

Health and Safety Policy and Practice

This is the Health & Safety Policy Statement of Little Pumpkins Nursery

Our statement of general policy is:

- To provide adequate control of the health and safety risks arising from our work activities
- To consult with our employees on matters affecting their health and safety.
- To provide and maintain safe equipment
- To ensure safe handling and use of substances
- To provide information, instruction and supervision for employees
- To ensure all employees are competent to do their tasks, and to give them adequate training
- To prevent accidents and cases of work related ill health
- To maintain safe and healthy working conditions
- To review and revise this policy as necessary at regular intervals
- To ensure that all staff are aware of the Stress Policy

The safety of young people is of paramount importance. It is our intention to provide and maintain a safe and healthy environment and safe and healthy working conditions for all employees. Concerns relating to health and safety should be taken to the Health and Safety Officer. If these concerns cannot be dealt with directly, the Manager will raise the concerns to proprietor.

A record of any such concerns will be kept in the risk assessment folder. The person with overall and final responsibility for ensuring our Health & Safety Policy is deputy manager as well as the Nursery manager overseeing it. Also, responsible for Health and Safety is: health and safety officer. Their role is to be vigilant to potential hazards at all times.

In order to ensure the safety of both children and adults, the Nursery will make sure that:

- The safeguarding children policy is followed at all times
- No inappropriate jewellery to be worn, safety of the children to be considered
- Dress code is followed – Nursery uniform at all times
- Children are encouraged to walk inside the premises
- Children are encouraged to run outside in a safe environment
- All electrical sockets should be protected by safety plugs
- Adult scissors or potentially dangerous objects are not left lying within reach of the children
- Any accident involving body fluid is reported to a first aider, the Nursery Manager or Deputy

In addition:

- Only named and labelled medicines will be given, ones that need to be refrigerated are to be kept in the staff fridge. The Nursery will abide by the medicine policy. Parents must complete a “medicine request form” to enable the management to administer medicines on the parent’s behalf
- Where possible, only management can administer any medicines and a witness

must always be present

- No student should be left alone at any time with the children
- No child should be left unsupervised
- Whenever children are on the premises, at least two adults are present
- Activities such as cooking and energetic play receive close and constant supervision
- On outings, a risk assessment is conducted
- If a small group goes out, there will be sufficient adults to maintain appropriate ratios for staff and children remaining on the premises. Equipment offered to children is developmentally appropriate, recognising that materials suitable for an older child may pose a risk to younger/less mature children
- Under no circumstances may a member of staff take a child from the Nursery unless written consent is obtained from the parent of the named child. All parents are required to fill in an outings consent form for their child
- Sun awareness- parents are asked to supply their own sun cream and hat for their child
- On very hot sunny days outdoor play will be restricted to before 11am and after 3pm, when the sun is not at its hottest
- Ratios of adults: children are adhered to at all times both inside and out
- A register of both adults and children is completed as people arrive, so that a complete record of all those present is available in any emergency
- There is no smoking anywhere in our Nursery
- A correctly stocked first aid box is available at all times
- Fire extinguishers are checked annually by RES, and staff know how to use them
- PAT Testing is regularly carried out
- There are locks on doors that are checked at the beginning of each session
- All staff receive and safety training on induction; this includes risk assessment training, manual handling, fire safety, COSHH and RIDDOR training

First Aid

The Nursery aims to train all staff in first aid as follows:

- First aid is to be administered by first aider trained staff only. First aiders will determine the cause of injury
- Gloves will be worn when dealing with blood or any other bodily fluid and then disposed of into nappy bags and then into the nappy bins
- Check notes for children with allergies to adhesive dressings; use a bandage on these cuts
- The wound will be cleaned with sterile cloths or a cold compress applied. No ointments applied
- In case of a severe injury or allergy call another member of staff. If in **ANY** doubt, dial **999** for an ambulance
- If an accident has happened that needs hospital attention a staff member will contact the parents immediately and expect them to collect the child and take them to hospital/or a staff member will take the child to hospital and wait for the parents
- If the child is well enough to stay in Nursery, they will be monitored throughout the session for any adverse reactions
- The first aid form is completed and a statement written

- Parents must sign the accident form at the end of the session. All treatment, however minor, is recorded and reported to parents

For further advice, Call NHS Direct on 0845 46 47 or 111

Please note: Staff accidents must be recorded in the data protection-compliant staff accident book.

First Aid Coordinators

The First Aid Coordinator has the responsibility of ensuring that the first aid kit in each room is maintained. The First Aid Coordinator informs the Manager or Deputy of any supplies running low.

Kitchen Health and Safety

Food Preparation Areas

- Any person preparing the food or drinks in the kitchen must wear appropriate clothing to avoid food contamination. Hair must be tied back or covered with a hair net
- Any person assisting in food preparation must have a valid food hygiene certificate
- Floors can become slippery which could result in an accident for which any unauthorised person will not be insured

Failure to comply with the said policy could result in prosecution. Staff can support the cook by:

- Preparing their lunch in the kitchen or if necessary asking the cook if he/she is able to help with any necessary preparation
- Only entering the kitchen area when necessary
- Staff may occasionally use the fridge in the kitchen to store items and must clearly label them according to food hygiene principles

Food Safety Complaints Policy

If a child or a member of staff fall ill after eating food that has been prepared and made within the premises of Little Pumpkins Nursery, it must be immediately reported to the Manager who will then fill in the Allegation form. It will require details regarding symptoms, period of time, what has been eaten, and where the food has come from.

Depending on the scale of the food poisoning you may need to seek medical attention and advice. The Nursery will investigate by looking through temperature control forms and contacting the suppliers to see if any other food has been reported to be at risk.

Manual Handling Policy

The Nursery has a responsibility to ensure that the staff have the knowledge to safely and successfully complete their job. One such area is Manual Handling. Safe manual handling throughout the working day will reduce the risk of back strain or injury.

It is the Nursery's responsibility to provide the staff with information of safe manual

handling practices that will allow them to carry out their daily routine without being at risk. It is the responsibility of the Risk Assessment coordinators to ensure that any risks that are brought to their attention are assessed and suitably minimised. Employees have a duty to communicate with each other for manual handling to be effective.

The responsibility does not just lie with Little Pumpkins Nursery Ltd. Employees have a responsibility and a duty of care to themselves. It is the employees' responsibility to take reasonable care of their own safety and action any advice given to them. Employees need to be responsible for asking fellow colleagues for assistance and know their own capabilities.

Employees will only lift and carry children when absolutely necessary and where possible will get down to the child's level to console and comfort (this is also good behaviour management). It is unnecessary to carry a mobile child. Staff will assist and support each other and students in carrying out this policy.

If a back injury occurs, it the employee's responsibility and duty to report the injury so a risk assessment can be carried out. If the injury has occurred at work an accident form will need to be completed.

Safe Working Methods and Equipment Policy

- Please refer to the manufactures guidelines and instructions on the usage of equipment within your work setting. Contact your Health and Safety officer within your work setting if you are experiencing any problems with the instructions that may arise.

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