



Health and Safety Policy

This policy applies to all staff, including senior managers, paid staff, volunteers and sessional workers, agency staff, students or anyone else working on behalf of Mulberry Corner.

Mulberry Corner believes 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 have public liability insurance and employers' liability insurance. The certificates for public and employers liability insurance are displayed on our notice board and a copy is available within our Compliance folder.

The purpose of this policy is:

- To make children, parents and staff 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.

In order to achieve the aim of this policy we adhere to the following procedure:

- Our designated member of staff responsible for health and safety is Sabrina Rees;
- She is competent to carry out these responsibilities.
- She has undertaken health and safety training and regularly updates her knowledge and understanding.
- Kat Matthews, Emma Sadler, Chloe Dunkley and Katie Frampton are additionally trained in health and safety and support Sabrina Rees in her role.

Our risk assessment process covers adults and children and includes:

- Checking for and noting hazards and risks indoors and outside, and in our premises and activities. This includes activities away from the setting;
- Assessing the level of risk and who might be affected;
- Deciding which areas need attention;
- Developing an action plan that specifies the action required, the time-scales for action, the person responsible for the action and any funding required;
- Anything which a child may come into contact with during a session; and

- For activities away from the setting (e.g. outings), we will consider the appropriate adult to child ratios.

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

- Daily before the session begins;
- As and when a new risk or change is identified; and
- Once a year - when a full risk assessment is carried out and/or reviewed.

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.
- 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 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 staff meetings.
- We operate a no smoking policy to ensure that no-one smokes in any area that the children are present or about to be present, including the outside area and outside of the entrance to the nursery.
- Children are made aware of health and safety issues through discussions, planned activities and routines.

Children's safety

- We ensure all employed staff, regular volunteers and students have been checked with a criminal records check from the Disclosure Baring Service.
- We remind staff that they are expected to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment at the setting).
- We ensure all staff employed have had full suitability checks before they start work in accordance with our Staff Recruitment policy.
- All children are supervised by adults at all times.
- Whenever children are on the premises at least two adults are present.

Security

- Systems are in place for the safe arrival and departure of children. The times of the children's arrivals and departures are recorded.
- The arrival and departure times of adults - staff, volunteers and visitors - are recorded.

- Children are only released into the care of individuals named by the parent when prior notice (preferably written) is given. A password system is in place to enable us to release children into the care of individuals we have not met before.
- Our security systems prevent children from leaving our premises unnoticed.
- The personal possessions of staff and volunteers are securely stored during sessions.
- Our security systems prevent unauthorised access to our premises.
- All registers for children, staff, students and volunteers are checked at the end of each month to ensure everyone has been signed in and out and also to look at any patterns of absence.

Procedure for checking the identity of visitors

- If a visitor or prospective parent is unknown to the setting we check their credentials and reason for visiting before allowing them to enter the setting.
- For all visitors (other than prospective parents who are being accompanied on a show around the nursery) we ask for at least 1 form of identification to verify who they are and, if appropriate, which organisation they work for (e.g. official identity badge, driving licence, bankcard which shows signature).
- If we require further verification we will contact the main landline telephone number of their organisation and ask to be put through to the visitor's manager.
- We ensure that the visitor or prospective parent is supervised whilst we are carrying out these checks, and throughout their visit.
- We record the visitor's name, reason for visit, time and date in our Visitor's log book. The Visitor or prospective parent is required to sign the book/log.
- If the visitor or prospective parent is known to the setting we check that they have a valid reason to enter. They are then required to complete the visitor's log book and will not be left unsupervised in the setting.
- The visitors log book will be checked monthly to ensure it is being used effectively and that visitors are signed in and out.

Windows and doors

- Low level windows are made from materials that prevent accidental breakage or are made safe.
- We take precautions to prevent children's fingers from being trapped in doors.

Floors

- All floor surfaces are checked daily to ensure they are clean and not uneven, wet or damaged.

Kitchen, food and drink

- Children do not have unsupervised access to the kitchen.
- All staff involved in preparing and handling food will be confident to do so and will receive training in food and hygiene.

- We ensure that our facilities are suitable for the hygienic preparation of food for children. All staff follow the guidelines of *Safer Food Better Business* (Obtainable from the Food Standards Agency).
- The person in charge and the person responsible for food preparation understands the principles of Hazard Analysis and Critical Control Point (HACCP) as it applies to their business. This is set out in *Safer Food Better Business*.
- The person responsible for food preparation and serving carries out daily opening and closing checks on the kitchen to ensure standards are met consistently (see *Safer Food Better Business*).
- 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;
 - do not have unsupervised access to electrical equipment.
- Staff who prepare and handle food receive appropriate training and understand and comply with food safety and hygiene regulations. (Regulation (EC) 852/2004 of the European Parliament and of the Council on the Hygiene of Foodstuffs replaces previous Food Safety Regulations and the requirements are set out in *Safer Food Better Business* obtainable from the Food Standards Agency).
- All food and drink is stored appropriately.
- 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. These systems include obtaining information about any special dietary requirements, preferences and food allergies that the child has, and any special health requirements. This information is recorded and acted upon.
- We follow Food Standards Agency guidelines around food allergen labelling and awareness.

Gas/Electrical equipment

- All electrical/gas equipment conforms to safety requirements and is checked regularly.
- Our boiler/electrical switch gear/meter cupboard is not accessible to the children.
- Fires, heaters, electric sockets, wires and leads are properly guarded and the children are taught not to touch them.
- Storage heaters are checked daily to make sure they are not covered.
- There are sufficient sockets to prevent overloading.
- The temperature of hot water accessible by children 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.
- Our outdoor area is checked for safety and cleared of rubbish or any pet mess 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.
- All outdoor activities are supervised at all times.

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 setting 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
 - cleaning toilets regularly
 - wearing protective clothing - such as aprons and disposable gloves - as appropriate
 - providing sets of clean clothes
 - providing tissues and wipes
 - ensuring individual use of towels

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.
- 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.

Outings and visits

- We have agreed procedures for the safe conduct of outings (see separate Outings policy).
- Parents sign a general consent on registration for their children to be taken out as part of the daily activities of the setting.
- Parents always sign consent forms before major outings.
- A risk assessment on the proposed venue is carried out before an outing takes place.
- Our adult to child ratio for outings is assessed in line with each individual risk assessment, and the needs of the children attending that outing. The ratios that we will adhere to will be clearly displayed on the risk assessment for that outing.
- Named children are assigned to individual staff to ensure each child is individually supervised and to ensure no child gets lost and that there is no unauthorised access to children.
- Outings are recorded stating:
 - the date and location of outing
 - mode of transport
 - names of staff and children who attended outing
 - time of return
- Staff take a mobile phone on outings, and supplies of tissues, wipes, pants etc. as well as a mini first aid pack, a snack and water. The amount of equipment will vary and be consistent with the venue and the number of children as well as how long they will be out for. Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.
- Staff follow our mobile phones and cameras policy and procedures relating to outings
- A minimum of two staff should accompany children on outings even where parent volunteers are assisting and a minimum of two staff should remain behind with the rest of the children.
- At least one person who holds a current paediatric first aid qualification will be present on an outing.

Animals

- Animals visiting the setting are free from disease and safe to be with children, and do not pose a health risk.
- Children wash their hands after contact with animals.
- Outdoor footwear worn to visit farms are cleaned of mud and debris and should not be worn indoors.

Control of Substances Hazardous to Health (COSHH)

We follow the Health and Safety Executive guidance to comply with the Control of Substances Hazardous to Health Regulations 2002. We keep the safety data sheets for

appropriate substances and use these to inform their use, storage, risks and any appropriate treatment.

Fire safety

- The person in charge and staff are familiar with the requirements of the Regulatory Reform (Fire Safety) Order 2005, which came into force in October 2006 and replaced any previous fire safety regulations.
- Details are downloadable from the Health and Safety Executive website.
- Guidance that applies to early years settings is set out in: *Fire Safety Risk Assessment - Educational Premises* (ISBN: 978 1 85112 819 8).
- The basis of the regulations is risk assessment. Managers will carry out a risk assessment. This will follow the guidance as set out above.
- We risk assess the building for fire safety and review this regularly.
- Fire doors are clearly marked, never obstructed and easily opened from inside.
- Smoke detectors/alarms and firefighting 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 developed by our Health and Safety lead and are:
 - clearly displayed in the premises
 - explained to new members of staff, volunteers and parents
 - practised regularly at least once every six weeks
- Records are kept of Emergency Evacuation drills and the servicing of fire safety equipment.
- Emergency evacuation drills are recorded in detail, which includes; Date, time, how long the drill took and any comments.
- The Fire Drill Log Book is checked every term to look for patterns within drill timings and comments and to ensure the log has been completed correctly.

First aid and medication

- At least one member of staff with current paediatric first aid training 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 and follows recent paediatric first aid training recommendations.
- The first aid box 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.

Accidents

Accidents are recorded on individual accident sheets for each child and member of staff.

Our accident records:

- Are kept safely and accessibly.
- All staff and volunteers know where they are kept and how to complete them.
- Are signed by the staff member dealing with the accident and the parent on collection of the child.
- Are reviewed at least half termly to identify any potential or actual hazards and to look for any patterns in accidents occurring and to ensure all accident forms have been completed correctly and signed.

Ofsted is notified of any serious accident, injury, illness or death of a child whilst in their care and of the action taken. Notification will be made as soon as is reasonably practicable, but at the latest within 14 days of the incident occurring or adult. We will notify Hampshire County Council's Services for Young Children team of any serious accident or injury to, or death of, any child while in our care and will act on any advice given.

When there is any injury requiring general practitioner or hospital treatment to a child, parent, volunteer or visitor or where there is a death of a child or adult on the premises, we make a report to the Health and Safety Executive using the format for the Reporting of Injuries, Diseases and Dangerous Occurrences.

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 Health and Safety Executive:

- Any accident to a member of staff requiring treatment by a general practitioner or hospital.
- Any dangerous occurrences. This may be an event that causes injury or fatalities or an event that does not cause an accident but could have done, such as a gas leak.
- Any dangerous occurrence is recorded in our Incident Book. See below.
- Information for reporting the incident to Health and Safety Officer is detailed on the following website www.hse.gov.uk/riddor.

Our Incident Book

- We have ready access to telephone numbers for emergency services, including local police. Where we are responsible for the premises we have contact numbers for gas and electricity emergency services, carpenter and plumber.
- We keep an incident book for recording incidents including those that are reportable to the Health and Safety Executive as above.
- These incidents include:
 - break in, burglary, theft of personal or the setting's property
 - an intruder gaining unauthorised access to the premises
 - fire, flood, gas leak or electrical failure
 - attack on member of staff or parent on the premises or near by
 - any racist incident involving a staff or family on the centre's premises
 - death of a child

- a terrorist attack, or threat of one
- In the incident book we record the date and time of the incident, nature of the event, who was affected, what was done about it - or if it was reported to the police, and if so a crime number. Any follow up, or insurance claim made, should also be recorded.
- In the unlikely event of a terrorist attack we follow the advice of the emergency services with regard to evacuation, medical aid and contacting children's families. Our standard Emergency Evacuation Procedure will be followed and staff will take charge of their key children. The incident is recorded when the threat is averted.
- In the unlikely event of a child dying on the premises, the emergency services are called, and the advice of these services are followed.
- The incident book is not for recording issues of concern involving a child. This is recorded in the child's own file.

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 that need to be addressed.

Records

In accordance with the Early Years Foundation Stage Statutory Framework, Safeguarding and Welfare requirements, we record:

Adults

- The names and addresses of all staff on the premises, including temporary staff who work with the children or who have substantial access to them and emergency contact details for all staff.
- All records relating to the staff's employment with the setting, including application forms, references and results of checks undertaken etc.

Children

- The names, addresses and telephone numbers of parents and adults authorised to collect children from setting.
- The names, addresses and telephone numbers of emergency contacts in case of children's illness or accident.
- The allergies, dietary requirements, illnesses and health requirements of individual children.

- The times of attendance of children, staff, volunteers and visitors.
- Accidents and medicine administration records.
- Consents for outings, administration of medication, emergency treatment.
- Incidents

In addition, the following procedures and documentation in relation to health and safety are in place:

- Risk assessments.
- Record of visitors.
- Emergency evacuation procedures.
- Fire safety records and certificates.
- Outings procedures.
- Administration of medication and sick children.
- Prior parental consent to administer medicine.
- Record of the administration of medicines.
- Prior parental consent for emergency treatment.
- Accident record.
- No smoking policy.

Following Health and Safety Executive Legislation this risk assessment is recorded in writing and is reviewed twice a year.