



Bloomsbury Nursery School & Children's Centre

Health and Safety Policy Specific Areas

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1. Insurance Cover

We have public liability insurance and employers' liability insurance through the Local Authority and the certificates are displayed in the entrance areas to the nursery. We also have insurance through the LA for children attending the setting.

2. 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 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 and volunteers 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 they play in the daily life of the nursery.
- As necessary, health and safety training is included in the annual training plans of staff 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.

(See induction of new staff policy)

3. Children's Safety

- Only persons who have been checked for criminal records by an enhanced disclosure from the Disclosure & Barring Service and are registered with Ofsted as child carers have unsupervised access to the children, including helping them with toileting.
- 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 are present.

4. Security

- Systems are in place for the safe arrival and departure of children. The times of the children's arrivals and departures are recorded in our Under 3's and Before & Afterschool provision. Children in the nursery school arrive at 8.50am and are collected between 2.50 and 3pm.

- Parents are asked to make sure that they bring and collect their child from their member of staff, saying 'hello' and 'goodbye' so that we know the child is here or has been collected.
- 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.

5. Windows, Doors, Floors and Stairs

- Low level windows are made from materials which 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.
- We take precautions to prevent children's fingers from being trapped in doors.
- All surfaces are checked daily to ensure they are clean and not uneven or damaged.
- The stairs to our Mezzanine level have handrails fitted and a stair gate at the bottom to prevent children from accessing them. Visibility strips are present on each stair.

6. 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.
- 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.

7. 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.

8. 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.

9. 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.
- Our outdoor sand pit is covered when not in use.
- All outdoor activities are supervised at all times.
- Our outdoor climbing frame is designed to appropriately challenge our children, however, risk assessments are undertaken and children are supervised at all times.

(see also Sun Safety Policy)

10. Hygiene

- We regularly seek information from the Environmental Health Department and the Health Authority 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 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.

11. 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 nursery.
- 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.
- 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.

12. Food and Drink

- Staff who prepare and handle food receive appropriate training and understand - and comply with - food safety and hygiene regulations.
- All food and drink is stored appropriately.
- Adults do not carry hot drinks through the play area(s) and do not place hot drinks within reach of children.
- Snack and meal times are appropriately supervised and children do not walk about with food and drinks.
- Fresh drinking water is available to the children at all times.
- We operate systems to ensure that children do not have access to food/drinks to which they are allergic.

(See also Food and Drink Policy/Nutritional Standards)

13. Outings and Visits

- We have agreed procedures for the safe conduct of outings.
- Procedures to be followed on outings are contained within our educational visits policy.
- A risk assessment is carried out before an outing takes place.
- Parents always sign consent forms before major outings.
- Our adult to child ratio is high, normally one adult to two children.
- The children are appropriately supervised to ensure no child gets lost and that there is no unauthorised access to children.
- Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.

For those children remaining at nursery, the adult to child ratio conforms to the requirements of the National Standards for Day Care and LA guidance.

14. Animals

- Animals visiting the pre-school are free from disease, safe to be with children and do not pose a health risk.
- Our nursery pets are free from disease, safe to be with children and do not pose a health risk.

(See also Educational Visits Policy)

15. 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 safe equipment to do so.
- All warning signs are clear and in appropriate languages.
- Adults do not remain in the building on their own or leave on their own after dark.
- The sickness of staff and their involvement in accidents is recorded. The records are reviewed termly to identify any issues which need to be addressed.

16. Records

In accordance with the National Standards for Day Care and LA guidance, we keep records of:

- adults authorised to collect children from pre-school;
- the names, addresses and telephone numbers of emergency contacts in case of children's illness or accident;
- the allergies, dietary requirements and illnesses of individual children;
- the times of attendance of children, staff, volunteers and visitors;
- accidents; and
- incidents.

In addition, the following policies and documentation in relation to health and safety are in place.

National Standard 6: Safety

- Risk assessment.
- Record of visitors.
- Fire safety procedures.
- Fire safety records and certificates.
- Operational procedures for outings.
- Vehicle records including insurance.
- List of named drivers.

National Standard 7: Health

- Administration of medication.
- Prior parental consent to administer medicine.
- Record of the administration of medicines.
- Prior parental consent for emergency treatment.
- Accident record.
- Sick children.
- No smoking.

17. First Aid and Accident Procedures

At least one member of staff with a current first aid training certificate (relevant to infants and young children) is on the premises or on an outing at any one time. The first aid qualification includes first aid training for infants and young children.

Our first aid kit:

- complies with the Health and Safety (First Aid) Regulations 1981;
- is regularly checked by a designated member of staff and re-stocked as necessary;
- is easily accessible to adults; and
- is kept out of the reach of children.

At the time of admission to the Setting, parents' written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval.

Our Accident Book:

- is kept safely and accessibly;
- all staff and volunteers know where it is kept and how to complete it; and
- is reviewed at least half termly to identify any potential or actual hazards.

Completed accident forms are shared with parents on collection. For more serious accidents, parents are notified as soon as it is deemed appropriate.

For children attending our Under 3's provision Ofsted is notified of any injury requiring treatment at hospital, or the death of a child or adult. For children attending the nursery school LA accident forms are completed and returned.

Any injury requiring 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).

18. Common Illnesses and Medicines

At Bloomsbury we recognise that some children need regular medication for illnesses such as asthma. In these cases we are happy to administer medication during the time that the child is at nursery.

Children's prescribed drugs are stored in their original containers, are clearly labelled and are inaccessible to the children.

Parents give prior written permission for the administration of medication. The administration is recorded accurately and parents sign the record book to acknowledge the administration of a medicine.

If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional.

Sickness

Our policy for the exclusion of ill or infectious children is discussed with parents. This includes procedures for contacting parents - or other authorised adults - if a child becomes ill at pre-school.

We also advise parents that we do not administer other medicines such as antibiotics and recommend that if a child needs antibiotics then maybe they are not well enough to be at nursery. Often young children need additional levels of care when unwell that we are not able to give at nursery. Parents also need to be aware of possible side effects/allergic reactions to medication.

We follow guidelines issued by the LA and Health Authority for exclusion periods.

Ofsted and/or LA is notified of any infectious diseases which a qualified medical person considers notifiable.

19. Fire and Evacuation Procedures

There are several areas of the nursery that need to be considered in relation to fire safety procedures and these are outlined separately where appropriate.

General Fire safety

- Fire doors are clearly marked, never obstructed and easily opened from 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:
 - clearly displayed in the premises;
 - explained to new members of staff, volunteers and parents; and
 - practised regularly at least once a term.
- Fire drills take place regularly through the year in a planned way

Autumn Term - inform children immediately before then have next practice the following week without warning.

Spring Term - remind children about procedure and then have drill next day

Summer Term - no warning before drill

We also practice evacuation procedures at different times of the day in order to ensure that all children and staff have experience of the procedure.

- Records are kept of fire drills. See sample record sheet.
- All staff are given training on induction of the evacuation and fire procedures.
- We are aware of the need for training of staff on the use of fire fighting equipment.

Fire Evacuation Procedure

Any fire is not to be tackled by staff, parents or children. All staff and children should evacuate the building as quickly as possible for their safety.

General instruction in case of fire.

1. On discovering a fire the alarm is sounded.
2. The headteacher or senior member of staff calls the Fire Service by dialling 999. (including 9 for an outside line)
3. On hearing the Fire Alarm evacuate the building and go immediately to the appropriate assembly points around the boundary fence.

Daisies - Children and staff to assemble at top of ramp path by climbing frame
Sunflowers – 1. Children and staff to assemble behind climbing frame by the climbing wall.

Sunflowers - 2. Children and staff to assemble at the front of climbing frame

4. Exits from rooms are clearly identified
Classrooms exit through outside doors onto playground
Staff room/Community Room/Office exit back through nursery
Kitchen staff leave through outside door to front of building
Family Support through outside door to front of building and take walkie talkie
5. Staff check their own groups using the registers that they bring with them as they leave the building.
6. Named senior manager on duty i.e. head or deputy responsible for:
Checking building is clear – visual check of children toilets in studio and middle room
Collection of gate key should further evacuation be necessary.

Confirmation of all children and adult evacuated – report to Fire Service on their arrival

*See locating lost child procedure

7. Office staff responsible for
Ensuring any parents/visitors follow evacuation route
Collection of student register and visitors book
Collection of gate key & walkie talkie
8. No-one should re-enter the building until told by the fire service that it is safe to do so.

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20. Procedure for the location of a lost child in the event of emergency evacuation of the building

- If having followed the evacuation procedure outlines above the senior member of staff is made aware that there is a child that is unaccounted for the following procedure will be followed:
- Named senior member of staff will confirm with key worker/other staff where child was last seen in nursery if possible
- Senior member of staff will then under take immediate risk assessment of possibility of being able to re-enter the building in order to locate the child.
- If possible then this senior member of staff will re-enter the building informing the next senior member of staff of the areas of the nursery they will search before returning to evacuation point.
- If it is felt that it is unsafe for a member of staff to re-enter building or child is not located then:-
- Senior member of staff will report the lost child status immediately to the Fire Service personnel when they arrive.

21. Site specific considerations in Fire Evacuation Procedure

- Main assembly points are to the rear of the building. It is within a safe enclosed area for young children.
- Should it be necessary staff and children could evacuate this area by moving through the outside garden area to the side of the main nursery school through to the car park area at the front of the school. Gate key is stored in key cupboard in main office and additional key on keys in Daisy Area.
- Should it be necessary staff and children could evacuate this area using the passage at the front of the building.
- Should it be necessary staff and children could evacuate the main assembly areas by passing children over the fence into the park area: Using benches from outside area staff would pass children over fence always ensuring appropriate numbers of staff at each side of the fence to ensure safety and reassurance of the children.
- Should it be immediately impossible for the agreed main assembly points and evacuation routes to be used then there are exits from all parts of the building to the front of the nursery and this could be used to assemble in the car park. However, we consider that it is very unlikely that this will be needed and do not

practice this evacuation route as routine since it would be confusing to young children.

- The senior member of staff on duty would make this decision known to staff and staff would follow instructions and use own common sense in ensuring the safety of children and themselves.

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