

HEALTH AND SAFETY POLICY

Statement of intent

Bishy Barnabees believes that the health and safety of children is of paramount importance. We make Bishy Barnabees 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 minimize the hazards and risks to enable the children to thrive in a healthy and safe environment.

Methods

The staff alongside Louise and Julie is responsible for health and safety. We display the necessary health and safety poster in the office which all staff have access to.

Risk assessment

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;
- weekly; and
- monthly - when a full risk assessment is carried out if required.

Insurance cover

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed in the Ladybird Room.

Awareness raising

- 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 no 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.
- 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.

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.
- The personal possessions of staff and volunteers are securely stored.

Kitchen

- Children do not have unsupervised access to the kitchen.
- All surfaces are clean and non-porous.
- Cleaning materials and other dangerous materials are stored out of children's reach.
- When children take part in cooking activities, 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 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.
- 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 areas are securely fenced.
- Our outdoor areas are checked for safety and cleared of rubbish before they are 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.

- 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 all our rooms.
- We regularly clean resources and equipment, dressing-up clothes and furnishings as required.
- The toilet areas have a good standard of hygiene including hand washing and drying facilities.
- 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.

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 Bishy Barnabees.
- 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 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.
- 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.

Missing child – Refer to our Missing Child Procedure

Animals

- Animals visiting Bishy Barnabees are free from disease and safe to be with children, and do not pose a health risk.
- Children wash their hands after contact with animals.
- Outdoor footwear worn to visit farms is cleaned of mud and debris and should not be worn indoors.

Fire safety

- 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.
- Our emergency evacuation procedures are:
 - clearly displayed in the premises;
 - explained to new members of staff, volunteers and parents; and
 - practised regularly at least once every six weeks.
 - Records are kept of fire drills and the servicing of fire safety equipment.

First aid and medication

It is our aim to ensure all staff are First Aid Qualified, at least one member of staff with current first aid training is in the main building and also the Barnabee Room at any one time and at least one member on outings. The first aid qualification includes first aid training for infants and young children.

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 Bishy Barnabees, 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 will be informed at the first possible moment.

Only medicines prescribed by a doctor, those in date and in their original packaging will be administered. Should children require medication whilst attending Bishy Barnabees, there is a detailed form which needs to be completed on the day which states; the name of the medicine, the reason for

the medicine, time and dosage last given, when next to be given and the form must be signed by the parent. All medications must have been started at least 24 hours prior to attending nursery to ensure the child in question does not have any adverse reaction to this medicine, this also applies if the medicine has been prescribed before.

Those children needing regular medication as part of every day life, an individual form has been devised to suit that particular child and their medication.

If a child develops a temperature exceeding 37.5C whilst at nursery, we will contact one of the main carers/parents to inform them that their child is unwell and ask for their verbal permission to administer Calpol. In the event that a parent/carer can not be contacted we will administer Calpol, as a last resort if we feel it is in the best interests of that child. Any medicines given will be recorded on a medication sheet, detailing the dose and time given, what the temperature was and who gave the medicine. Parents will be asked to sign this form on collection. A copy of this form will go home with the child.

If a child comes to nursery with a raised temperature and parents require Calpol or similar mild painkillers (for temperatures) to be given, the medicine form must be completed but medicine will only be given at the times indicated by the parent if the child has a temperature. We will contact parents/carers if we feel a child is not well enough to be at nursery and would benefit from being at home.

Our accident books:

- are kept safely and accessibly;
- are kept where all staff and volunteers can access them; and
- are reviewed at least every three months 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 there is a death of a child or adult on the premises, we make a report to 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. 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.

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 Bishy Barnabees' property;
 - fire, flood, gas leak or electrical failure;
 - attack on a member of staff or parent on the premises or near by;
 - any racist incident involving staff or a family on the centre's 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 the 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 Procedure 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, the emergency services are called, and the advice of these services are followed.

Administration of medication

- Children taking medication must be well enough to attend nursery.
- Children's prescribed drugs are stored in their original containers, are clearly labeled and are inaccessible to the children.
- Parents give prior written permission for the administration of medication. This states the name of the child, name/s of parent(s), date the medication starts, the name of the medication, the dose and times, or how and when the medication is to be administered.
- The administration is recorded accurately each time it is given and is signed by staff.
- Parents sign the record sheet 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. This includes procedures for contacting parents - or other authorised adults - if a child becomes ill whilst at Bishy Barnabees.

- We do not provide care for children who are unwell, have a temperature, or sickness and diarrhoea, or who have an infectious disease.
- Children with headlice are not excluded immediately, but must be treated to remedy the condition.

- Parents are notified if there is a case of headlice at Bishy Barnabees.
- Parents are notified if there is an infectious disease, such as chicken pox.
- HIV (Human Immunodeficiency Virus) may affect children or families attending Bishy Barnabees. 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/children suffering from sickness and diarrhoea must remain absent from Bishy Barnabees until 48 hours after the last bout of symptoms.
- 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 or to change light bulbs 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 to identify any issues that need to be addressed.
- Staff are advised that they are not to open the building at the beginning of the day unless there are two members of staff present. A Risk Assessment is in place.

Records

In accordance with the Statutory Framework for the Early Years Foundation Stage, we keep records of:

Adults

- **Information about the provider** - names and addresses of all staff on the premises, including temporary staff who work with the children or who have substantial access to them; 3.76
- all records relating to the staff's employment with Bishy Barnabees, including application forms, references, results of checks undertaken etc.

Children

- **Information about the child** - names, addresses and telephone numbers of parents and those with parental responsibility and adults authorised to collect children from Bishy Barnabees; 3.72
- **Information about the child** - the names and telephone numbers of emergency contacts in case of children's illness or accident; 3.72
- **Food and drink** - the allergies, dietary requirements and illnesses of individual children; 3.47
- **Information about the provider** - the times of attendance of children, staff, volunteers and visitors; 3.76
- **Accident or Injury** - accidents and medicine administration records;

- consents for outings, administration of medication, emergency treatment; and incidents. 3.50

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

Statutory Framework for the Early years Foundation Stage

- Risk assessment. 3.64
- Premises - Record of visitors. 3.62
- Safety and suitability of premises, environment and equipment - Fire safety procedures. 3.55
- Fire safety records and certificates.
- Outings - Operational procedures for outings.3.65
- Health - Administration of medication. 3.45
- Health - Prior parental consent to administer medicine.3.46
- Health - Record of the administration of medicines. 3.46
- Prior parental consent for emergency treatment.
- Accident or injury - Accident record. 3.50
- Health - Sick children.3.44

This policy was adopted in May 2008, updated July 2015.

Reviewed March 2017

To be read in conjunction with Data storage & Retention policy, Missing Child Procedure, English as an Additional Language Policy, Equipment and resources policy and missing child procedure.