



**ASHFIELD PLAZA**  
DAY NURSERY

# **ASHFIELD PLAZA DAY NURSERY HEALTH & SAFETY POLICY**

**Date of issue:** 01/05/2021



## 1. Purpose

- 1.1 Ashfield Plaza Day Nursery is committed to ensuring that all practices are carried out within the requirements of the Health and Safety and Work Act 1974 and the Management of the Health and Safety at Work Regulations 1999.
- 1.2 In order to achieve high standards of quality and safety and continually improve health and safety performance the Nursery is committed to implementing all necessary health and safety procedures in conjunction with The Two Counties Trust Health and Safety Policy and all other supporting policies and procedures.
- 1.3 The Nursery recognises that a systematic approach to health and safety, based on systematic risk assessment procedures can minimise injury and ill health to staff, children, and visitors.

## 2. Scope

- 2.1 Ashfield Plaza Day Nursery aim to make children, staff, and visitors 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 and is committed to:
  - Developing the appropriate setting structure and culture, that supports the concept of risk management by all members of the staff team.
  - Adequately resourcing health and safety measures including planning and implementation of any health and safety requirements.
  - Developing, in all members of the staff team, an understanding of health and safety, through training in health and safety requirements and risk assessment implementation.
  - Continual monitoring and evaluation of health and safety requirements in line with current legislation, including the review of all policies and practices to ensure that the Nursery continues to improve standards of performance.
  - Health and safety are discussed regularly at staff meetings.
  - 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 and read all nursery policies.
  - Children are made aware of health and safety issues through discussions, planned activities and routines.

## 3. Allocation of Responsibilities

- 3.1 It is the responsibility of the nursery manager under the guidance of the Health, Safety and Risk Manager to ensure that the health and safety of the setting remains within legislative requirements and that the health and safety of all setting users, including children, staff and visitors is not compromised in any way.
- 3.2 It is the responsibility of all members of staff to ensure that health and safety regulations are adhered to and that the health and safety of the children and other members of staff are not compromised in any way.

## 4. Child Protection

- 4.1 All members of staff will receive training in child protection as part of their induction training and again annually.
- 4.2 All members of staff are instructed in the specific procedure for the Nursery, especially as regards to disclosures and suspicions of child abuse (See Child Protection Policy for further information). We ensure all staff employed have been checked for criminal records by an enhanced disclosure from the Disclosure and Barring Service.
- 4.3 All children are supervised by adults at all times:
  - Whenever children are on the premises at least two adults must be present.



- The nursery complies with Statutory requirements regarding ratios of adults to children.
- Our outdoor area is securely fenced and checked for safety and cleared of rubbish before it is used.

## 5. Hygiene

- 5.1 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.
- 5.2 Our daily routines encourage the children to learn about personal hygiene and 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
  - We have a daily cleaning routine for the setting which includes playroom(s), kitchen, rest area, toilets, and nappy changing areas.

## 6. Accidents and Incidents

- 6.1 All members of staff are instructed in the correct procedures for dealing with accidents, incidents and near misses including completion of documentation as outlined in the Trust Accident and Incident Reporting Policy.
- 6.2 At least one member of staff with current 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
  - is regularly checked and re-stocked as necessary
  - is easily accessible to adults
  - 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.

## 7. Administration of Medication

- 7.1 Only prescribed medication may be administered. It must be in-date and prescribed for the current condition. Children taking prescribed medication must be well enough to attend the nursery. Children's prescribed drugs are stored in their original containers, are clearly labelled and are inaccessible to the children.
- 7.2 Parents give prior written permission for the administration of medication. This states the name of the child, name/s of parent(s), date the medication starts, the name of the medication and prescribing doctor, the dose, and times, or how and when the medication is to be administered.
- 7.3 The administration is recorded accurately each time it is given and is signed by staff. Parents sign the record book to acknowledge the administration of a medicine.

## 8. Illness

- 8.1 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 while in the setting.
- 8.2 We do not provide care for children, who are unwell, have a temperature, or sickness and diarrhoea, or who have an infectious disease.

- 8.3 Children with head lice are not excluded, but must be treated to remedy the condition. Parents are notified if there is a case of head lice in the setting via a letter.
- 8.4 Parents are notified if there is an infectious disease, such as chicken pox.
- 8.5 HIV (Human Immunodeficiency Virus) may affect children or families attending the setting. Staff may or may not be informed about it. Children or families are not excluded because of HIV.
- 8.6 Good hygiene practice concerning the clearing of any spilled bodily fluids is carried out at all times.
- 8.7 All nappies are disposed of separately in the yellow bin. We follow the guidelines provided by the Health Protection Agency with regard to illness and infection.

## 9. Emergency Procedures

- 9.1 There is a documented procedure for emergency evacuation procedures which all members of staff are trained in. Emergency evacuation drills take place once per term.

## 10. Food and Drink

- 10.1 All staff who prepare and handle food receive appropriate training and understand and comply with food safety and hygiene regulations.
- 10.2 Children do not have unsupervised access to the kitchen. Cleaning materials and other dangerous materials are stored out of children's reach.
- 10.3 We operate systems to ensure that children do not have access to food/drinks to which they are known to be allergic.

## 11. Outings and Visits

- 11.1 All outings and visits are risk assessed and approved via the Evolve Educational Visits system and are in accordance with the Trust Educational Visits Policy.

## 12. Limitations of this Policy

- 12.1 This policy cannot anticipate all eventualities; therefore, professional judgement should be used to identify the appropriate course of action needed to protect those who are vulnerable and/or at risk. This judgement should derive from multi-disciplinary team discussion rather than any one individual where possible.

## 13. General Data Protection Regulation

- 13.1 All data within this policy will be processed in line with the requirements and protections set out in the General Data Protection Regulation.