



## Health and Safety Policy:

Ducklings Childcare Ltd believes that the health and safety of children and nursery practitioners is a matter of paramount importance. Ducklings Childcare Ltd has developed procedures and safe practices to ensure children's health and safety is maintained, promoted and to prevent 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.

### Procedure:

In order to ensure the nursery maintains a high standard of health and safety the nursery has several policies and procedures that are followed on a daily basis. The following table outlines the Health and Safety responsibilities and who is responsible for their implementation.

Responsibility	Person(s) responsible
Overall responsibility	Sarah Bold
Fire Safety and Regulations	Sarah Bold
Re-stocking First Aid Equipment	Sarah Bold
Registering Children's Attendance	Section Managers
Monitoring staff, student and visitor attendance	Bob Bold
Dealing with emergency situations	Bob Bold
Ensuring Practitioners have relevant up to date training i.e. 1 <sup>st</sup> Aid and Food Handling qualifications	Sarah Bold, Bob Bold and Section Managers
Reporting to OFSTED	Bob Bold
Manual Handling and Lifting	Sarah Bold
	Bob Bold

First Aiders at Work: Bob Bold

Paediatric First Aiders: Sarah Bold



From 1st September 2016 newly qualified early years practitioners (with a full and relevant level 2 or 3 childcare qualification) must also hold a current Paediatric First Aid (PFA) or emergency PFA certificate in order to be included in the ratios in our setting. There is a 3 month grace period from the new employee's start date for this training to be provided.

### **Raising Awareness of Health and Safety to Staff, Children, Parents, Carers and Other Users of the Setting**

On commencing employment all staff are expected to read and become familiar with this policy. Where amendments have been made a copy of the Policy will be circulated for all staff to read.

Staff training records are regularly reviewed and training needs identified at the beginning of each term. Copies of certificates are located outside each room.

Signs are used throughout the Nursery to ensure parents and carers are kept informed of the relevant health and safety issues.

Health and Safety is incorporated into children's everyday experiences. Children are encouraged to look after themselves, their peers and their environment. Relevant topics are discussed at an age appropriate level.

It is the responsibility of all Practitioners to inform Parents and Carers of the health and safety regulations which affect their visit to the nursery.

### **Insurance**

Ducklings Childcare Ltd is insured by Morton & Michel. This covers public liability, employer's liability, outings and student and volunteer placements.

### **Supervision of children**

Nursery practitioners ensure all children are supervised at all times, this includes children sleeping on mats in quiet areas. Children in cots/prams 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.

Children are supervised at all times when eating; toddlers and babies are monitored closely and babies never left alone with a bottle. Babies are always bottle fed by a member of staff. Children are supervised carefully when using scissors or tools including using knives in cooking activities.



The manager or person in charge must ensure staff to child ratios 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.

Children are fully supervised at all times when using water play/paddling pools as we are aware that children can drown in only a few centimetres of water. Special care is taken when children are using large apparatus e.g. a climbing frame, and when walking up or down steps/stairs, including having one member of staff supervising large outdoor play equipment at all times. We strictly follow any safety guidelines given by other organisations or companies relating to the hire of equipment or services e.g. hire of a bouncy castle and a member of staff MUST supervise the children at all times. Staff recognise and are aware of any dangers relating to bushes, shrubs and plants when on visits/outdoors.

In the event of children leaving the nursery for an outing a risk assessment must be carried out prior to the outing. Practitioners must take a first aid kit and a mobile phone on outings. Small groups of children may be taken on outings providing there are a sufficient number 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 the nursery.

Adults can only be left unsupervised with children once all relevant checks have been cleared. This includes an Enhanced Disclosure and Barring Service check for regulated activity, health checks, identification checks and once the nursery has received references.

The nursery has many visitors and students visiting the nursery. In order for the nursery to be able to ensure all visitors are accounted for, the nursery maintains a visitor's book that all visitors must sign themselves in and out of and provide details of the purpose of their visit.

All visitors and students must be accompanied by a nursery practitioner. Children must never be left unsupervised with a student or visitor that has not been cleared of all relevant checks.

### **Security**

The main gate is locked between 9.30am and 12.30pm and again between 1.30pm and 5.00pm. Parents requiring access during these times will need to ring the boor dell and wait for staff to let them in. Signs



are in place to remind parents not to let anybody into the building with them even if they know who they are. When the main gate is unlocked, children are not permitted to play in that section of the garden (this is sectioned off by a lower gate and is constantly monitored by staff).

External doors are locked when not in use and have magnetic alarms which are activated when the doors are opened. Internal doors to the store cupboard and the stairs are fitted with elevated handles to prevent child access. As Ducklings Childcare Ltd is a free flow setting, there are no other internal doors.

Staff, volunteers, students and visitors must sign in at the reception area and wear an appropriate identification badge at all times.

Parents are reminded not to allow their children to bring toys etc into the nursery and Ducklings Childcare Ltd does not accept responsibility for any personal belongings which get lost or damaged whilst on the premises.

Ducklings Childcare Ltd provides storage for staff and student belongings. Mobile phones however must be handed into the nursery office or kept in the storage area and must not be taken into the rooms.

### **Risk assessments**

Nursery practitioners identify and manage risks to children and adults through carrying out risks 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 are 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. For example a child standing on a chair is a risk and must be controlled; however this would not necessarily be recorded.

Risk assessments are required to be 'suitable and sufficient.' Risk assessments will be set up initially by the Nursery Manager and it is the responsibility of the room leader to conduct these checks throughout the day and report any concerns to the Nursery Manager.

Each room is checked at the beginning of the day or at the start of the group for hazards, in accordance with each rooms risk assessment. These assessments are reviewed once a year 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 once a year or as a result of change to the area.

A risk assessment must be carried out prior to practitioners taking children on outings.

### **Monitoring and Review**

The Health and Safety officer (manager) will monitor the results of assessments, the application of health and safety procedures, and risk control.

Consultation with employees on health and safety issues will take place through the health and safety items on meeting agendas. Urgent matters will be reported directly to the manager.

### **Safety Checks**

At Ducklings Childcare Ltd we make sure the nursery is a safe environment for children, the parents, staff and visitors by carrying out safety checks on a regular basis in accordance with the timescales set out in the nursery checklists. These include daily checks of the premises, indoors and outdoors and all equipment and resources before the children access any of the areas. These checks are recorded to show any issues and solutions.

This policy should be read in conjunction with the fire safety, risk assessments, visits and outings and the equipment and resources policy.

All staff should be aware of potential hazards in the nursery environment and monitor safety at all times.

### **Dangerous substances**

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. 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 e.g. gloves, apron and goggles.



### Transport and outings

The nursery has a comprehensive documented policy relating to outings, which incorporates all aspects of health and safety procedures including the arrangements for transporting and the supervision of children when away from the nursery.

### Water supplies

A fresh drinking supply is available and accessible to all children, staff and visitors.

All hot taps accessible to children are thermostatically controlled to ensure that the temperature of the water does not exceed 40°C

### Room temperatures

All radiators have appropriate coverings to prevent hot surfaces coming into contact with the children.

Each room has a thermometer which is used to monitor the temperature and measures taken if the room becomes too hot or too cold. Staff should be aware of room temperatures in the nursery and should ensure that they are suitable at all times and recorded on the appropriate sheet.

Staff must always be aware of the dangers of babies and young children being too warm or too cold. Temperatures should not fall below 18°C in the baby rooms and 16°C in all other areas.

Where fans are being used to cool rooms, great care must be taken with regard to their positioning.

### **Gas and Electrical Equipment**

Electric appliances are PAT tested in accordance with current legislation and each appliance displays its own PAT test sticker.

All gas appliances are checked annually by a registered Gas Safety Register engineer. The boiler is maintained on a yearly basis. Carbon Monoxide detectors are fitted. There is a gas isolation unit located in the kitchen which is turned off every evening.

All plug sockets in areas where children play are at an appropriate height. Electrical sockets are all risk assessed and any appropriate safety measures are in place to ensure the safety of 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.



### **Windows and Doors**

All rooms where children have access have fully opening windows to ensure adequate light and ventilation. Opening windows have been located above child's height and have appropriate safety catches.

Windows are either made with safety glass or have safety film placed over their surfaces to prevent shattering in the event of breakages.

Doors are fitted with finger guards and elevated handles for children's safety.

Fire doors are clearly marked and are never left propped open.

### **Floors and Stairs**

All floors are covered with materials which are fit for purpose.

Floors are checked regularly to ensure they are free of dirt, damage and trip hazards. Any issues are rectified immediately or reported to the nursery office if they require further attention.

### **Indoor Areas**

The Ducklings Childcare Ltd ensures that our premises, including the overall floor space is fit for purpose and suitable for the age of children cared for and the activities provided on the premises. Our indoor space meets the requirements of the EYFS which are:

- Children under two years – 3.5 m<sup>2</sup> per child
- Children two years – 2.5 m<sup>2</sup> per child
- Children aged three to five years – 2.3 m<sup>2</sup> per child

### **Stacked Furniture and Storage**

Children's toys and resources are kept at a height which is appropriate for the age range of the children in each room. We encourage children to self select toys and resources and ensure they can do this safely and without risk of harm. Low storage units and shelving help us to achieve this aim.

Resources which are not for children's use are kept in separate areas away from children's play areas and are stored in a neat and tidy manner to prevent injury to staff.

### **Sleeping Children**

Space is provided for children who require a rest or sleep whilst at nursery.



Sleeping children are provided with their own bed and bedding which is stored in a named basket and cleaned regularly.

Practitioners sit with children while they go to sleep and continue to supervise them whilst they are asleep.

Parents and carers of babies and young children are consulted about how their children prefer to sleep and this is taken into account when settling children.

(See Sleep and Rest Policy).

### **Outdoor Areas & 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.

Outdoor areas are risk assessed before children enter them and resources are set up keeping the safety of the children in mind at all times. The risk assessment also includes fences and gates to ensure the perimeter is secure.

Any damaged equipment is removed and is either repaired or disposed of.

All plants are selected and grown in accordance with relevant guidelines. A copy of poisonous plants is displayed in the staff room and is updated regularly.

We have rain suits for all ages of children and these are worn when playing out in wet weather. Parents are also reminded to bring appropriate playing out clothes for their children when coming to nursery.

(See Sun Protection Policy and Outdoor Policy & Procedure)

### **Poisonous plants**

Trees, flowers and other plants can enhance the childcare environment, both inside and outside, and can provide wonderful learning opportunities for children. Many plants are colourful and children are attracted to the leaves, flowers and fruits. However many plants can prove to be harmful or hazardous and care must be taken to ensure that children do not come into direct contact with them.

Plants can prove to be harmful in the following ways:

- Ingestion – causing poisoning





- Handling- causing irritation of the skin
- Physical injury – from thorns and brambles

Any part of a plant must be considered hazardous, particularly:

- Berries
- Seeds
- Leaves
- Flowers

### Action to be taken

The list of more common hazardous plants that may be encountered can be found in the appendix. The keeping of hazardous plants as indoor shrubs should be discouraged. Children should not be able to reach any leaves or flower petals etc that may drop from the plant.

Outdoor play areas must be monitored on a weekly basis for the continued absence of hazardous plants. Where such plants are discovered they should be removed immediately. Such checks will be performed as part of on-going risk assessments of the outdoor play areas.

### First aid matters

In the event that a child becomes injured or poisoned then this must be treated as a medical emergency. Interim First Aid may be indicated in cases of skin irritation but in all cases specialist medical help must be sought, summoning an ambulance if necessary.

Where possible, staff should retain a part of the plant thought to have caused the skin reaction or poisoning to show medical staff. A record of all such incidents must be made in the relevant Accident or Incident Form.

### **Pets and Other Animals**

Ensure animals' living quarters are kept clean and away from food areas. Waste should be disposed of regularly, and litter boxes not accessible to children. Children should not play with animals unsupervised.

### **Food**

In order to ensure the food children are offered has been stored, prepared and served safely nursery practitioners attend training in Basic 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, occupational health must be informed to determine the period of time that the person cannot handle food.

Nursery practitioners are committed to promoting healthy eating with children. This is reflected through learning experiences and the food that children are offered on a daily basis.

The nursery offers children cow's milk or water at snack times and children have access to water throughout the day.

(See Nutrition, Meals & Healthy Eating Policy and Food Safety Policy).

### **Hot drinks**

In order to safeguard the welfare of the children, staff, parents/carers, and anyone else who is present in the Nursery, there are strict guidelines on the consumption of hot drinks.

Children will only be given warm drinks rather than hot drinks. This is to ensure that no child could be burnt or scalded.

Staff are not permitted to have hot drinks in any area which the children have access to.

We ask parents not to bring any hot drinks on to the premises due to health and safety reasons.

### **Working with parents as partners**

Nursery practitioner's 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 nursery's 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. In exceptional circumstances that are agreed with the nursery manager, parents are able to provide nutritious, wholesome foods and drink for their child. Food must be brought into nursery in a sealed container that is clearly labelled to avoid confusion.

Alternative milk can be supplied by the parent provided the milk is brought into nursery in the original sealed container and is pasteurised. The parent may provide the nursery with cooled boiled water in bottles along with powdered formula milk in separate containers that has been



appropriately measured. Practitioners will then mix the water and formula together at the time the child requires feeding. Parents are asked to label all bottles and containers.

### Manual Handling

In order to ensure nursery practitioners are handling heavy loads correctly and safely practitioners follow manual handling guidance provided. 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

(See Good Handling Techniques Policy).

### Smoking

The management of Ducklings Childcare Ltd are very conscious of the unproven, but generally accepted, theory in respect of the potential damage to health from smoking.

Passive smoking has been medically proven to be one cause of lung cancer and heart disease in non-smokers as well as many other illnesses and minor conditions.

Section 2 (2e) of the Health and Safety at Work Act 1974 places a duty on employers to provide a working environment for employees that is: "so far as is reasonably practical, safe, without risk to health and adequate as regards to facilities and arrangements for welfare at work".

Under the Health and Safety at Work Act, employees have duties to take reasonable care for the health and safety of themselves and others and co-operate with the employer as far as necessary to enable the employer to comply with the requirements of the Health and Safety at Work Act.

We have therefore instigated a NO SMOKING policy throughout our establishment. Smoking is not permitted in any part of the premises, entrances or grounds except for designated smoking areas, by any person



regardless of their status or business with the company. This applies even when the children are not on the premises. Employees wishing to smoke during official break times must ensure that their uniform is covered and that their hands are washed thoroughly before re – entering the rooms. This is to prevent children being exposed to second hand smoke and chemicals present on clothing and fingers. This includes the use of e-cigarettes or other similar alternatives to smoking.

### The management of health and safety at work

This smoking policy seeks to guarantee all employees the right to work in air free of tobacco smoke. All premises were designated smoke free on the 1<sup>st</sup> July 2007 and adequate signage was displayed to inform employees and visitors of the smoke-free status of the buildings.

### Vehicles & Common areas

The policy of non-smoking applies throughout the nursery grounds and to the car park also. Smoking is not permitted in any company vehicles.

### Visitors and temporary staff

Visitors and temporary staff are expected to abide by the terms of this policy. Staff members are expected to inform customers or visitors of the no-smoking policy. However they are not expected to enter into any confrontation, which may put their personal safety at risk.

### Help for those who smoke

This policy recognises that passive smoking adversely affects the health of all employees. It is not concerned with whether anyone smokes, but where they smoke and the effects this has on non-smokers in the vicinity. However, it is recognised that the smoking policy will impact on smokers' working lives. In an effort to help individuals adjust to this change, help and support will be provided when needed.

Staff in breach of this policy may be subject to disciplinary procedures.

### **Office Policy**

Some nursery staff will be required as part of their role to undertake office duties, which may involve sitting at a computer. At Ducklings Childcare Ltd we take the welfare of our staff very seriously therefore we have put safeguards in place to help protect the health and safety of all our employees. If an employee requires additional support it is their responsibility to inform the manager as soon as possible.

Staff using computers can help to prevent personal health problems in the office by:



- Sitting comfortably at the correct height with forearms parallel to the surface of the desktop and eyes level with the top of the screen
- Maintaining a good posture
- Using a copyholder when typing a document
- Avoiding repetitive and awkward movements and keep frequently used items within easy reach
- Changing position regularly
- Using good keyboard and mouse technique with wrists straight and not using excessive force
- Making sure there are no reflections or glare on screens by carefully positioning them in relation to sources of light
- Adjusting the screen controls to prevent eyestrain
- Keeping the screen clean
- Reporting any problems associated with using the equipment to the manager. A risk assessment will be conducted and specialise equipment will be considered as required.
- Planning work so that there are breaks away from the workstation

### Seating and Posture Procedure

- Good lumbar support from the office seating
- Seat height and back adjustability
- No excess pressure on underside of thighs and backs of knees
- Foot support if needed
- Space for postural change, no obstacles under the desk
- Forearms approximately horizontal
- Minimal extensions, flexion or straining of wrists
- Screen height and angle should allow for comfortable head position
- Space in front of keyboard to support hands/wrists during pauses in typing

### **Waste Management and Sustainable Practice**

At Ducklings Childcare Ltd we value our environment and in order to keep our world safe and healthy for our children we closely monitor the



management of our waste and its disposal in accordance with local authority requirements.

Staff are made aware of the need to minimise energy waste and the nursery uses appropriate measures to save energy including:

- Using energy saving light bulbs;
- Turning off lights when not in use
- Not leaving any equipment on standby
- Unplugging all equipment at the end of its use/the day
- Energy saving wash cycles on the washing machine

The nursery recycles paper waste at paper banks and ensures that where possible other sources of waste are recycled to reduce the effect on the environment.

We assess our waste use and its potential impact on the environment on a regular basis and put procedures in place to counteract this impact.

Where age/stage appropriate, we help the children to understand the importance of how to be healthy as well as recycling and saving energy.

We dispose of all clinical waste, including nappies and bodily fluids according to health and safety regulations (HSE).

### **Personal Protective Equipment (PPE)**

We identify and assess all activities for staff to undertake during the course of their employment with us they will be given uniform. We will only specify personal protective equipment as the first form of defence, should be unable to eliminate the risk to our staff immediately. We will as far as is reasonably practicable, implement the hierarchy of control measures.

Personal protective equipment will be provided for nappy changing and ill children we provide white plastic aprons, gloves, we do provide personal protective equipment we will ensure it is fit for purpose and environment in which it is to be used and that it fits the wearer correctly to give the level of protection the equipment was so designed for.

We will ensure staff are consulted on the type of personal protective equipment to be used and that they are given adequate and sufficient information, instruction and guidance on the use and maintenance of such equipment. We acknowledge our duty to provide personal protective

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equipment to our staff as may be necessary and that such equipment will be free of charge.