

Health and Safety (inc Hygiene) Policy and Procedures

Policy statement

This setting 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 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.
- Our member of staff responsible for health and safety is: **Grace Claypitt – in her absence Michele Dann**
- She is competent to carry out these responsibilities.
- She has undertaken health and safety training and regularly updates his/her knowledge and understanding.
- We display the necessary health and safety poster on the **notice board in the nursery room**

Insurance cover

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed on the **Parent Notice Board in the nursery entrance cloakroom.**

Procedures

Awareness raising

- Our induction training for staff and volunteers includes a clear explanation of health and safety issues so that all adults may 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.
- 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 during induction, and regular updates are mentioned within half termly newsletters.
- 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 operate a full site no smoking policy.
- Children are made aware of health and safety issues through discussions, planned activities and routines.
- We carry our daily risk checks to ensure the nursery inside and outside are safe and secure for children to play and learn.

Safety of adults

- Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment and foldable tables.
- When adults need to reach up to store equipment they are provided with safe equipment to do so.
- The involvement of staff in accidents is recorded in the accident book.

Chemicals

Chemicals for cleaning are kept in a locked cupboard situated in the kitchen as required by COSHH (Control of Substances Hazardous to Health regulations 2002). See www.hse.gov.uk

- We keep a record of all substances that may be hazardous to health - such as cleaning chemicals, or gardening chemicals if used. This states what the risks are and what to do if they have contact with eyes or skin or are ingested(see COSHH Policy)
- We keep all cleaning chemicals in their original containers.

Sickness and Illness

Butterflies Montessori Nursery is obligated to ensure the health, safety and well-being of all children and adults within the setting.

- Parents must inform us about any medical conditions or illnesses their child might have e.g. asthma, allergies, diabetes, etc. on their child's application form before attending. We are not equipped to manage sick children. Parents are advised to keep children who are feverish or who have diarrhoea at home for at least 48 hours.
- If a child arrives at the setting and appears unwell the key member of staff reserves the right to ask the parent to keep the child at home, for the benefit of that child, and to control risk of contamination to other children and staff within the setting.
- Whenever a child is to be given any medicine, including over-the-counter medicine, a parent must complete a 'Administering Medication Authorisation Form. Staff may not give any type of medication unless this form is completed. Parents should request the form, complete it, and give it & the medicine DIRECTLY to the staff member. The medicine must be in its original container, the label specifying dosage and the child's name. Please read our 'Administering Medicine, Sickness and Accidents Policy'.
- We will adhere to all recommendations set out in the **Guidance on infection control in schools and other childcare settings** Published September 2014 PHE publications gateway number: 2014006

- If your child exhibits any of these conditions while at nursery, the child's parents will be notified to come and collect their child from the nursery as soon as possible and to return only when the above conditions no longer apply. While waiting to be picked up, your child may rest in a quiet area.

This policy is to ensure a safe and healthy environment for all the children and staff attending the setting.

To help prevent the spread of infection within the nursery community please keep your child at home if they are ill.

As a guideline:

- For a full 48 hours since they last vomited / had diarrhoea
- 24 hours after any temperature has returned to normal without medication
- In the case of chicken pox, until the spots have completely scabbed over
- Contagious disease, not including a cold
- Draining sores or burns
- A rash, until diagnosed and determined to be non-contagious
- Accident requiring medical attention
- Head lice: children can attend nursery but need to be treated –Please read **Head Lice - Advice for Nursery**

Should you have any doubts about your child's well-being and whether they are contagious, please contact your GP. If in real doubt over your child's condition, please don't send them to nursery

Accidents

Beyond the medical health of our children, their physical safety is also looked after. All nursery staff are trained in Paediatric First Aid within the first three months of starting their employment. First Aid kits are present both inside the nursery and taken outside when playing. If an accident should occur, a staff member will administer simple first aid. In the event of a more serious injury, an emergency services will be called, and the child will be taken to the doctor or hospital- this information is stated on your child's Application Form before starting at Butterflies. A parent, or emergency contact will be contacted immediately thereafter. After any injury is treated, an accident report will be written up.

The accident book is available and must be completed if any child or member of staff sustains an injury whilst on the premises. Details of how, where, when and to whom the accident happened must be recorded by the member of staff who saw and dealt with the injury.

The treatment given must be recorded and signed by both staff member and parent on collection the same day

We report any accidents and injuries as required by RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995). See www.hse.gov.uk

We will act on the advice given by agencies such as Ofsted, Environmental Health and the Fire Brigade.

Procedure to be followed in the event of an accident

- If a child or a member of staff has an accident they will receive first aid by a qualified first aider.
- Gloves will be worn when dealing with blood or any other bodily fluids.
- The wound will be cleaned with sterile cloths or a cold compress applied. Plasters can be used upon prior authorisation given by the parent/carer upon registering with the Nursery.
- If a child has suffered a bang to the head such as hitting their head on a hard object or falling from a height but does not require emergency services, the parent/carer will be notified with first aid advice being given. This would be with the view of going home to rest or seeking further advice from their GP.
- If hospital attention is needed, the first aider dealing with the accident will make that decision and will take the necessary action to transfer that person to hospital.
- If the accident requiring hospital treatment has happened to a child, the parents will be informed by the member of staff in charge after the emergency services have been contacted.
- If the accident has occurred to a member of staff, their next of kin will be notified. Details of all emergency contacts for children and staff are kept in the 'yellow Register folder' and 'Yellow Register Clip board' during nursery hours kept on the counter with the nursery phone and used in emergency situations only and stored in the lockable cupboard when not in use.
- .An accident form will be completed stating the time it happened, the date, how it happened, first aid given and will be signed by the staff and parent/carer.

Unauthorised Persons visiting the nursery/Password

The door is always kept shut. Authorised visitors will be welcomed in the nursery at the discretion of the regular staff on site. Parents must provide nursery staff with their chosen Password and used by anyone unknown to staff visiting/Collecting children.

Unauthorised visitors will not be allowed to visit the nursery. The Manager/Deputy Manager will be responsible for addressing this situation and will explain to the unauthorised person that the nursery is responsible for the safety and welfare of the children and that only authorised persons are allowed in the nursery and/or on its grounds.

Should the Manager/Deputy Manger determine that it is appropriate to allow an unauthorised person to be in nursery and/or on its grounds, then that person will supervise and monitor the unauthorised person by accompanying him/her during his/her stay.

The Manager/Deputy Manger may ask the unauthorised person to leave the premises immediately. If the unauthorised person does not comply with the request, the senior staff member will ask a second time, and if the request is not complied with, the senior staff member will call the police for assistance.

Windows

- All windows are out of reach from the children and made from materials that prevent accidental breakage.

Doors

- The main nursery door is fitted with a latch to prevent children opening it. Parents/Visitors must ring the door bell on arrival. No parent/Visitor is to open the door for other parents/Visitors. A staff member to be diploid on door duty on arrival and home-time to let adults in and out. A sign on the door states above.
- We take precautions to prevent children's fingers from being trapped in doors by fitting door catches and stoppers where possible.
- The kitchen door is wedged open with a tall stair gate is fitted in front- to prevent children accessing the kitchen and opening/closing the kitchen door.
- Toilet doors are latched open during nursery sessions. Toilets are to be used by "Children Only" with signed stating so on each door. Adults to use separate toilet via door into chapel. Door stoppers are fitted as an added precaution. Nursery inner entrance door to children's cloakroom is kept closed until times to go outside, when a door stopper is fitted.

Floors

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

Steps

- Outside steps have a lower handrail fitted – children are supervised with clear instructions to hold the rail at all times, walking one in front of the other.

Electrical equipment

- All electrical equipment conforms to safety requirements and is checked regularly.
- Wall heaters have fitted fire guards in place for protection. Visible electric sockets near washing up station have protective plug covers as near water. Wires and leads are properly guarded and with adult supervision the children are taught not to touch them on occasions when adults are using blenders etc to introduce technology/cooking.

- The cupboard door housing the printer is kept shut and only accessed by an adult.
- 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.

Outdoor area

- The outdoor entrance courtyard and garden is securely fenced.
- The courtyard and garden is checked for safety and cleared of rubbish/faces before it is used.
- Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides.
- The sand pit is covered when not in use and cleaned regularly.
- All outdoor activities are supervised at all times.
- We conduct a check of our boundary fencing and gates every term.

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 check list to ensure the cleanliness of the setting which includes our nursery room, cloakroom, kitchen, toilets and nappy changing area.
- We have a schedule for cleaning resources and equipment, dressing-up clothes and furnishings.
- The toilets have a high standard of hygiene including hand washing using disposable paper towels and the disposal of nappies.
- We implement good hygiene practices by:
 - cleaning tables between activities;
 - cleaning toilets regularly;
 - wearing protective clothing - such as aprons and disposable gloves - as appropriate;
 - providing sets of clean clothes;
 - providing tissues and wipes.

Cleaning blood and body fluids

- All spillages of blood, faeces, saliva and vomit is cleaned up immediately, wearing personal protective clothing (disposable aprons and gloves).

- Specific 'Body fluid cleaning products' are used with disposable paper towels and disposed of in a yellow 'Biohazardous waste bag'.

Risk Assessment

- A daily risk check is carried out at the beginning of each session to identify the nursery is safe and secure. Any actions to be carried out are logged on this report.

Activities and resources

- Before purchase or loan of equipment, resources are checked to ensure 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 checked regularly.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.
- Any faulty equipment is removed from use and is repaired. If it cannot be repaired it is discarded.
- Large pieces of equipment are discarded only with the consent of the manager/assistant manager.

This policy was adopted at a meeting of

Held on

Date to be reviewed

Responsible person
