

POPPIES DAYCARE NURSERY LTD.

Health and safety

4.1 Risk assessment

Policy statement

This Nursery believes that the health and safety of children is of paramount importance. We make our Nursery a safe and healthy place for children, parents, staff and volunteers by minimising the hazards and risks to enable the children to thrive in a healthy and safe environment.

The basis of this policy is risk assessment. Our risk assessment process follows five steps as follows:

- Identification of risk: Where is it and what is it?
- Who is at risk: childcare staff, children, parents, visitors, cleaners etc?
- Assessment as to the level of risk as high, medium, low. This is both the risk of the likelihood of it happening, as well as the possible impact if it did.
- Control measures to reduce/eliminate risk: What will you need to do, or ensure others will do, in order to reduce the risk
- Monitoring and review: How do you know if what you have said is working, or is thorough enough? If it is not working, it will need to be amended, or maybe there is a better solution.

Procedures

Our risk assessment process covers adults and children and includes:

- Checking for and noting hazards and risks indoors and outside, and in our premises and for activities
- Assessing the level of risk and who might be affected;
- Deciding which areas need attention; and
- Developing an action plan which specifies the action required the timescales for action, the person responsible for the action and any funding required.
- We maintain list of health and safety issues, which are checked daily before the session begins as well as those that are checked on a full risk assessment.

Legal Framework

- Management of Health and Safety at Work Regulations 1992

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4.2 Health and safety general standard

Policy statement

Our nursery believes that the health and safety of children is of paramount importance. We make our nursery 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 environments.

Our staff members of staff responsible for health and safety are: **All Staff**

Insurance cover

We have public liability insurance and employers' liability insurance. The certificate is displayed in the entrance lobby.

Procedures

Raising Awareness

- Our induction training for staff and volunteers includes a clear explanation of health and safety issues so that all adults 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 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 played by these issues in the daily life of our nursery.
- As necessary, health and safety training in the annual training plans of staff, and health and safety is discussed regularly at staff meetings.
- We operate a no smoking policy.
- Children are made aware of health and safety issues through discussions, planned activities and routines.

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 the correct equipment.
- All warning signs are clear and in the appropriate languages.
- Adults do not remain in the building in their own or leave on their own after dark.
- The sickness of staff and their involvement in accidents is recorded. The recorded records are reviewed regularly to identify issues that need to be addressed.
- 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 are ingested. It also states where they are stored.
- We keep all cleaning chemicals in their original containers.

Windows

- Low level windows are made from materials that 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.

Doors

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

Floors

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- All floors are checked daily to ensure they are clean and not uneven, when wet, signage is put in place.

Electrical /gas equipment

- All electrical / gas equipment conforms to safety requirements and is checked regularly.
- Our electrical switches are not accessible to the children, and are protected by safety socket covers.
- Fire, 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 the water is controlled to prevent scalds.
- Lighting and ventilation is adequate in all 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
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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.
- 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 during Nursery sessions.
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Kitchen

- Children do not have unsupervised access to the kitchen.
- All surfaces are clean and non-porous.
- There are separate facilities for hand-washing and for washing up.
- Cleaning materials and other dangerous materials are stored out of children's reach.

Outdoor area

- Our outdoor area is securely fenced.
- Our outdoor area is checked for safety and cleared of rubbish 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.
- All outdoor activities are supervised at all times.

Hygiene

- Our daily routines encourage the children to learn about personal hygiene.
- We have a daily cleaning routine for the Nursery which includes play room(s), kitchen, rest area, toilets and nappy changing areas.
- 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;
 - Providing sets of clean clothes;
 - Providing tissues and wipes; and
 - Ensuring sole use of flannels and towels.

Activities and resources

- 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.

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- 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.

Legal framework

- Health and safety at work act (1974)
- Management of Health and Safety at work act (1992)
- Electricity at Work Regulations (1989)
- Control of Substances and Hazardous to Health Regulations (COSHH) (2002)
- Manual Handling Operations Regulations 1992 (as amended)

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4.3 Fire safety and emergency evacuation

Policy statement

We ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. All staff are familiar with current legal requirements. Where necessary we seek the advice of a competent person, such as a Fire Officer or a Fire Safety Consultant.

Procedures

- The basis of fire safety is risk assessment. These are carried out by a competent person.
- The manager has received training in fire safety sufficient to be competent to carry out risk assessments.
- Our nursery is in a rented property, therefore our landlord carries out fire safety risk assessments that apply to the building and they contribute to regular reviews.
- Fire doors are clearly marked, never obstructed and easily opened from the inside.
- Smoke detectors / alarms and fire fighting appliances conform to BSEN standards; they are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.
- Our emergency evacuation procedures are approved by the Fire Safety Officer and are;
 - Clearly displayed on the premises;
 - Explained to new members of staff, parents and volunteers and;
 - Practised regularly at least once a term.
- Records are kept of fire drills and servicing of fire safety equipment.

Emergency Evacuation Procedure

- Upon hearing the fire alarm, all personnel and children should evacuate the building via the nearest safe exits in a calm and orderly manner and proceed to the designated evacuation point the Poppies Car Park at Tidworth or the garden at The Cottage and Perham Down.
- The room supervisors take the room daily registers with them.
- The designated Fire Marshal should follow having checked the building is empty, closing doors behind them.
- The Nursery Manager takes the Nursery Evac Pack [containing – staff telephone numbers, mobile phone, fire wardens jacket and red Fire Book]
- Childcare Manager and Housekeeper to assist baby room staff [with non mobile children] and to collect Grab Bag on route from cot room.
- The Fire Marshal does a roll call of staff, children and visitors.
- Everyone must remain in situ until instructed to move by fire Warden

4.4 Recording and reporting of accidents and incidents

(Including procedure for reporting to HSE and RIDDOR)

Policy statement

We follow the guidelines of reporting injuries, Diseases and Dangerous Occurrences (RIDDOR) for the reporting of accidents and incidents. Child Protection matters or behavioural incidents between children are NOT regarded as incidents and therefore there is a separate procedure for this.

Procedures

Our accident books:

- Are kept safely and accessibly;
- Are accessible to all staff and volunteers;

Are reviewed regularly 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.

Any injury requiring General Practitioner or hospital treatment to a child, parent, volunteer or visitor is reported to the local office of the Health and Safety Executive.

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 (i.e. an event which does not cause an accident but could have done).

Our Incident Book:

We have ready access to telephone numbers for emergency services, including local police. The person responsible for dealing with emergencies during the working day at the Tidworth nursery is the Facilities Manager of the Premises whom we rent from – Linzi Coleman. In his absence and in the event of an emergency occurring during non working hours we would contact the Aspire Help Desk **0845 168 2300**. At the Perham Down nursery this responsible person would be Elaine Harrison.

The Help Desk have the authority to deal with any incident including:

- Break in, burglary, theft of personal or the nursery property;
- An intruder gaining unauthorised access to the premises;
- Fire, flood, gas leak or electrical failure;
- Attack on a member of staff or parent on the premises or nearby;
- Any racist incident involving staff or a family on the centres 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 should also be recorded.
- In the unlikely event of a terrorist attack we would follow the advice of the emergency services with regard to evacuation, medical aid and contacting children's families. Our standard Fire Safety Policy will be followed and staff would take charge of their key children. The incidents 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 is sought. Ofsted would also be informed and any other agencies deemed necessary.
- The incident is not for recording issues of concern involving a child. This is recorded in the child's own file.

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Legal Framework

- Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR 2013)

4.5 Food Hygiene

Policy statement

In our nursery we provide snacks for the children. Hot meals are provided by an outside contractor who is registered with the local Environment health department. All meals are cooked on their premises at the Tidworth setting. Hot meals are cooked in the on-site kitchen in Perham Down and we are bound by Wiltshire council guidelines and the food standards agency.

Procedures

- We maintain the highest possible food hygiene standards with regard to the purchase, storage, preparation and serving of food. The housekeeper and cook hold food hygiene qualifications.
- We use reliable suppliers for the purchase of food for our snacks and cooked meals.
- Food is stored at the correct temperature and is checked to ensure it is in date and not subject to contamination by pests, rodents or mould.
- Packed lunches are stored in cool place: un-refrigerated food is served to children at midday and we recommend to parents that they use an ice pack in their children's lunch boxes.
- Parents may provide food which has been prepared at home for children under the age of 12 month's. The transition between having food heated from home and moving on to a packed or hot lunch will be discussed with the parents and we will offer a flexible approach to this transition bearing in mind each individual child.
- We will store these foods in the fridge in named containers and heat them to a temperature of 75°C in line with safer food guidelines. Any pre-packed foods will be heated in accordance to packet instructions and any uneaten foods will be sent home to parents.
- Any food from home which is re-heated is recorded onto a food heating log (PDN05a.F6) noting the date, the temperature, a description of the food and the staff member who has heated it up.
- Food preparation surfaces are cleaned before and after use.
- There are separate facilities for hand washing and washing up.
- All utensils, crockery etc are stored appropriately.
- Cleaning materials and other dangerous materials are kept out of children's reach.
- Children do not have unsupervised time in the kitchen.
- When children take part in cookery activities they are supervised at all times and understand the importance of hand washing and simple hygiene rules.
- They do not have unsupervised access to electrical equipment such as blenders etc.

Reporting of Food poisoning

- Food poisoning can occur for a number of reasons; not all cases of sickness or diarrhoea are as a result of food poisoning and not all cases of sickness and diarrhoea are reportable.
- Where children and / or adults have been diagnosed by a GP or hospital doctor to be suffering from food poisoning and where it seems possible that the source of the outbreak is within the nursery, the manager will contact the Environmental Health Department and the Health protection Agency, to report the outbreak and comply with investigation.
- If the food poisoning is identified as a notifiable disease under the Public Health (infectious diseases) Regulations 1988 the nursery will report the matter to Ofsted.

Legal Framework

- Management of health & safety at work regulations 1999
- Regulation (EC) 852/2004 of the European Parliament and the council on the hygiene of foodstuffs.

4.6 Sun Smart Policy

The nursery is committed to ensuring that all children are fully protected from the dangers of the sun. Severe sunburn in childhood can lead to the development of skin cancers in later life. Age appropriate activities will be provided to help the children understand about the dangers of the sun and the importance of wearing sun cream and hats on hot sunny days.

We ask that parents please check the expiry symbol on the back of their sun cream to ensure that it is still safe to use. The general consensus is that most sun creams have a shelf life of 2 – 3 years provided they haven't been kept in direct sunlight (this includes if you have already taken your sun cream away to a hot climate and taken it to the beach/pool) Sun cream should always be used within its expiry date to ensure that maximum protection is given.

Procedures

- Parents will provide a named sunhat which will be worn at all times whilst outside during sunny weather. If possible this hat will be kept at nursery during the summer months. We adhere to a strict no hat, no outdoor policy. This applies to **all** children; it is to prevent possible exposure to heat exhaustion.
- Sun cream (named) of at least a factor 20 will be provided by the parent's. It is the parent's responsibility to ensure that their child is adequately protected by applying the first application of cream before the child has come into nursery; staff will re-apply sun cream at frequent intervals throughout the day. Older children will be encouraged and supported to apply their own sun cream to develop independence in readiness for school.
- Children will require light-weight cotton clothing suitable for wearing in the sun, with long sleeves and long legs, especially if they have fair skin.
- Children have access to fresh drinking water throughout the day and are encouraged to drink more during hot weather.
- Shade will be actively sought when outside. The children will be either indoors or in the shade between 11.30am – 2.30pm on very hot days.
- Parents of Asian, African, Afro-Caribbean or African-American children should be aware that these skin types can be very tolerant to sunshine, however it is important to remember that burning and heat exhaustion can still occur.
- Closed toe shoes are worn during the summer months for health and safety purposes.

All other issues relating to Health and Safety are printed in our Health and safety handbook (HS/0/0810) and our health and Safety general Policies Folder.

4.7 Critical Incident Policy

At Poppies we understand the need to plan for all eventualities to ensure the health, safety and welfare of all the children we care for. With this in mind, we have a critical incident policy in place to ensure our nursery is able to operate effectively in the case of a critical incident. These include

- Flood
- Fire
- Burglary
- Abduction or threatened abduction of a child
- Bomb threat/ terrorism attack
- Any other incident that may affect the care of the children in the nursery

If any of these incidents impact on the ability of the nursery to operate, we will endeavour to contact parents via phone/e-mail/text message/Facebook page at the earliest opportunity, e.g. before the start of the nursery day.

Flood

There is always a danger of flooding from adverse weather conditions or through the water/heating/cooling systems. We cannot anticipate adverse weather; however we can ensure that we take care of all our water and heating systems through regular maintenance checks. Our heating/cooling system is checked and serviced regularly to ensure they are working effectively and so that they conform to all appropriate guidelines and legislation.

If flooding occurs during the nursery day, the nursery manager will make a decision based on the severity and location of the flooding, and it may be deemed necessary to follow the fire evacuation procedure. In this instance the children will be kept safe and parents will be notified.

Should the nursery be assessed as unsafe through flooding, fire or any other incident we will endeavour to offer parents care in another location at our sister nursery, or link with other childcare settings to look at other options within the local area where this is possible.

Fire

Please refer to the fire safety policy – 5.3 Fire safety and emergency evacuation

Burglary

The management/senior staff member will follow a lock up procedure which ensures all doors and windows are closed and locked before vacating the premises. Alarm systems are used and are in operation during all hours that the nursery is closed the manager/senior staff member will always check the premises as they arrive in the morning. Should they discover that the nursery has been broken into they will follow the procedure below:

- Dial 999 with as many details as possible, name and location, details of what you have found with the emphasis being that this is a nursery and the children will be arriving soon
- Contain the area to ensure that no-one enters until the police arrive. The staff will direct parents and children to a separate area as they arrive. If all areas have been disturbed staff will follow police advice
- The manager on duty will help police with enquiries by identifying items missing, area of entry etc.
- A manager will be available at all times during this to speak to parents, reassure children and direct enquiries.
- Management will assess the situation following a theft and ensure parents are kept up to date with developments relating to the operation of the nursery
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Abduction or threatened abduction of a child

We have secure safety procedures in place to ensure children are safe while in our care, including safety from abduction. Staff are vigilant at all times and report any persons lingering on/near nursery property immediately. All doors and gates to the nursery are locked and cannot be accessed unless staff members allow individuals in. Parents are reminded on a regular basis not to allow anyone into the building whether they know them or not.

Children will only be released into the care of a designated adult, and parents are asked to inform the nursery and complete the collections book where possible to notify us of some one different collecting their child. Parents are asked to give the name of the person collecting, their contact details and to give a password.

Parents are requested to inform the nursery of any potential custody battles or family concerns as soon as they arise so the nursery is able to support the child. The nursery will not take sides in relation to any custody battle and will remain neutral for the child. If an absent parent who is known to the nursery arrives to collect their child, the nursery will not restrict access **unless** a court order is in place. We will endeavour to contact the parent who has custody to inform them. Parents are requested to issue the nursery with a copy of these documents should they be in place. If required we will gain legal advice with regards to any concerns over custody and relay any information back to the parties involved.

If a member of staff witnesses an actual or potential abduction from nursery we have the following procedures which are followed immediately:

- The police must be called immediately.
- The staff member will notify management immediately and the manager will take control
- The parents will be contacted
- All other children will be kept safe and secure and calmed down where necessary
- The police will be given as many details as possible including details of the child, description of the abductor, car registration number if used, time and direction of travel if seen and any family situations that may impact on this abduction.

Bomb threat/terrorism attack

If a bomb threat is received at the nursery the person taking the call will record all details given over the phone and raise the alarm as soon as the phone call has ended. The management will follow the fire evacuation procedure to ensure the safety of all on the premises and will provide as much detail to the emergency service as possible.

Other incidents

All incidents will be managed by the manager on duty and all staff will co-operate with any emergency services on the scene. Any other incident that requires evacuation will follow the fire plan. Other incidents e.g.: no water supply will be dealt with on an individual basis taking in to account the effect of safety, health and welfare of the children and staff in the nursery.

The manager will notify Ofsted in the event of a critical incident.

Lock down procedure

We will use the lock down procedure when the safety of the children and staff is at risk and we will be better placed inside the current building, with the doors and windows locked and curtains/blinds drawn.

We will activate the emergency procedure in response to a number of situations, but some of the more typical might be:

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- A reported incident or disturbance in the local community (with potential to pose risk to staff and children in the nursery)
- An intruder on the nursery site (with potential to pose a risk to staff and children in the nursery)
- A warning being received regarding a risk locally, of air pollution (smoke plumes, gas cloud etc.)
- A major fire or explosion in the vicinity of the nursery – as long as It is safer staying in the premises than leaving

In this case the staff will be notified by the following:

- A whistle being blown

All individuals (including children) will remain in the area they are in, if safe to do so. If children are outside, staff are to promptly and calmly direct children into the building, if this will not endanger them. Staff will make efforts to close and lock doors wherever safe to do so.

All individuals will keep away from the windows and doors and children will be occupied in the centre of the building so they are not placed at risk or are able to see any situation developing outside.

The manager will ensure all children, staff and visitors are accounted for and safe before returning to the office area to keep up to date with the current situation via updates.

The manager on duty will manage the situation dependant on the situation and the information available. If the nursery is in immediate danger of an intruder, the police will be called as a matter of urgency. In other cases where the situation has been called through by the police or local area authority, the nursery will await further instructions.

Once the all clear has been given externally, the manager will issue the all clear internally. After this time the staff will try to return practice to normal to enable the children not to be disrupted or upset by events.

Any children showing worries or concerns will have one to one with their key person to talk about these.

Parents will be informed about the situation at the earliest safest opportunity and will be kept updated when the information changes.

After the event a post incident evaluation will be conducted to ensure that each child and staff member was supported fully and the procedure went as planned.