



## **EYFS Requirement**

This policy has been written in line with the Early Years Foundation Stage Safeguarding and Welfare requirements (section 3.52 to 3.54)

## **Related Policies**

Child Protection Policy  
Health and Hygiene Policy  
Risk Assessment Policy  
Fire Safety Procedure

## **Legislation**

Working Together to Safeguarding Children  
Children Act 1989  
Children Act 2004 (Every Child Matters)  
Children Act 2006  
Health and Safety at Work Act 1974

## **Introduction**

The Nursery's policy is to provide and maintain safe, healthy working conditions and equipment for all our children, employees, clients, and visitors at the Nursery. Stepping Stones aims to make children, parents, staff and other 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.

## **Roles and Responsibilities**

### **Manager and Proprietor**

- To ensure appropriate resources are available to enable correct implementation of Health and Safety requirements.
- Checking documentation and procedures relating to Health and Safety.
- Implementation and updating of Health and Safety policies and procedures.
- This includes ensuring that the policies and procedures are effectively communicated to all staff, ensuring risk assessments are relevant and up-to-date; ensuring that staff are following procedures and completing the health and safety Risk assessments as required.
- Ensure staff attend Health and Safety training

- Continued vigilance regarding health and safety issues and raising awareness amongst staff, children, parents and visitors.

### **Senior Staff**

- To be responsible for completing the daily health and safety risk assessments or delegating to other staff.
- Ensuring that all staff are aware of Health & Safety procedures and that the correct procedures are being adhered to for the safety of everyone in the Nursery/Clubs.
- To make sure that equipment is in good working order and is checked on a regular basis.
- To be continually vigilant regarding health and safety issues and to raise awareness amongst staff, children, parents and visitors.
- Ensure staff attend Health and Safety training

### **All Staff**

- To ensure that the health and safety of everyone at the Nursery is of the utmost priority in all situations.
- To comply with the Nursery's policies and procedures at all times.
- To complete health and safety checks as required.
- Ensuring that all equipment is checked regularly and adhering to the correct procedures, reporting any defects to a senior member of staff promptly.
- Continued vigilance regarding health and safety issues and raising awareness amongst other staff, children, parents and visitors.

### **Parents/carers and visitors**

- This document is made available to all parents during their child's first sessions at Nursery or informed of the document's availability on the website
- Parents are asked to comply with the policies and procedures to ensure the safety of everyone at the Nursery.
- Parents are requested to enter and depart the building with care, remembering to close all gates and doors carefully behind them.
- Visitors and parents attending for settling - in sessions are requested to document their arrival and departure times in our visitors' book.

### **General Health and Safety**

We have a Health and Safety poster which is displayed in the downstairs kitchen at all times this is checked on the daily risk assessment checklist.

**Caroline Betts** is responsible for co-ordinating Health and Safety within the setting.

All staff are required to read the relevant policies and procedures regarding Health and Safety and this is included in the induction.

## **COSHH**

All substances used by the nursery staff to maintain a clean and safe environment during the nursery day are household cleaners. All staff are required to follow the instructions for use found on the containers. All substances are kept in their original containers. All changes in suppliers and products will be reviewed with regard to COSHH.

## **Insurance Cover**

Public liability insurance and employers liability insurance is in place. The certificate is displayed in the entrance of the nursery.

## **Equipment and Premises**

All equipment is checked each morning and each time the equipment is set up and put away by staff members. We replace all worn out and damaged equipment.

All the furniture that we have is appropriate for the age and stage of the children that are going to be accessing it.

There is space throughout the nursery for children to relax, rest or play quietly. These areas are suitably furnished and portioned off.

All staff are aware that sleeping babies and children must be checked every 10 minutes and record it on the sleep chart.

Resources and equipment are placed at a level where children can access them safely.

## **Fire Safety**

Each room has a fire evacuation procedure displayed on the wall and it is checked every morning that it is there. Staff, volunteers, students, parents and carers are encouraged to read this on a regular basis to ensure they know the procedure.

We complete fire drills once a month or when a new child or staff member starts.

All smoke alarms in the setting are checked every morning by a member of staff.

All fire exits are clear and accessible at all times, this is checked by using the risk assessment checklist and visually by the staff throughout the day.

All fire equipment services are recorded on the equipment.

On entering the setting visitors are made aware of how to leave the premises in the event of a fire.

## **Fire Prevention**

At the end of a nursery day all staff would switch off all electrical appliances, close all doors and windows in each room. The nursery is a Non-smoking environment.

## **Risk Assessment**

We have a policy and procedures in place for assessing risks within the nursery. The member of staff who first enters the building each day is responsible for completing the daily risk assessment checks.

The risk assessment folder is kept in the entrance of the nursery at all times, this folder contains the daily risk assessment checklists.

Visual risk assessment checks are carried out throughout the day by staff but these are not recorded.

We have a separate risk assessment in place for outings.

## **Hygiene and Cleanliness**

We have daily and monthly cleaning rotas in all rooms which staff sign when they have cleaned a particular area within the room. The rotas include all play areas, kitchen, eating areas, toilets and nappy changing areas.

At Stepping Stones we use colour coded cloths, mops and buckets for different areas of the nursery and we provide protective clothing for staff such as aprons and gloves.

We advise staff to have a change of clothes within nursery in case they need to change and we have spare sets of clothes for children.

On the parents notice board in the entrance we have a poster that informs parents and carers of the signs and symptoms of communicable diseases. We also have one in the parents and staff policy and procedure files.

Staff always have access to an adequate stock of cleaning products, as they are required to inform management when they are down to last two of an item.

We have policies and procedures in place to ensure a high standard of hygiene and to prevent the spread of infection.

All bedding is washed immediately after each use and all baby equipment such as bottles and teething toys are sterilised before each use.

The outdoor environment is checked daily using the daily risk assessment checklist. It is checked that it is clean and suitable for the children to access. A member of staff always goes out before the children to ensure the area remains safe.

Our daily routines within the nursery encourage children to learn about personal hygiene, hand washing, toileting and food times are all included in our daily routines and we follow strict procedures which we speak to the children about.

### **Infection Control**

- We regularly seek information from the Environmental Health Department and local Health Authority to ensure that we keep up-to-date with the latest recommendations with regard to infectious diseases e.g. vomiting and diarrhoea, chicken pox and conjunctivitis etc.
- The toilet areas have a high standard of hygiene including hand and washing and drying facilities.
- Staff and children wash hands after using the toilet.
- Children are encouraged to cover their mouths when coughing and sneezing.
- A large box of tissues is available in each room and the children are encouraged to blow and wipe their noses as appropriate and disregard the tissues into a bin. All soiled tissues are disposed of properly.
- Paper towels are used and disposed appropriately.
- All staff to clean and prepare tables to be used for eating, with antibacterial spray.
- Hygiene rules relating to bodily fluids are observed by all staff and volunteers, with particular reference to the use of gloves to prevent the risk of cross- contamination.
- While changing nappies, members of staff will wear disposable gloves and wear a disposable apron and never leave a child unattended. The changing mat will be cleaned after each use and nappy bins changed regularly.

### **RIDDOR**

We will report any of the following that happens to a member of the public, including a parent or child, or an employee on our premises:

- A death or major injury, which includes a fracture (but not of fingers, thumbs or toes), an amputation, dislocation, permanent or temporary loss of sight, and an injury from an electric shock;
- A reportable disease;
- A dangerous occurrence, which didn't but could have resulted in a reportable injury;
- An injury resulting in hospital admission

## **Expectant and Nursing Mothers**

Risk Assessments will be made to assess the needs of expectant and nursing mothers of staff in carrying out work at the nursery and controls will be put in place as needed e.g. not lifting children.

All staff and parent/carers will be informed of infections and diseases affecting the children and staff at the nursery that warrant the need for expectant mothers to seek advice from G.P.'s and or midwives.

## **Safety of Staff**

- All staff/volunteers are provided with guidance about storage, movement, lifting and erection of large equipment.
- When staff need to reach up for equipment /items they are provided with safe equipment to do so.

## **Safety of Children**

- Low level windows are made from materials which prevent accidental breakage or are made safe.
- All staff will take precautions to prevent children's fingers from being trapped in doors and also make children aware.
- A member of staff will accompany any visitor or contractor that has to work in any area where the child is playing.
- Children do not have unsupervised access to the kitchen and are encouraged not to enter the kitchen area. Cooking activities are supervised at all times and children do not have access to hot surfaces or hot water.
- We will not allow people unknown to us have access to the building.
- Parent/Carers will be asked to provide the nursery with the names and telephone numbers of those people who should be contacted in case of emergency, as well as the people who are authorised to collect the child.
- Parent/Carers are asked to provide the nursery with the names and telephones numbers of those people who should be contacted in the case of an emergency, as well as the names of people who are authorised to collect the child and a password to be used on these occasions.
- Only adults who have enhanced disclosure forms from the Criminal Records Bureau have unsupervised access to the children. We aim for adults not to supervise children alone.
- During nursery opening times there are always at least two adults in the building.
- Parent/Carers will be asked to provide the nursery with their contact telephone numbers, the names and telephones numbers of those who should be contacted in the case of an emergency, and a list of any allergies, dietary requirements and any illnesses in the child's history which may affect the safety of that child whilst at nursery.

- Nursery equipment is checked daily any damaged or dangerous items are removed; they may be replaced or repaired.
- All creative materials that are used are non-toxic.
- Sand is clean and suitable for children's play.
- All dangerous materials, including medication, are stored out of children's reach.
- Children who are sleeping are supervised.
- The garden is only used under adult supervision
- Heaters, electrical sockets, wires and leads are properly guarded and the children are taught not to touch them.
- All electrical and gas equipment within the building conforms to safety requirements and is checked regularly.
- The nursery has a non-smoking policy and is a mobile free zone.
- Lighting and ventilation is adequate in all areas including storage areas.

This policy was reviewed in; May 2014

Signed on behalf of the setting; (Caroline Betts) Signature.....

Date for review; May 2015