



# John Wilkinson Primary School and Nursery Nursery and Out of School Hours Provision

## Health and Safety Policy (to be read alongside school policy)

Updated May 2023

### STATEMENT OF INTENT

We believe the health and safety of children and adults is of paramount importance. We make our Nursery and After School Club a safe and healthy place for children, parents, staff and volunteers.

### AIM

We aim to make children, parents and staff 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

In order to achieve these aims we adhere to the following procedure:

- Our designated member of staff responsible for health and safety is the Nursery Manager.
- She is competent to carry out these responsibilities.
- She has undertaken health and safety training and updated her knowledge and understanding.
- All staff read and sign to say they understand the policy's content.
- We display the necessary Health and Safety poster on the side door to the main room within Nursery.

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

- Daily before the session begins;
- As and when a new risk or change is identified.
- Reviewed yearly or as and when necessary.

### INSURANCE COVER

We have public liability insurance and employers' liability insurance. The certificate is displayed in the Nursery cloakroom area.

### RISK ASSESSMENT

Our risk assessment process includes:

- Checking for hazards and risks indoors and outside, and in our premises and activities. Our assessment covers adults and children, volunteers, students and Forest School.
- Assessing the level of risk and who might be affected.
- Deciding which areas need attention.
- Developing an action plan which specifies the action required, the timescales for action, the person responsible for the action and any funding required.
- Ensuring all staff and visitors read and sign risk assessments.

### 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.

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- 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 they play in the daily life of the pre-school.
- As necessary, Health and Safety training is included in the annual training plans of staff and committee. Health and Safety is discussed regularly at staff and committee meetings.
- We have a No Smoking Policy to ensure that no-one smokes in any area that the children are present or about to be present, including the outside area.
- Children are made aware of Health and safety issues through discussions, planned activities and routines
- Any relevant health and safety issues will be shared with parents.

#### **CHILDREN'S SAFETY**

- We ensure all staff employed have been checked for criminal records by an enhanced disclosure from the Disclosure and Barring Service (DBS).
- New staff can work with children under the supervision of the leader until a satisfactory DBS check has been received. New staff will not be allowed to be left unsupervised with children until this is complete.
- Adults do not normally supervise children on their own.
- All children are supervised by adults at all times.
- Whenever children are on the premises at least two adults are present (both of these will have a current 12 hour paediatric first aid qualification). There will always be a recognised level 3 (NVQ, NNEB or City and Guilds Diploma for Children & Young People's Workforce, or above) qualified member of staff on site at all times.

#### **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.
- Children are only released into the care of individuals named by the parent when prior notice is given (preferably written). If no written permission is given then a password will be put in place. A form for the password is placed in the register.
- Our systems prevent unauthorised access to our premises, including secure fencing around the nursery perimeter, with locked gates whilst children are outdoors during sessions.
- Our systems prevent children from leaving our premises unnoticed. A member of staff is at the doorway whilst children enter and leave the premises.
- The personal possessions of staff and volunteers can be securely stored in the classroom store cupboard during nursery sessions.

#### **WINDOWS**

- Low level windows are made from materials which 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.
- Blinds chains are tied up to ensure children cannot be tangled in them.

#### **DOORS**

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

#### **FLOORS**

- All surfaces are checked daily to ensure they are clean, not uneven, wet or damaged.

#### **FOOD PREPARATION**

- Children do not have unsupervised access to the food preparation area.
- Several members of staff have in-date Food Hygiene Certificates, and ensure this training is waterfalled to remaining members of staff in accordance with the Early Years Foundation Stage (2014).
- All surfaces are clean and non-porous.

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- There are separate facilities for hand-washing and for washing up.
- Cleaning materials and other dangerous materials are stored out of children's reach. COSHH certificates are kept for all chemicals used on the premises.
- The Foods Standards Agency make regular visits to ensure good food hygiene measures are in place
- When children take part in cooking activities, they:
  - are supervised at all times;
  - are kept away from hot surfaces and hot water;
  - do not have unsupervised access to electrical equipment.

## **ELECTRICAL/GAS EQUIPMENT**

- All electrical equipment conforms to safety requirements and is checked regularly.
- Heaters, electric sockets, wires and leads are properly guarded and the children are taught not to touch them.
- 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 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 daily for safety and cleared of rubbish or pet mess before it is used.
- Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides.
- Where water can form a pool on equipment, it is emptied before children start playing outside.
- Our outdoor sand/mud pit is covered when not in use.
- All outdoor activities are supervised at all times.
- At Forest School risk assessments and daily checks are carried out on each visit prior to children, adults, volunteers and students attending.
- During the winter the playground becomes particularly icy and signs are put out by the session leader to prevent parents and children from accessing the area, which will also be cordoned off.

## **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 Nursery which includes play areas, kitchen, toilets and nappy changing equipment.
- 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
  - changing children when necessary with clothes provided by parents/carers
  - providing tissues and wipes
  - ensuring sole use of flannels and towels (when used)
  - use of antibacterial hand gel

## **ACTIVITIES**

- 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 Nursery.
- 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 checked regularly. See separate procedure for sleeping child.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.

## **FOOD AND DRINK**

- At least one member of staff will have received appropriate training to comply with food safety and hygiene regulations. This information is cascaded to other members of staff. 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 to the children at all times.
- We operate systems to ensure that children do not have access to food/drinks to which they are allergic.
- A note of any child's allergies is placed in the kitchen to remind staff when preparing refreshments.

## **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 on the proposed venue is carried out before an outing takes place.
- Our adult to child ratio is high, normally one adult to two children. A minimum of two staff should accompany children on outings even where parent volunteers are assisting.
- 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.
- Staff take a mobile phone on outings, contact details of children and adults, supply of tissues, wipes, first aid, individual medicines, snack and water (if necessary).
- If the children are taken out in our local community the children and adults wear visibility vests.
- At least one person who holds a current 12 hour paediatric first aid qualification will be present on an outing.
- The Lost Child Policy is also adhered to during outings.

For those children remaining at pre-school, the adult to child ratio conforms to the requirements of the Welfare Requirements of the Early Years Foundation Stage.

## **ANIMALS**

- Animals visiting the pre-school are free from disease, safe to be with children and do not pose a health risk.
- At present we do not have any pets in our setting, however, if some were acquired pets would be free from disease, safe to be with children and would not pose a health risk.
- Our children will 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**

- We risk assess the building for fire safety and review this regularly. John Wilkinson School also complete an annual fire inspection.

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- Fire doors are clearly marked, never obstructed and easily opened from inside.
- Smoke detectors/alarms and fire fighting appliances conform to BSEN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.
- We operate in a smoke-free environment and enforce a No Smoking Policy in any area where children are present or about to be present including the entrance and outside areas.
- Our emergency evacuation procedures are:
  - clearly displayed in the premises;
  - explained to new members of staff, volunteers and parents; and
  - practised regularly with the children at least once every half term.
- Records are kept of fire drills and the servicing of fire safety equipment.
- The fire drill records will record date, time, number of children and adults, how long the drill took and comments.
- Invacuation procedures are also in place in the event of a serious event outside.

## **FIRST AID**

All members of staff working with children hold at least 12 hours paediatric first aid certificate, in line with the guidelines set out in the Early Years Foundation Stage Guidance. Forest School leaders (LM/SB) also hold Outdoor / Forest School first aid certificates.

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 nursery, parents' written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval. Where necessary parents will complete a Health Care Plan for their child (please see medicines policy).**

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.

Our Accident Book:

- is kept in a lockable cabinet and is accessible.
- all staff and volunteers know where it is kept and how to complete it.
- is signed by the staff member dealing with the accident, the leader/manager and the parent on collection of the child. A copy is kept in the setting.
- 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, 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 there is a death of child or adult on the premises, we make a report to the local office of the Health and Safety Executive using the format for the Reporting of 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 local office of 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.

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It is required that we report such incidents online at <http://www.hse.gov.uk/riddor/report.htm>

## **OUR INCIDENT BOOK**

We have access to telephone numbers for emergency services, including local police. Where we are responsible for the premises we have contact numbers for gas and electricity emergency services and plumber. We rent our premises and ensure we have access to the person responsible and that there is a shared procedure for dealing with emergencies.

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 setting's property.
- An intruder gaining unauthorised access to the premises.
- Fire, flood, or electrical failure.
- Attack on a member of staff, a parent or a child on the premises or near by.
- Any racist incident involving a staff or family on our premises.
- Death of a child.
- A terrorist attack or threat of one.

In the incident book we record the date and time of the incident, nature of the event, who was affected, what was done about it – or 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 regards to evacuation, medical aid and contacting children's families. Our Fire Evacuation 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.

## ***Medication – Please see our Medicines Policy***

## **SICKNESS**

Our policy for the exclusion of ill or infectious children is discussed with parents (see attached list of illnesses and exclusion times). This includes procedures for contacting parents - or other authorised adults - if a child becomes ill at pre-school or After School Club.

Ofsted is notified of any infectious diseases which a qualified medical person considers of concern and note.

## **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 or to change light bulbs they are provided with safe equipment to do so.
- All warning signs are clear and in appropriate languages.
- Staff may remain in the building on their own or leave on their own after dark as long as they follow the Lone Working policy.
- The cleaner will be the only person working on their own and after dark due to the time when children do not have access to the premises. The outside security light will be checked and must be working at all times.
- The sickness of staff and their involvement in accidents is recorded. The records are reviewed every half term to identify any issues which need to be addressed.
- All staff complete and keep up to date a health and emergency contact details form.

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## RECORDS

In accordance with the Welfare Requirement of Early Years Foundation Stage, we keep records of:

### Adults

- The names and addresses of all staff on the premises, including temporary staff who work with the children or who have substantial access to them, health and emergency contact details of all staff.
- The names and addresses of all members of the management committee.
- All records relating to the staff's employment with the setting, including application forms, references, result of checks undertaken etc.

Children; we keep records of:

- Adults authorised to collect children from pre-school.
- The names, addresses and telephone numbers of 3 emergency contacts in case of children's illness or accident.
- The allergies, dietary requirements and illnesses of individual children.
- The times of attendance of children, staff, volunteers and visitors.
- Any accidents or incidents.

In addition, the following policies and documentation in relation to Health and Safety are in place.

- Risk assessment.
- Record of visitors.
- Fire Policy Including Fire Drill Practice.
- Medicines Policy and Long Term Medical Needs.
- Prior parental consent to administer medicine.
- Record of the administration of medicines.
- Prior parental consent for emergency treatment.
- Accident record.
- Sick Child Policy.
- No Smoking Policy.