

Health, Hygiene & Safety Policy

Statement of intent

The nursery believes that the health and safety of the children in their care is of paramount importance, and makes the setting a safe and healthy place for children, parents/carers, practitioners and volunteers.

Aim

We aim to make all children, parents/carers and staff, within the nursery, aware of health, hygiene and safety issues and to minimise the hazards and risks to enable the children to thrive in a healthy, hygienic and safe environment.

Methods

The practitioner responsible for health and safety within the nursery is:

Steve Catley

He is competent to carry out these responsibilities.

An appropriate poster is on display in

Small Storeroom

Insurance cover

The nursery is insured through the Pre School Learning Alliance and we have public liability, and employers' liability insurance - the current certificate is displayed in the front window of the main church building next to the nursery entrance gate. (Policy number RTT209838, expires 31/03/2025)

Awareness raising

- Our induction training for practitioners and volunteers includes a clear explanation of health and safety issues so that all adults are able to adhere to our policy and 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 the induction training and new practitioners and volunteers are asked to sign the records to confirm 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 the setting.
- As necessary, health and safety training is included in the annual training plans of practitioners, 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.



Signed : *Steve Catley*

Date : reviewed April 2024

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Handwashing

- In accordance with Public Health England guidelines children and staff are encouraged to catch sneezes with a tissue, bin the tissue and wash their hands and follow the same routine when wiping noses.
- We also remind children and staff to wash their hands:
 - after outside breaks
 - before meals and snack times
 - after using the toilet
 - when they arrive at your setting
 - at the end of the day before they go home.
- If soap and water is not available at the time, hand sanitizer can be used instead. We endeavour to use products with minimum 60% alcohol if at all possible.
- We remind everyone that they should try not to touch their eyes, nose and mouth with unwashed hands.

Safety of Children

- We ensure all practitioners employed have been checked for criminal records by an enhanced disclosure from the Disclosure Barring Service. (*See Staffing and Employment Policy*)
- 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 must be present.

Safety of adults

- Adults are provided with guidance about the safe storage, movement, and lifting 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.
- Adults should not remain in the building on their own.
- The sickness of practitioners and their involvement in accidents is recorded. The records are reviewed termly to identify any issues that need to be addressed.

Security

- Systems are in place for the safe arrival and departure of children.
- A member of the management team or other delegated practitioner will record each child's arrival and exit on the daily register.
- Our systems prevent unauthorised access to our premises.
- Our systems prevent children from leaving our premises unnoticed.
- The personal possessions of practitioners and volunteers are stored away from the children during sessions.

Windows

- Low level windows are made from materials that prevent accidental breakage or are made safe.
- Windows above ground level are secured so that children cannot climb through them.

Doors

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



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Floors

- All surfaces are checked daily to ensure they are clean and not damaged.

Kitchen (since the Covid-19 pandemic, the URC have requested the kitchen is not to be used by the nursery other than for basic preparation of cold snacks for the children and the refilling of hand-washing stations or cleaning buckets.)

- Cooking activities are restricted to cold snacks.
- Children do not have access to the kitchen.
- All surfaces are clean and non-porous.
- Cleaning materials and other dangerous materials are stored out of reach of children.

Electrical equipment

- All electrical equipment conforms to safety requirements and is regularly checked.
- Mains switch cupboard is kept locked and not accessible to the children.
- Electric sockets, wires and heaters are protected, and children are taught/reminded not to touch them.
- There are sufficient sockets to prevent overloading.
- Access to hot water for the children is kept at a temperature which prevents scalding.
- Lighting and heating is adequate in all areas of the setting.

Storage

- All resources and materials from which the children select are stored safely.
- All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

Activities

- Before purchase/loan, equipment/resources are checked to ensure they are safe for the ages and stages of the children currently attending the setting.
- 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 used is play sand. It is clean and changed regularly.
- 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.

Sleeping children

- Plume Avenue Nursery do not have a specific area set aside for children to sleep but will make appropriate adjustments to the layout of the setting to accommodate any child want to have a nap.
- If any child falls asleep, where it is appropriate and safe to do so, the child will be allowed to sleep where they are.
- If not, they may be transferred to a buggy/pushchair or other area where they will be able to rest safely.
- Children sleeping at nursery will not be left unattended.
- Children who are sleeping are checked regularly.
- The keyperson, or another familiar adult will attempt to wake a sleeping child after a period of time agreed with parents / carers.



Outdoor play area

- Our outside area is:
 - securely fenced;
 - checked for safety and cleared of rubbish/animal faeces before use;
 - appropriately supervised at all times.
- Children will have the opportunity to play outside throughout the year.
- Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides.
- Outdoor footwear worn in the garden area is cleaned of mud and debris and wherever possible should not be worn indoors.

Animals

- Animals visiting the setting are free from disease, safe to be with children and do not pose a health risk.
- Children wash their hands after contact with animals.

Food and drink

See also Food & Drink Policy, however

- Practitioners who prepare and handle food receive appropriate training and understand/comply with current food safety and hygiene.
- All food and drink is stored appropriately and hot drinks are not allowed in any of the play areas or garden area.
- Fresh drinking water is available to the children at all times.
- Snack, meal times and any food based activities are appropriately supervised and children do not walk about with food or drink.
- We operate systems to ensure that children do not have access to food/drinks which may adversely affect their allergies or intolerances.

Hygiene

- To prevent the spread of infection the nursery will ensure that good practices are observed.
- In particular each adult will;
 - wash their hands under running water before handling food.
 - not be involved with the preparation of food if suffering from any infectious / contagious illness or skin problems;
 - never cough or sneeze over food;
 - prepare raw and cooked foods in separate areas;
 - keep food covered and refrigerated where appropriate with labels indicating date of preparation;
 - use separate cleaning cloths/mops for the kitchen from other areas within the nursery.



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