- Ensure all cleaning materials are placed out of the reach of children and kept in their original containers.
- Wear protective clothing when cooking or serving food.
- Prohibit certain foods that may relate to children's allergies, e.g. nuts are not allowed in the setting.
- We follow the EU Food Information for Food Consumers Regulations (EU FIC). These rules are enforced in the UK by the Food Information Regulations 2014 (FIR). We identify the 14 allergens listed by EU Law that we use as ingredients in any of the dishes we provide to children and ensure that all parents are informed.
- Follow the allergies and allergic reactions policy for children who have allergies.
- Ensure risk assessments are undertaken on the storage and preparation of food produce within the setting.
- Familiarise all staff and visitors with the position of the first aid boxes and ensure all know who the appointed first aiders are.
- Provide appropriately stocked first aid boxes and check their contents regularly.
- Ensure children are supervised at all times.
- Take all reasonable steps to prevent unauthorised persons entering the premises and have an agreed procedure for checking the identity of visitors.
- Ensure no student or volunteer is left unsupervised at any time.
- Ensure staff paediatric first aid (PFA) certificates stored on the Onedrive.
- Staff PFA list is located on the parent information board and in the office.

Designated people

The designated people have been deemed competent to carry out these responsibilities. The structure of this team incorporates staff from a wide range of experiences. Our staff undertake relevant health and safety training and regularly update their knowledge and understanding where applicable.

Our H&S Officer (the Manager) who leads H&S in the setting is:

Our H&S Area Manager (the Area Manager) who leads H&S in the company is:

Jessica Foulston

Our H&S Director (the Director) who oversees H&S in the company is:

Hayden McCann

- The employer has overall and final responsibility for this policy being carried out at our settings.
- The deputy manager will be responsible in the setting in the managers absence.
- All employees have the responsibility to cooperate with senior staff and the manager to achieve a healthy and safe setting and to take reasonable care of themselves and others. Neglect of health and safety regulations/duties will be regarded as a disciplinary matter.
- Whenever a member of staff notices a health or safety problem which they are not able to rectify, they must immediately report it to the appropriate person named above.
- Parents and visitors are requested to report any concerns they may have to the manager.
- Regular notifications, staff meetings and health and safety meetings provide consultation between management and employees. This will include health and safety matters.

Health and safety arrangements

- All staff are responsible for general health and safety in the setting.
- Risk assessments will be conducted on all areas of the setting, including rooms, activities, outdoor areas, resources, cleaning equipment, legionella and lone working. These consist of daily checks (visual and written).
- Risk assessments are reviewed at regular intervals and when arrangements made and/or changed.
- All outings away from the setting (however short) will include a prior risk assessment – more details are included in our outings policy.
- All equipment, rooms and outdoor areas will be checked thoroughly by staff before children access them or the area. These checks will be recorded and initialled by the staff responsible. Unsafe areas will be made safe to promote the safety of children. If this cannot be achieved the manager will be notified immediately.
- We provide appropriate facilities for all children, staff, parents and visitors to receive a warm welcome and provide for their basic care needs, e.g. easy to access toilet area and fresh drinking water.
- We adhere to the Control Of Substances Hazardous to Health Regulation (COSHH) to ensure all children, staff, parents and visitors are safe in relation to any chemicals we may use on the premises.
- We identify and assess any water sources at risk of legionella and manage these risks including avoiding stagnant water.
- All staff and students will receive appropriate training in all areas of health and safety which will include risk assessments, manual handling and fire safety. We may also use risk assessments for particular activities and resources for children.
- We have a clear accident and first aid policy to follow in the case of any person in the setting suffering injury from an accident or incident.
- We have a clear fire safety policy and procedure which supports the prevention of fire and the safe evacuation of all persons in the setting. This is to be shared with all staff, students, parents and visitors to the setting.
- We review accident and incident records to identify any patterns/hazardous areas.
- All health and safety matters are reviewed regularly on an ongoing basis and when something changes. Staff and parents will receive these updates, as with all policy changes, as and when they happen.
- We welcome feedback from staff and parents. They are able to contribute to any policy through informal discussions, via notification and/or during regular meetings held at setting.

Training table

Area	Training required	Who
Paediatric First aid	Course	All staff
Dealing with blood	In house training/course	All staff
Safeguarding/Child protection	In house training/ online course	All staff
Care of babies	In house training/ online course	At least half of the staff working with under 2's
Risk assessment	In house training/ online course	All staff
Fire safety procedures	In house training/ online course	All staff and students
Use of fire extinguisher	In house training	All staff where possible
Food hygiene	In house training/ online course	Anyone involved in preparing and handling food
Allergy awareness	In house training/ online course	All staff and students
Manual handling	In house training/ online course	All staff and students
Stress awareness and management	In house training/ online course	All staff
Changing of nappies	In house training	All staff
Fire warden duties	External / or online course	Fire Warden
Medication requiring technical or medical knowledge: EpiPen	External course	As required
SENCO	External course	SENCO
Supervision and appraisal	In house training/ online course	Manager, deputy and room supervisors

- 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 procedures as they 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.
- New staff and volunteers are asked to acknowledge and sign the records to confirm that they have taken part.
- Parents are regularly updated regarding health and safety matters.
- As necessary, health and safety training is reviewed at supervision and is included in the annual training plans of staff. Health and safety is discussed regularly at staff meetings.
- Children are made aware of health and safety issues through discussions, planned activities and routines.

Water

- A fresh drinking supply is available and accessible to all children, staff and visitors.
- All hot water taps accessible to children are thermostatically controlled to ensure that the temperature of the water does not exceed 40oC. We ensure that the temperature of hot water is controlled to prevent scalds.
- Location of water stop tap(s):

Gas

- We ensure that all gas equipment conforms to safety requirements and is checked regularly.
- Our boiler switch / meter cupboard is not accessible to the children.
- All gas appliances are checked regularly by a registered Gas Safety engineer.
- Carbon monoxide detectors are fitted.
- Location of gas point(s):

Electrical

- We ensure that all electrical equipment conforms to safety requirements and is checked regularly.
- Our electrical switches, meter(s), cupboard(s), are not accessible to the children.
- All electrical cables are kept out of the reach of children wherever possible and shielded by furniture where they need to be at floor level. Fires, heaters, electric sockets, wires and leads are properly guarded and we teach the children not to touch them.
- Electrical sockets are all risk assessed and any appropriate safety measures are in place to ensure the safety of the children. There are sufficient sockets in our setting to prevent overloading.
- We switch electrical devices off from the plug after use.
- We ensure that all electrical equipment conforms to safety requirements and is checked regularly.
- Location of main electricity box(s):

Temperatures

- There are thermometers in each classroom to ensure temperatures are monitored. Temperatures should not fall below 18oC in classrooms and areas of the building.
- Staff should assess and be aware of room temperatures in the setting and should ensure that they are suitable at all times. Temperatures should be recorded on the appropriate forms.
- Staff must always be aware of the dangers of babies and young children being too warm or too cold.
- Thermostats are controlled by directors. These devices are locked to prevent being tampered with. A request to change temperatures must be made by the settings manager. These devices should not be moved or turned off.
- Where fans are being used to cool rooms, great care must be taken with regard to their positioning.
- Location of thermostat(s):

Control of substances hazardous to health

- Our staff implement the current guidelines of the Control of Substances Hazardous to Health Regulations (COSHH).
- We keep a record of all substances that may be hazardous to health - such as cleaning chemicals, or gardening chemicals if used and where they are stored.
- All dangerous substances including chemicals MUST be kept in locked areas out of children's reach. All substances must be kept in their original containers with their original labels attached.
- We carry out risk assessments for all chemicals used in the setting. The product(s) are reviewed prior to purchasing and must state what the risks are and what to do if they have contact with eyes or skin or are ingested.
- Safety Data Sheets (Control of Substances Hazardous to Health (COSHH)) and risk assessments must be kept for all substances and the appropriate personal protection taken and used e.g. gloves, apron and goggles.
- We keep the chemicals used in the setting to the minimum in order to ensure health and hygiene is maintained. We do not use bleach.
- We use anti-bacterial cleaning agents, in the toilets, hand-wash, nappy changing area and food preparation areas. Anti-bacterial spays are not used when children are nearby.
- Anti-bacterial cleaning spray cannot be left out on side's accessible to children.
- Environmental factors are taken into account when purchasing, using and disposing of chemicals.
- All members of staff are vigilant and use chemicals safely.
- Members of staff wear protective gloves when using cleaning chemicals.
- Location of dangerous substances:

Equipment and Resources

We believe that high-quality care and early learning and development are promoted by providing children with safe, clean, stimulating, age and stage appropriate resources, toys and equipment. To ensure this occurs within the setting, including in our outdoor areas, we will:

- Provide play equipment and resources which are safe and, where applicable, conform to the European Standards for Playground Equipment: EN 1176 and EN 1177, BS EN safety standards or Toys (Safety) Regulation (1995).
- Provide a sufficient quantity of equipment and resources for the number of children registered in the setting.
- Provide resources to meet children's individual needs and interests.
- We do not accept second-hand toys, furniture resources. However, we do accept books.
- We discourage staff to purchase resources or equipment. If staff do this they need to ensure the manager is aware of the product or activity.
- We provide play equipment and resources which promote continuity and progression, provide sufficient challenges and meet the needs and interests of all children.
- Store and display resources and equipment where all children can independently choose and select them.
- Check all resources and equipment before first use to identify any potential risks, and regularly at the beginning of every session and when they are put away at the end of every session. We repair and clean or replace any unsafe, worn out, dirty or damaged equipment whenever required.
- Keep an inventory of resources and equipment. This records the date on which each item was purchased, and the price paid for it.
- Evaluate the effectiveness of the resources, including the children's opinions and interests.
- Encourage children to respect the equipment and resources and tidy these away when play has finished. Children are encouraged by staff to place resources into a designated area. This is role modelled by staff.

  Staff may use silhouettes and/or pictures to match, direct or instruct others to understanding, communicate where items are placed.

Children's personal safety

- We ensure all staff have been checked for criminal records via an enhanced disclosure with children's barred list check through the Disclosure and Barring Service.
- Our employees have the means of communicating with the workforce around each setting at all times.
- All children are supervised by adults at all times.
- Whenever children are on the premises at least two adults are present.
- We carry out daily checks (risk assessments) to ensure children are not made vulnerable within any part of our premises, nor by any activity.
- Any potential risks are reported to the manager and caretaker.
- Areas (classrooms or/and playgrounds) are checked and the children are not exposed to the risks.

Registers

- Registers are a legal requirement.
- Children must be signed in/out immediately on entrance/departure. Employees completing handover of the child are responsible for ensuring this is completed.
- The times of the children's arrivals and departures are recorded.
- The arrival and departure times of adults – staff, volunteers and visitors - are recorded.
- We sign children in digitally. Employees can complete this via their individual tablets or the setting computers.
- Each family has a unique pin to sign in and out their child.
- When on outings we use a hard copy format.
- Here are examples of codes to help us clearly communicate:

X	Attending that session
S	Sick
A	Absent (*tried to contact parent)*
UF	Universal funding
WFF	Working Families Funding
H	Holiday *(child is on holiday not attending setting)*
HC	Holiday Club

- Attendance of children is checked continuously. However, we encourage employees to check attendance at the start and end of each session. Headcounts are completed regularly.
- Registers are checked regularly by management.
- When necessary we ask that our team use a black pen when writing on registers.
- If a person (child/ adult) is not identified on register they need to report to management immediately. All children must be identified on the register.
- Any incorrect details or information on the register needs to be immediately reported.
- Headcounts are completed regularly.
- Staff are responsible for completing, counting and totalling each session in line with the register.
- At the start of each session and at the end of each week, the staff are responsible for ensuring register have been correctly completed. The total attendance numbers are then adjusted automatically.
- The names of the designated key person is clearly marked on the register.
- Children do not have access to the register. If paper based this document must remain clean, clear and precise.
- Registers should be always accessible.
- In an emergency a headcount is completed and staff tablets/ registers are taken with the staff member and details checked by management to ensure all children are accounted for.

Security

- Systems are in place for the safe arrival and departure of children.
- Our systems prevent unauthorised access to our premises.
- Our systems prevent children from leaving our premises unnoticed.
- We have CCTV (audio and visual) installed within our premises. This is for the sole use of management.
- We only allow access to visitors with prior appointments.
- Our staff check the identity of any person who is not known before they enter the premises.
- We keep all doors and gates locked and shut at all times. Doors which lead to playground areas may be open, but these are secure areas with no immediate access to the public or unknown person. Boundaries in playground areas are secure.
- Fire doors are closed and have emergency release bolts to open door from the inside. Internal doors are shut at all times.
- We have installed mag-locks, pin-systems and security lighting to each of our settings.

External Companies & Events

- The setting may use external companies that bring animals into the setting.
- Risk assessments are completed prior to them coming and parents sign to authorise their child taking part.
- Staff discuss clear rules and guidelines with the children prior to the event.
- During these sessions all parents and children are invited to attend.

Animals on site

- We ask parents, carers and visitors not to bring animals on site. Signs are clearly displayed around the setting.
- We take account of the views of parents and children when organising stay-and-play events which involve animals.
- We carry out checks with the knowledgeable person accounting for any hygiene or safety risks posed by the animal or creature prior to a visit.
- We provide suitable space for activities which involve animals or creatures. We ensure the environment is cleaned after use.
- We do not care for animals or creatures. Animals and creatures cannot stay at our setting or be unaccompanied at any time.
- Children are taught correct handling and care of the animal or creature and are supervised at all times.
- Children wash their hands after handling the animal or creature and do not have contact with animal soil or soiled bedding.
- Staff wear disposable gloves 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.
- The manager carries out a risk assessment, detailing how the animal or creature is to be handled and how any safety or hygiene issues will be addressed.
- The external company must provide a risk assessment and a copy of their insurance.