



### **Health and Safety At Work Policy**

The management and employees of The Close Day Nursery School are committed to a Health and Safety Policy, which addresses potential hazards to both staff and children in the school and to visitors to the school.

#### **Health and Safety**

Responsibility for Health and Safety is with Lorraine Wetherill and Nursery Owner Sutha Satkunarajah.

#### **Involvement of Staff.**

Members of staff are instructed to be aware of potential hazards and to report them to the nursery manager as soon as possible and then Risk Assessments will be completed.

#### **Areas of Responsibility.**

The Close Day Nursery School is divided into six main areas, three classrooms, the toilets, the kitchen and the playground area.

All members of staff in whichever area they are working, are responsible for coordinating the general Health and Safety policy in that area.

The playground is the responsibility of the staff members when outside with the children linked with the nursery manager.

The toilets and kitchens are the ultimate responsibility of Lorraine Wetherill but also of staff members working in these areas. NOTE; NO children are allowed into the kitchen areas and the door / gate must always be securely closed when exiting the area.

#### **Health and Safety Activities.**

- Reporting child accidents.

There is one accident book, for each room, and the member of staff who witnessed the accident and one other member of staff, must fill in the appropriate one to record any accident. The key factors which must be included are the date and approximate time of the incident and the action taken. The parent or guardian should be informed on arriving to collect the child that an incident has occurred. To maintain confidentiality this may be done by putting an accident sign on the child's work/belongings so that the parent is guided to a member of staff to sign the book and seek any further clarification that may be needed. This person should also sign the accident book sheet to confirm they have understood the action taken by the members of staff present. The master copy remains in the nursery and the bottom copy goes home with the parent/carer.

All accident forms are numbered and spoilt ones should still remain in the file to show we have a complete record of all incidents.

If an incident is of a more serious nature i.e. not just a minor bump, and the lead practitioner is in any doubt as to the extent of the damage caused then one or more of the following actions may be needed to be taken.

1. First Aid may need to be administered by one of the qualified First aiders on site (all staff first aid trained)
2. The ambulance may need to be called in which case this should be called at once without delay and a member of staff be assigned to remain with the child or person (visitor or member of staff) whilst the remaining children are well cared for away from the incident
3. If the injury appears not to be an ambulance case but could be best treated by the child's own doctor then the lead practitioner should call the parent/guardian and inform them of the incident and allow them to make the decision as to what they would prefer to do. It may be that the parent/guardian cannot attend immediately and would prefer to allow us to make regular assessments of the child and keep them informed if any deterioration occurs. Naturally if any does then step 2 may need to be put into place after all.
4. It is the policy of The Close Day Nursery School that if any injury is sustained to the head then these should always be reported to the parent without delay and particular attention should be placed on the time of the incident and whether or not any loss of consciousness occurred.
5. Reporting staff or more serious accidents.

There is a staff accident book with carbonised sheets for any accident that may occur to staff which is kept in the main kitchen cupboard.

- Investigations.

Lorraine Wetherill must examine the factors surrounding any incident and decide how to prevent reoccurrence.

- Fire Precautions.

Since there are no direct sources of fire, the main effort is in detection and the subsequent evacuation.

- Detection.

The Close Day Nursery School is equipped with smoke and heat detectors linked to a control box. There are breakglass fire alarms to all exit doors. The alarm is a sounder. Alarms are tested regularly and Abott Fire will service the fire alarms once a year.

- Fire Drill

The Close Day Nursery School has an established fire drill, which is practised on a regular basis, but at least once a term. The results of which are logged and improvements in drill made if appropriate to do so.

- Fire Equipment

Extinguishers are inspected every year (usually May) by Specialist Fire Products. All extinguishers will be sited next to main exit doorways and at the height suggested by the local Fire Brigade.

- Safety Inspections.

Equipment is inspected for faults, which may be dangerous, and any found to be faulty is removed for repair or replacement. This is noted on the Health and Safety Sheet contained in the Risk assessment section of this folder.

- First Aid

The Policy is to have all staff trained in First Aid. New staff members will be trained within 3 months to starting. A First Aid box is located in each of the kitchen areas and is clearly visible at all times. Contents are checked regularly so as to prevent “running out”, this is carried out by the Deputy Manager.

- Food storage.

Main Lunch Meals are not provided at the nursery only breakfast, late afternoon tea and mid session snacks, instead any food brought in is prepared by parents for serving at meal times. Food is prepared / reheated in accordance with parental wishes and food thermometers are provided to ensure that food is re heated to a minimum of 75°C. All temperatures are recorded and kept with the main registers. Food may be stored in the freezer, or the fridge if brought in daily. Milk is delivered to nursery and is stored in the fridge. A fridge thermometer is in place.

For those children bringing in packed lunches a larger fridge is available for all lunch boxes. Parents dropping children off in the morning should place lunch boxes on the shelf and a member of staff will transfer them to the fridge first thing.

### **Areas of Vigilance**

The policy covers the groups of persons in The Close Day Nursery School, the teaching staff, the nursery children and visiting students.

- The Nursery operates a strictly controlled NO SMOKING policy. This includes all staff and any visitors.
- Aids/ HIV / Contamination etc.

The possibility of contamination from infected blood / bodily fluids when changing nappies or pull-ups, requires that every effort must be made to avoid

contact. Disposable gloves and aprons are available in the first aid kit and changing areas and MUST be worn whenever dealing with blood or bodily fluids. New gloves will always be used for each new function to prevent cross infection. The changing mat will be wiped with antibacterial spray after each nappy is changed.

- **Play Equipment**

Must be kept in good mechanical order at all times. Any members of staff that feel a piece of equipment is faulty should bring this to the attention of the manager who will repair or discard as appropriate.

- **High Equipment**

Children's development requires that they climb and balance. Great care should be taken to avoid any risk of falling.

- **The Kitchen**

Children are not allowed in any of the kitchen areas.

- **Emergencies**

Fire exits must always be unlocked and free from obstruction - Maintenance and testing of fire equipment –Fire Drills and Evacuation – Nursery Manager Mrs. Lorraine Wetherill.

First Aid Boxes, Aimee Way

We also have a lockdown procedure (see policy) whereby if a situation arises, all staff adhere to the procedure of locking doors/ shutting blinds and hiding with children. We have several practise drills and these are logged in the Fire Log book.

## **Communication**

It is the responsibility of Lorraine Wetherill to ensure the Staff see and understand the Health and Safety Policy.

## **Disposal of Clinical Waste**

The Close Day Nursery has a contract with Initial Services to collect and dispose of all nappies from site. They should be placed into a nappy sack and put into nappy bins provided in the baby room and middle room. At the end of the day they should be placed in the prescribed yellow bin at the side of the owner's house. This is then collected and disposed of by Initial as per the contract.

## **General Cleaning**

The Close Nursery School employs a cleaner (CleanGenie Company) on a daily basis who ensures that the nursery is kept in a clean state. Periodically spillages and accidents may occur and the staff on duty are expected to ensure that any hazard is cleared away in an appropriate way. For example sand is kept swept up if it is used in the tray so as to minimise the risk of slipping. Any accidents involving bodily fluids should be cleaned in an appropriate and hygienic way with the use of appropriate cleaning substances and in such a way as to not put children or staff in any danger, i.e. the use of any bleach or other such hazardous substances should not be used when children are on site. This can be done by the staff after hours if necessary.

## **Training**

All training given to staff should enable them to carry out work safely and also ensure that the children in their charge are not allowed to put their Health and Safety at risk.