

## **Health and Safety Policy**

### **Aim**

At The Saplings, 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 visitors.

We aim to make children, parents and staff aware of health & safety issues and to minimise the hazards and risks to enable the children to thrive in a healthy safe environment.

The person responsible for Health and Safety within The Saplings is Jo Gadsden/Manager

The Health & Safety poster is displayed in the office.

### **EYFS key themes and commitments**

**A Unique Child** – 1.3 Keeping safe, 1.4 Health and Well being

**Enabling Environment** – 3.3 The Learning environment

3.4 The Wider context

This policy is underpinned by: -

Children Act 1989 and 2004

Disability Discrimination Act 1995 and 2005

- Data Protection Act 1998
- Employment Act 2002
- Human Rights Act 1998
- The Health and Safety at Work Act 1974
- Regulatory Reform (Fire Safety) Order 2005
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

(RIDDOR 1995)

- Management of Health and Safety at Work Regulations 1999
- Manual Handling Regulations 1992
- EYFS 2008/2012/2014/2017
- Further guidance Fire Safety Risk Assessment - Educational Premises (HMG

2006)

### **Risk Assessment**

Our risk assessment process includes

- checking for hazards and risk indoors and outdoors, in our activities and procedures. Our assessment covers adults and children.

- These assessments will be carried out daily and weekly and all final assessment will be dealt with immediately. These will be recorded and communicated to all staff members.

- Deciding which areas need attention and

- developing an action plan that specifies the action required, the timescales for action, the person responsible for the action and any funding required.

We maintain lists of health and safety issues, which are checked:

- Daily
- Weekly and
- termly – when a full detailed risk assessment is carried out.

## **Security**

- Systems are in place for the safe arrival and departure of children. The times of the children's arrivals and departures are recorded as detailed in our Operational Plan.
- All children who are to be picked up by someone other than their parents will have to sign a book of collection and will also need to quote a password which has been given by the parents as a security code.
- The arrival and departure times of adults - staff, volunteers and visitors - are recorded in the register and also in the Visitors Book.
- 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 sessions.

## **Doors/Floors**

- We take precautions to prevent children's fingers from being trapped in doors.
- Floors are kept safe from slippage and dangerous obstacles.
- All surfaces are checked daily to ensure they are clean and not uneven or damaged.

## **Kitchen**

- Children do not have unsupervised access to the kitchen, the gate is kept closed at all times.
- All surfaces are clean and non-porous.
- Cleaning materials and other dangerous materials are stored out of children's reach.
- When children take part in cooking activities, they: - are supervised at all times; - are kept away from hot surfaces and hot water; and - do not have unsupervised access to electrical equipment.

## **Electrical/gas equipment**

- All electrical/gas equipment conforms to safety requirements and is checked regularly.
- Our boiler/electrical switchgear/meter cupboard is not accessible to the children.
  - 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 hot water is controlled to prevent scalds.
- Lighting and ventilation is adequate in all areas including storage areas.

## **Storage**

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

### **Outdoor area**

Our outdoor area is securely fenced off and the gate is secured and locked by a padlock.

- 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.
- All the area is risk assessed on a daily basis.
- Our outdoor sand pit is covered when not in use and is cleaned regularly.
- All outdoor activities are supervised at all times.

### **Fire / Emergency Evacuation Procedures**

- The fire safety risk assessment is annually reviewed or sooner if matters arise from routine fire drills.
- The fire alarm will either sound or a whistle will be blown to let everyone know they have to evacuate.
- Evacuation routes can be found in every room.
- The Manager will collect the mobile phone, visitors signing in book, staff register and children/staff contact details box from the office. Staff will take with them the register from their room. Children and staff then assemble outside the Doctor's surgery on The Square. If evacuation is from the rear of the building then staff/children will leave via the car park and assemble outside the Doctors surgery.
- The Manager will check the Office, staff toilet and entrance.
- A register will be taken out side of staff, children, students and visitors to ensure all are present.
- Fire doors are clearly marked, never obstructed and easily opened from the inside.
- Smoke detectors/alarms and fire fighting appliances conform to BSEN standards, 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 in the premises; - explained to new members of staff, volunteers and parents; and - practised 6 weekly
- Records are kept of fire drills and we include date and time of the drill, how long it took and any comments that delayed evacuation and any further action taken to improve the drill procedure.
- The Fire Safety Equipment is serviced annually.

### **Emergency Contacts**

There is a list of emergency contact numbers up in the office.

- Local Doctor 01473 610028
- Local Police 01473 613500
- IAA 0845 60 800 33

- Customer First 0808 8004005

These are checked every 3 months to make sure they are the same.  
The Manager will be the person responsible for this.

### **Hygiene**

- All staff attend Food Hygiene courses every three years.
- During induction staff need to read and understand the procedures from the Safer Food, Better Business guidelines.
- We prevent the spread of infection by ensuring that the following good practices are observed: - Wash hands after using the toilet, before and after eating. - Hygiene rules relating to bodily fluids are followed with particular care and all staff and volunteers are aware of how infection, including HIV infection, can be transmitted.
- Our pets are cleaned out regularly. When staff/children have handled the animal they are required to wash their hands with the anti-bacterial cleanser provided. When are pets are unwell they receive appropriate veterinary care. Nappy Changing
- We check nappies every 1.0 hours and change if necessary. We change nappies if they are obviously dirty, whenever they are noticed if this is less than 1.0 hours. All nappies are changed every 2 hours.
- Children are changed on a changing mat by their Key Person (or Buddy) whenever possible.
- The changing mat is cleaned with disinfectant spray after every use. Staff use disposable gloves and aprons, children are changed in area where they have a degree of privacy but not in a closed room.
- Children are changed using wet wipes. Soiled nappies are placed in nappy sacks and placed in the nappy bin which is emptied each day. All nappy changes are noted on the daily nappy changing pro forma.
- Children are encouraged to wash their hands after their nappy has been changed.

### **No Smoking**

We enforce a strict NO Smoking Policy within the grounds and buildings of The Saplings.

### **Cleaning**

We maintain high standards of cleanliness throughout the setting by thorough daily cleaning carried out by the staff. We believe high standards are necessary not only to stop the spread of infection but also to provide a pleasant play and work environment.

- Cleaning materials have been carefully sourced and are used according to manufacturer's instructions.
- Separate mops, cloths and buckets are used for toilets.
- The kitchen has its own separate check-list for cleaning.
- Toys are cleaned with hot soapy water / Milton solution or in the washing machine as appropriate.
- All loose materials such as rugs and throws are washed frequently. Sick Child and Illnesses
- All staff are trained in Paediatric First Aid and this is renewed every three years.
- Parents complete emergency contact details on registering their child to setting

which are stored in the child's file.

Staff, students and volunteers complete emergency contact details prior to starting at the setting.

We follow the RIDDOR regulations to report and record work-related accidents. RIDDOR applies to all work activities but not all incidents are reportable. If someone has had an accident in a work situation where you are in charge, and you are unsure whether to report it call the Incident Contact Centre (ICC) on 0845 300 99 23.

### **Incidents reported under RIDDOR are:**

- Deaths.
- Major injuries.
- Over-3-day injuries
  - where an employee or self-employed person is away from work or unable to perform their normal work duties for more than 3 consecutive days.
- Injuries to members of the public or people not at work where they are taken from the scene of an accident to hospital.
- Some work-related diseases.
- Dangerous occurrences
  - where something happens that does not result in an injury, but could have done.

Reports must include the date, time and place of the event, personal details of those involved and a brief description of the nature of the event or disease.

### **These records are kept by:**

- Keeping copies of report forms in a file
- Using your Accident Book entry
- Maintaining a written log

We refer to 'Guidance on Infection Control in Schools and other Childcare Settings' from the Health Protection Agency to give us guidance on the control of infectious diseases, this information is displayed for parents and we will inform parents of any infectious diseases. Any diseases listed which require us to consult with our local Health Protection Unit would also be reported to Ofsted.

We follow the exclusion periods recommended by the Health Protection Agency ([www.hpa.org.uk](http://www.hpa.org.uk)) Medication/First Aid

Parents are required to complete a permission slip for prescribed medicines before they leave the premises.

In the event a child has a high temperature the parent will be called to authorise the administration of infant paracetamol (Calpol). A Calpol Form will be completed with a name, date, time and dosage which will then be signed by the parent on collection of their child.

When a child becomes ill at setting it would be normal practice for the child to be collected and taken home.

Where possible a child's parents should administer medicine.

Calpol / infant paracetamol will only be administered to a child who requires it due to illness and will not be given as a preventative measure. If parents/carers know their

child will need this type of medication in advance then it must be provided by them.

When medicine is administered two members of staff are required to be present and both must sign the form.

When a child arrives at setting and the parent/carer informs a member of staff that the child has been given medication during the night or before their visit, a note must be made of the time and dosage so that medication is not administered again too early.

If a child has been prescribed medication by a Medical professional they should not attend the setting on the first day that it is administered.

Medication is kept in a high cupboard in the main kitchen which is inaccessible to children. If medicine needs to be stored in the fridge it is put in a labelled box.

All medicines must be in the original containers and clearly labelled with the child's name. Parents will be required to complete a medicine form detailing the exact times and dosage that should be administered.

On collection of the child the medication will be handed back and the parent/carer must sign the medicine form to verify their acceptance that the medication has been given.

No member of staff or child should attend the setting if they are or suspect they are suffering from any form of contagious/infectious illness. Once they are better they should 50 return unless they pose a risk of infection to others. All infectious illness should be reported to the setting as soon as possible and cautions to limit the spread of infection will be implemented.

The first aid kits are checked every 3 months to ensure they are complete and all dressings are within their use by date.

Should a child cut or graze themselves whilst at setting the wound will be cleaned and dressed appropriately by a member of staff wearing gloves. The accident will be recorded on the accident sheet which the parent will need to sign on collection of their child and a copy of the form will be sent home with the parent.

A Care Plan will be put into place for any child that needs additional support, this would be done in liaison with the parents/carers as well as other care professionals if appropriate.

The setting will require any child with headlice to be treated before the child returns. Parents will be informed if there is a case of headlice in setting. Emergency Treatment

Parents are required to complete on registration a detailed care form giving details of their child's health including giving permission to apply plasters and sun cream. We will also require emergency contact details.

Parents are asked to keep their children at home if they have any infection and inform the setting as to the nature of the infection so that the setting can alert other parents and make careful observations of any child who seems unwell.

If a child or member of staff suffers from sickness or diarrhoea whilst at setting they should go home straight away. Parents of children will be contacted and asked to collect their child as soon as possible. All such phone calls are logged so that an accurate record is kept. In the meantime the child will be cared for away from other children with a member of staff present. There must be at least a 48 hour period since the last occurrence before they return to setting.

If a child becomes ill with an infectious illness such as chicken pox or has a

temperature the parent will be called immediately and asked to collect the child as soon as possible. Whenever a child has their temperature taken it is logged so that a record is available to the parent. In the meantime the child will be cared for away from other children with a member of staff present and their condition closely monitored.

We have a written procedure displayed in the office which gives clear guidelines to staff on when to call for an ambulance. It also states the procedures for then calling parents and accompanying the child to hospital. In the event that a child is taken to hospital a member of staff will accompany the child in the ambulance. A senior member of staff would follow in their car to give extra support.

First Aid Kits are stored in the main kitchen, downstairs office and upstairs kitchen area.

### **Individual Responsibilities**

All staff are required to have Level 2 Award in Food Safety and Catering.

Our Health and Safety Officer is Jo Gadsden.

All staff/students and volunteers undergo Food Hygiene and Safety as part of their induction.

All staff are required to read and sign to say they have understood the 'Safer Food, Better Business' guidelines. The guidelines which are stated in this initiative are the basis of all our safe and hygienic practice within the setting.

All staff are required to register with the on-line Suffolk County Council Training Unit and use the site to inform themselves of courses to extend their skill and knowledge base.

Our Staff Training Officer, Rachel Lockwood/Manager, who oversees the mandatory training of staff and therefore ensures staff are kept up-to-date.

The Saplings is dedicated to improving the skills of its practitioners and encourages the staff to seek advancement in their professional development.

Staff are made aware of relevant legislation by reading and understanding our policies and attending Food Safety Course.

### **Visitors**

Every visitor has to sign in the visitor's book. They put the date, name, what time they come in, the purpose of their visit and then what time they leave.

When a visitor comes to the setting we will ask to see the badge if they haven't got it on view.

We ask visitors to wear a dated sticker to show that they are a Visitor to setting if they are not displaying a clear badge already.

**Insurance** The setting holds Employers and Public Liability Insurance. The Public Liability Insurance Certificate is displayed on the reception area notice board.

### **Manual Handling**

Staff receive guidance from our 'Behaviour Management Policy' on the use of physical intervention.

If the need arose for the staff to receive training on Manual Handling to support a child with Additional Needs then we would seek training from appropriate outside

agencies.

Staff are expected to assess the weight of any object and are not required to lift anything which they feel is inappropriate. Staff are encouraged to use safe lifting techniques and leaflets showing these methods are displayed and are introduced at the Staff Introductory Induction.

## **Records**

When a child has an accident at setting this is recorded on an 'Accident Form' together with a Body Map. This details the date, time and nature of the accident together with the child's reaction and any first aid given. This form is given to the parent when they collect the child for them to sign and receive details from the staff member concerned. This form is copied so that the parent and setting each have a copy.

Checks are made to ensure we have permission to apply plasters, or administer first aid, if necessary.

The Accident Form shows the child's name, date, accident/incident, action taken such as a cold compress and signatures of staff involved. The child's name is also highlighted in the signing in book so parents are made aware a member of staff needs to speak with them.

If a child has a non-accidental injury whilst in the setting – e.g. is bitten by another child, then the staff must complete an 'Incident Form' for both children. These forms are given to both children's parents for signing. The names of the children are kept confidential. These forms are copied so that parents and setting each have a copy. The child's name is also highlighted in the signing in book so parents are made aware a member of staff needs to speak with them.

If a child comes in with an injury from home then we ask parents/carers to complete a 'Home Incident Form'. This details information about the date, time and circumstances of the injury. It also asks for witnesses and any treatment given. This is signed by the parent. It is also countersigned by the Safeguarding Officer. These forms are copied so that parents and setting each have a copy.

The Accident Form, Incident Form and Home Incident Form are shown to the designated Safeguarding Officer each week who reads and makes a decision whether to pursue the matters further at that point. The forms are then filed in each child's personal file.

Ofsted is informed within 14 days of any serious accident, illness, injury or death of a child who attends the setting.

If the Safeguarding Officer feels that any child needs further monitoring then they should open a 'Record of Concern' and follow the protocol as outlined in CAF 1 & 2. CAF 1 & 2 has been attended by Rachel Lockwood.

All children's records are held confidentially and are only shared with other agencies as strictly prescribed by regulations (Data Protection Act 1998).

Sleeping Babies/Children – Please refer to our Sleeping/Resting Child Policy.

## **Activities**

• 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 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 is clean and suitable for children's play.
- All play is constantly supervised.
- Children are taught to handle and store tools safely.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.

This policy was

Reviewed on 1/3/17  
by Rachel Lockwood/Manager

Signed.....Rachel Lockwood.....

Date to be reviewed.....March 2018.....