



## **SAFETY AND SUITABILITY OF PREMISES, ENVIRONMENT AND EQUIPMENT**

### **8.1 Health and safety general standards (Pol No 28)**

#### **Policy statement**

We believe 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, staff and volunteers 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: **Lesley Cook**
- She is competent to carry out these responsibilities.
- She has undertaken health and safety training and regularly updates her knowledge and understanding.
- We display the necessary health and safety poster in: **Staff Room**

#### *Insurance cover*

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed in: **Reception**

#### **Procedures**

##### *Awareness raising*

- Our induction training for staff and volunteers includes a clear explanation of health and safety issues, so that all adults are able to 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.
- We keep records of these induction training sessions and new staff and volunteers are asked to sign the records to confirm that they have taken part.
- We give new parents/carers of children the health and safety aspects, so that they understand the part played by these issues in the daily life of the setting.
- As necessary, health and safety training is included in the annual training plans of staff, and health and safety is discussed regularly at our staff meetings.
- We operate a no-smoking policy.
- We make children aware of health and safety issues through discussions, planned activities and routines.

### *Windows*

- Our windows above the ground floor are secured so that children cannot climb through them.
- We ensure that any blind cords are secured safely and do not pose a strangulation risk for young children.

### *Doors*

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

### *Floors and walkways*

- All our floor surfaces are checked daily to ensure they are clean and not uneven, wet or damaged. Any wet spills are mopped up immediately.
- Walkways are left clear and uncluttered.

### *Electrical/gas equipment*

- We ensure that all electrical equipment conforms to safety requirements and is checked regularly.
- Our boiler/electrical switch gear/meter cupboard is not accessible to the children.
- Fires, heaters, wires and leads are properly guarded, and we teach the children not to touch them.
- There are sufficient sockets in our setting to prevent overloading.
- We switch electrical devices off from the plug after use.
- We ensure that the temperature of hot water is controlled to prevent scalds.
- Lighting and ventilation is adequate in all areas of our setting, including storage areas.

### *Storage*

- All our resources and materials, which are used by the children, are stored safely.
- All our equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

### *Outdoor area*

- Our outdoor area is securely fenced. All gates and fences are childproof and safe.
- Our outdoor area is checked for safety and cleared of rubbish, animal droppings and any other unsafe items before it is used.
- Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides.
- We leave receptacles upturned to prevent collection of rainwater. Where water can form a pool on equipment, it is emptied and cleaned before children start playing outside.
- Our outdoor sand pit is covered when not in use and is cleaned regularly.

- We check that children are suitably attired for the weather conditions and type of outdoor activities; ensuring that sun cream is applied, and hats are worn during the summer months.
- We supervise outdoor activities at all times; and particularly children on climbing equipment.

### *Hygiene*

- We seek information from the WireHouse (H&S advisors) 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 the setting, which includes the play room(s), kitchen, rest area, toilets and nappy changing areas. Children do not have unsupervised access to the kitchen.
- 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 disposal facilities for nappies.
- We implement good hygiene practices by:
  - cleaning tables between activities;
  - cleaning and 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 individual use of flannels, towels and toothbrushes.

### *Activities, resources and repairs*

- Before purchase or loan, we check equipment and resources to ensure that they are safe for the ages and stages of the children currently attending the setting.
- We keep a full inventory of all items in the setting for audit and insurance purposes.
- The layout of our play equipment allows adults and children to move safely and freely between activities.
- All our equipment is regularly checked for cleanliness and safety, and any dangerous items are repaired or discarded.
- We make safe and separate from general use any areas that are unsafe because of repair that is needed.
- All our materials, including paint and glue, are non-toxic.
- We ensure that sand is clean and suitable for children's play.
- Physical play is constantly supervised.
- We teach children to handle and store tools safely.
- We check children who are sleeping at regular intervals of at least every ten minutes. This is recorded with the times checked and the initials of the person undertaking the check.
- If children fall asleep in-situ, it may be necessary to move or wake them to make sure they are comfortable.

- 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 and the management team.

#### *Jewellery and accessories*

- Our staff do not wear jewellery or fashion accessories, such as belts or high heels, that may pose a danger to themselves or children.
- Parents must ensure that any jewellery worn by children poses no danger; particularly earrings which may get pulled, bracelets which can get caught when climbing or necklaces that may pose a risk of strangulation.
- We ensure that hair accessories are removed before children sleep or rest.

#### *Safety of adults*

- We ensure that adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.
- We provide safe equipment for adults to use when they need to reach up to store equipment or to change light bulbs.
- We ensure that all warning signs are clear and in appropriate languages.
- We ensure that adults do not remain in the building on their own.
- We record the sickness of staff and their involvement in accidents. The records are reviewed termly to identify any issues that need to be addressed.

#### *Control of substances hazardous to health*

- Our staff implement the current guidelines of the *Control of Substances Hazardous to Health Regulations (COSHH)*.
- We keep a record of all substances that may be hazardous to health - such as cleaning chemicals, or gardening chemicals if used and where they are stored.
- Hazardous substances are stored safely away from the children.
- We carry out a risk assessment for all chemicals used in the setting. This states what the risks are and what to do if they have contact with eyes or skin or are ingested.
- We keep all cleaning chemicals in their original containers.
- We keep the chemicals used in the setting to the minimum in order to ensure health and hygiene is maintained. We do not use:
  - anti-bacterial soap/hand wash, unless specifically advised during an infection outbreak such as Pandemic flu; or
  - anti-bacterial cleaning agents, except in the toilets, nappy changing area and food preparation areas. Anti-bacterial sprays are not used when children are nearby.
- Environmental factors are taken into account when purchasing, using and disposing of chemicals.

- All members of staff are vigilant and use chemicals safely.
- Members of staff wear protective gloves when using cleaning chemicals.

*Commitment to managing Health & Safety for Young People*

- In accordance with the Little Smarties Nursery Health and Safety Policy, the Nursery recognises its extended duty for ensuring the well-being and safety of young persons’ when on the premises or property. This extended duty must be considered by every person who is involved, to any extent, with the supervision or control of young persons and when conducting risk assessments.
- Little Smarties is committed to providing a safe environment for all its employees, students and those people that use its facilities and services.
- Little Smarties recognises that young persons may require additional protection in accordance with its statutory duties and common law duty of care.
- In the event of a young person, under 18 years of age, being employed arrangements will be put in place to carry out a risk assessment relevant to the employee’s activities prior to employment. The effectiveness of controls will be monitored until the person reaches 18 years of age.

*Due to COVID-19 the Nursery has adopted new measures during this time to ensure the children’s/staff’s and parent’s safety whilst using our setting. Please see Appendix A.*

**Legal framework**

- Health and Safety at Work Act (1974)
- Management of Health and Safety at Work Regulations (1999)
- Electricity at Work Regulations (1989)
- Control of Substances Hazardous to Health Regulations (COSHH) (2002)
- Manual Handling Operations Regulations (1992 (As Amended 2004))
- Health and Safety (Display Screen Equipment) Regulations (1992)

**Further guidance**

- Health and Safety Law: What You Need to Know (HSE Revised 2009)
- Health and Safety Regulation...A Short Guide (HSE 2003)
- Electrical Safety and You: A Brief Guide (HSE 2012)
- Working with Substances Hazardous to Health: What You Need to Know About COSHH (HSE Revised 2009)
- Getting to Grips with Manual Handling - Frequently Asked Questions: A Short Guide (HSE 2011)

**POLICY NUMBER 28**

**The policy was adopted at a meeting of.....**

**Held on.....**

**Date to be reviewed.....**

**Signed on behalf of the provider.....**

**Name of signatory.....**

**Role of signatory.....**

## **APPENDIX A**

### **HEALTH & SAFETY CHECKS**

- Our Health & Safety Policy will be updated (we can email this out to you)
- Our open and close down checks for rooms will be adapted

### **RISK ASSESSMENTS**

- Risk assessments will continue to be looked at for all areas of the nursery, including new risk assessments where needed

### **ARRIVAL & DEPARTURE**

- The use of the gate by the large garden on the left as you arrive in the car park (signposted) will be your entrance into the grounds and please use the same system when picking up
- You will drop off and collect your children at the front door and exit the way you would normally come in (**FOR NURSERY CHILDREN ONLY**)
- BASC will use their usual door
- Please adhere to social distancing rules when waiting
- Unfortunately, there can be no conversations at the door, and only 1 parent is allowed to collect at a time, therefore if you would like an electronic handover (this will be on Tapestry) please ask, otherwise, anything important that you need to know will be communicated by phone that same day
- All children will have their hands sanitised when arriving and leaving the premises
- We would ask that, if possible, you collect your children no later than 17:30 so that the staff can rotate and clean resources and have the room ready for the following day

### **CLEANING & HYGIENE**

- Gates, locks, door handles, chairs, etc, will be disinfected at regular intervals throughout the day
- Toilets will be cleaned after every use and children will only be able to go 3 at a time
- Resources in the room will be changed daily and cleaned after the daily use
- Soft furnishing's will be taken out of rooms as these are harder to clean thoroughly
- Cleaning of hands will be done at regular intervals throughout the day and the children will learn a song that they can sing whilst washing their hands to ensure they do this for 20 seconds

### **SPACE MANAGEMENT**

- Children will be in their own room's ('Bubbles') with the same children and staff each day where practicably possible
- These staff will be with the children consistently throughout the day (where possible), e.g. lunchtimes, garden time, etc.
- Each room will have a section of the garden

### **ILLNESS**

- ANY parent/carer who suspects that their child may be showing or developing any signs or symptoms of Coronavirus MUST keep them at home and ensure an appropriate test is organised.
- If your child displays any Coronavirus related symptoms whilst at Nursery, you will be contacted to collect your child immediately – ALL ALTERNATIVE EMERGENCY CONTACTS CAN NOW BE USED
- If your child displays any symptoms of Coronavirus, they will be isolated with a member of staff wearing PPE until they are collected. The child or staff member displaying the symptoms will be sent home and will need to have a negative test result before returning to Nursery.

- In the event your child tests positive for Coronavirus, they will be asked to self-isolate for 7 days and ALL children/staff members working/learning in that bubble will need to self-isolate for 14 days. If the test results are negative, all will be welcome back
- If you, the parent, come into contact with a friend/family member or colleague etc. who displays any signs or symptoms of the Coronavirus and you are isolating, it is down to your discretion if you choose to bring your child into the setting until your test results are available. We would appreciate being informed of the process throughout and evidence of your test results
- You will be informed immediately if we have any confirmed outbreaks within your child's care bubble upholding all data and privacy laws
- Evidence of the test results will be asked for in all scenarios and kept on record in your child's file
- If your child needs Calpol/Nurofen to treat the signs or symptoms of Coronavirus, then they CAN NOT be in Nursery. GP advice may be needed
- If your child presents a temperature of 37.8°C or above, they will not be able to attend Nursery
- Prescribed medication can be given to children if GP's have confirmed that your child can be safely in Nursery

### **OTHER MEASURES**

- Windows and doors will be open (where possible) for ventilation
- External visitors WILL NOT be allowed inside the premises, unless absolutely necessary
- We will only be using PPE if a child/staff member becomes ill and we believe it could be coronavirus related, otherwise we will take all other precautions when with the children
- We will not be taking everyone's temperature on arrival, only when we think it may be necessary
- ALL children MUST bring in their own water bottle which will stay here and be sterilised every evening (we will not be using cups at this moment in time)
- We ask that you DO NOT bring bags in every day but supply your child with 2 sets of clean clothes that we will keep here, and we will wash when needed (more if potty training!) – This will be a separate conversation for parents who have babies attending
- If you need to bring something specific in, please consult Coral or Mel about this
- Ideally, we would ask for 1 comforter to be left here (if you have another at home) If this is not possible please consult Coral or Mel for an alternative
- Children will not be cleaning their teeth at present
- NOTHING should be brought into Nursery from home, e.g. toys, books, etc.
- Accident, Incident and Medicine forms cannot be signed at present. They will be filled out by a member of staff and these will be emailed to you the same day and we ask that you reply to acknowledge that you have read this.

### **CURRICULUM**

Our priority is to firstly, keep the children safe and ensure their wellbeing is paramount.

We will be planning our curriculum around the outside areas where we believe it will be a safer environment for the children to learn and play.

Now that all children have been welcomed back and are settled, our curriculum is now back on track with our continuous provision and observations ongoing.

**Our main aim is to keep all children, families and staff safe and we would appreciate your cooperation, vigilance and understanding through this difficult time.**

**As you will be aware, these Terms and Conditions will be under constant review in line with Government guidance.**