

HEALTH AND SAFETY POLICY	
Reference: CF15	Effective date: 31.08.2012
Page no: 1 of 8	Approved: 31.08.2012
Last revision: May 2020	Revision date: May 2021



HEALTH AND SAFETY POLICY

The Children and Family Services aims to provide and maintain safe and healthy working conditions, equipment and systems of work for all our children, families, employees, Board of Trustees members and all others who form part of our Services. This policy will form a part of all employees, students and volunteer's induction in order for them to know what appropriate action to take if any incidents were to occur. This policy works in hand with policy GN09 organisation-wide Health & Safety policy.

We aim 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.

This Policy has been updated in line with current Government Guidance in managing the COVID-19 Pandemic within Early Years Settings (21/05/2020):

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures>

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

In order to keep the environment safe and clean for the children, families and staff the following procedures are followed:

Health and Safety:

- Staff will encourage the children to stay safe by having appropriate ground rules e.g. no running indoors, no pushing etc.
- Daily risk assessments of the whole setting, indoors and outdoors, will be carried out by staff every day before the children arrive.
- Fire Extinguishers, Smoke Detectors and Fire Exits will be kept clear at all times and checked regularly to ensure the safety of all individuals.
- Any unsafe item or situation will be rectified or reported immediately to the Manager or Health & Safety Officer.

HEALTH AND SAFETY POLICY	
Reference: CF15	Effective date: 31.08.2012
Page no: 2 of 8	Approved: 31.08.2012
Last revision: May 2020	Revision date: May 2021



- Premises will be kept clean, well lit, adequately ventilated and maintained in a suitable state of repair and decoration.
- Rooms will be maintained at an adequate temperature at all times (18°C). If there are any issues with regards to the temperature not being sufficient, parents will be asked to keep their child at home. All adults will be responsible in ensuring that children are encouraged not to use any of the magnetic door releases in any of the services; this will allow all individuals to ensure the safety of all the children on the premises.
- All staff, students and volunteers will submit to vetting by the organisation. This vetting includes carrying out a DBS. Whilst their vetting is in progress, they will not be left alone with children. Only those that have been cleared will be permitted to continue working in the setting.
- The correct adult: child ratios will be maintained at all times.
- There will be a minimum of two staff on the premises at any time whenever children are present.
- No one is permitted to smoke whilst on the premises.
- Staff will not be under the influence of illegal drugs or alcohol whilst on the premises throughout the working day.
- The setting will work with the Environmental Health Standards.
- The setting will work with the Early Years Foundation Stage Welfare Standards.
- Wet floor signs will be placed in visible areas when floors are wet due to spillages or mopping of floors to prevent accidents occurring.
- All staff members are responsible for ensuring that all doors and gates are securely locked both indoors and out.
- Staff must not use anti-bacterial spray in close proximity of the children e.g. when cleaning tables, equipment etc.

HEALTH AND SAFETY POLICY	
Reference: CF15	Effective date: 31.08.2012
Page no: 3 of 8	Approved: 31.08.2012
Last revision: May 2020	Revision date: May 2021



- No equipment made from glass should be used in children's rooms e.g. drinking glasses, jars etc.
- Health & Safety risk assessments must be carried out regularly and will be reviewed annually or sooner if required.
- The accessible toilet/bathroom must be kept clear at all times.
- The doors of all rooms that are not meant for the use of children must be kept shut at all times e.g. adult toilets, kitchen, office etc.
- Fire alarms must not be obstructed in any way.
- Fire alarms are checked on a bi-monthly basis to ensure they are in good working order. These are checked via having a fire drill allowing the children to become familiar with the sound and the evacuation procedure.
- Whilst the setting encourages all individuals to wear suitable footwear for purposes of their own safety, if individuals choose to wear open toed/soft fabricated shoes the setting will not be liable in any way.
- For hygiene reasons, outdoor shoes will not be worn within the under-two's room at any time children are present.
- It is all staff members' responsibility to ensure that the storage of all equipment is packed away safely, left 'clutter free' and safe at all times.
- All staff must ensure that all RIDDOR & COSSH regulations are followed/adhered to at all times.
- All staff are responsible for ensuring that all children are safe and therefore will ensure that the right equipment/resources are used in relation to the age of the children that they are working with e.g. secured chairs with harnesses for babies/young children etc.

Hygiene:

- The adults will be positive role models with regards to good hygiene procedures which will then encourage the children to follow these good practices.

HEALTH AND SAFETY POLICY	
Reference: CF15	Effective date: 31.08.2012
Page no: 4 of 8	Approved: 31.08.2012
Last revision: May 2020	Revision date: May 2021



- The adults will actively promote the Catch It, Bin It, Kill it approach and encourage and support children in managing good hygiene with regards to coughing and sneezing.
- All children will be encouraged to wash their hands at regular intervals through the day with anti-bacterial soap for 20 seconds but particularly before any meal/snack time, after using the toilet and coughing or sneezing.
- All furniture, toys and equipment will be kept in good repair and washed/cleaned on a regular basis with anti-bacterial spray or sterilizing fluid. Toys and equipment will be rotated regularly and items such as malleable materials or soft materials will not be in use.
- Surfaces including tables, chairs, storage units etc will be cleaned at regular intervals through the day with anti-bacterial spray.
- All staff will be responsible for the checking of all equipment regularly to ensure it complies with health and safety standards.
- Where required chairs will only be stacked in clusters of three/four for cleaning purposes when children are on the premises. Once the activities/cleaning is completed, they will be placed individually in their usual place allowing no accidents to occur.
- All staff should ensure that they work with food hygiene regulations at all times e.g. wearing an apron when preparing/serving food, hair tied back, no forms of nail varnish, hand washing etc. an apron must also be worn when entering the settings kitchen when handling/preparing food.
- Anti-bacterial soap must be used at all times for hand washing.
- It is all staff's responsibility to ensure that when cleaning/hygiene stocks begin to run low that the person responsible is informed at least a week before it will run out; this allows enough time for an order to be processed as well as be delivered.

Curriculum:

- We believe a child's play experience will be considerably enhanced if

HEALTH AND SAFETY POLICY	
Reference: CF15	Effective date: 31.08.2012
Page no: 5 of 8	Approved: 31.08.2012
Last revision: May 2020	Revision date: May 2021



they have access to a wide range of materials. All materials used in the setting will be child friendly and without exception the manufacturer's instructions of their use will be followed.

- Adults will ensure that all resources/activities will be developmentally appropriate according to the children's differing abilities and needs allowing each child to have a safe and enjoyable experience.
- All the children will be supported in devising 'Golden Rules' for the setting. This will allow a child friendly and consistent approach with regards to keeping safe and healthy in the setting. These rules will be revised each year.
- Adults will support children in their understanding of the COVID-19 pandemic and subsequent changes to rules, boundaries, room layout and routines including hygiene in an age appropriate and sensitive way.

Records:

- All accidents and incidents, either to a child or an adult will be recorded and shared with the appropriate people. Parents/carers must sign the accident/incident form at the end of their child's session so it can be acknowledged that they have received the appropriate information.
- Fire drills will be carried out at regular intervals allowing all individuals to become familiar with the sound and practice. All drills will be timed and recorded and a record of all those present (children and adults), will be recorded.
- A daily attendance register will be used for both children and staff that are present each day.
- All children must be signed in on arrival and out on departure by the parent/carer or where necessary a staff member. The time of arrival and departure must be clearly recorded.
- All staff must ensure that all visitors or contractors sign in and out with the date, time of arrival, purpose of visit and time of leaving. All visitors will be required to wear a visitor's badge and asked to leave their mobile phone in the office. They will be supervised at all times and will not be

HEALTH AND SAFETY POLICY	
Reference: CF15	Effective date: 31.08.2012
Page no: 6 of 8	Approved: 31.08.2012
Last revision: May 2020	Revision date: May 2021



left alone with the children for any reason.

- All staff **must** challenge any unknown 'visitors' in the setting and where necessary get the appropriate assistance required.
- All records will be held securely and kept confidential (except as legally obliged).
- All staff must sign in and out on the staff attendance sheet every time they arrive or leave the premises (this includes lunch times if going off site).
- All accidents/incidents must be recorded whether it be to a child or an adult. These must then be reviewed monthly by the Health and Safety Officer.
- All cases of illness (child or adult) will be logged, particularly those symptomatic of COVID-19. Current Government guidance will be followed, and advice will be sought from Public Health England for any outbreaks of COVID-19 or any other notifiable disease.

Risk Assessments:

- Daily risk assessments are carried out on the setting for both indoor and outdoor garden activities.
- Annual risk assessments will be completed in all internal and external areas and will include general outings. All risk assessments will be reviewed annually, or more frequently if there are any modifications to the building or environment. Annual risk assessments will be displayed in each room/area.
- All staff will follow and adhere to the practices and guidelines recommended by the Government and as highlighted in the COVID-19 Risk Assessment (NUR020 COVID-19) with regards to keeping a safe environment, social distancing and minimising as far as possible the transfer of COVID-19.
- If the nature of the outing does not fall under the general outings risk

HEALTH AND SAFETY POLICY	
Reference: CF15	Effective date: 31.08.2012
Page no: 7 of 8	Approved: 31.08.2012
Last revision: May 2020	Revision date: May 2021



assessment a new risk assessment will be completed prior to the outing taking place.

- All harmful substances will be kept out of reach from the children and stored in appropriate places. COSHH records are kept for all harmful substances and these will be available to those who require to see them.
- When something unsafe or harmful has been reported, the item will be removed and where necessary a risk assessment will be carried out.

First Aid:

- With regards to First Aid we will aim to have all staff trained as appointed people allowing them to support individuals when incidents arise.
- All First Aid equipment/resources will be monitored regularly and kept in good order.
- A First Aid box is located within each of the children's rooms and in the main office. All staff will be made aware of where the First Aid boxes are situated and will be responsible in liaising with office staff when further stocks are required. A stock take is carried out every six – eight weeks to ensure the contents of each box are correct and supplies are in date.

Outside Visits:

- A trip form will be completed for all outings stating destination, adults and children participating in the trip and a record of communication details for adults in attendance of the trip.
- All the children will be head counted and designated an adult when leaving the premises. This will enable staff members to know who and how many children they are responsible for at all times.
- When taking children off the setting premises to engage in an external event/activity the correct ratio must be maintained at all times. The setting will ensure that the ratio is 1 adult to every 2 children aged under 3 years and 1 adult to every 3 children for children aged between 3 and 5 years.
- Please note that the Farm Adventurers service works to a different child:

HEALTH AND SAFETY POLICY	
Reference: CF15	Effective date: 31.08.2012
Page no: 8 of 8	Approved: 31.08.2012
Last revision: May 2020	Revision date: May 2021



adult ratio dependent on the activities that they are engaging in on and around the Farm.

Staff and Board of Trustees responsibilities:

- The Board members/Manager/Senior staff members will ensure that all staff are kept up to date with relevant changes in legislation and/or practice.
- The Management and staff will ensure that health and safety remains our first priority.
- Each staff member is responsible for health and safety and must notify the appropriate named person if they notice a health and safety problem that they are not able to rectify.
- The Chief Executive and Board members have an overall duty to act upon and oversee any health and safety problem that is brought to their attention. They need to ensure that risk assessments are completed, and the appropriate policies are in place and implemented.
- The setting has public liability and employer's liability insurance. The certificate for this is displayed in reception area of the Nursery, in the Farm Adventurers Building and around the Farm.
- The Health and Safety Poster is displayed in the Nursery office.

Laura Carey and Carrie-Louise Morton-Jones are the named Health and Safety Officers for our setting.

The Health and Safety and well-being of all individuals using any of our services will be paramount. The setting will work in every way possible to ensure that Health and Safety standards are of a high quality at all times.