

BARNIES DAY NURSERIES AND PRESCHOOLS

HEALTH AND SAFETY PROCEDURES

This information details the Health and Safety Procedures which are in place to ensure the aims and commitments of the Health and Safety Policy are met. Staff will attend training and development sessions to ensure they are aware of their responsibilities in order to achieve and maintain this and are issued with Food Safety Rules at induction. Training is supported by the "Safer Food – Better Business" Folder. There is a strict No Smoking Policy in all areas. The procedures have been divided into three categories in line with the content of the Health and Safety Policy.

HEALTH

FOOD

- Records of fridge, freezer and food temperatures will be made on a daily basis.
- Food is stored and rotated on a week by week cycle.
- Food is checked for quality and returned to supplier if unsatisfactory.
- Blue plasters and gloves are provided for cuts etc. to be covered.
- Staff with colds or other similar symptoms are not allowed to handle food.
- Food prepared for children with special dietary requirements such as; allergy, intolerance or parental choice, to be presented on a nominated tray clearly identifiable with the children's name and photograph.
- Food for children that are weaning and as their ability to chew progresses must be prepared appropriately for the stage of eating and agreed with parents.
- Food for children not provided by Barnies will be given to the parent at the end of the session so they can decide if their child can have it.
- Food provided by the parent specifically for their child because of a specific dietary requirement will be stored and prepared as per the manufacturer's instructions.
- A detailed Food Allergy Assessment will be completed and retained in the kitchen.

ILLNESS

- Parents to provide records of immunization and illnesses for all children.
- Exclusion Policy in place for children and staff with contagious diseases and all parents advised.
- Additional precautions may be introduced if changes to legislative requirements come in to force on a temporary or permanent basis.
- Staff are provided with Personal Protective Equipment (PPE) when required to support or supervise a sick child.

MEDICATION

- Parents to provide written consent for the administration of medication.
- Additional training to be given, if required for certain drugs.
- Records to be updated on an annual basis or when changes occur.
- Administration of all medication will be recorded and signed by both the administrator and a witness.
- All medication, with the exception of medication requiring refrigeration or other specific storage requirements, will be stored in the designated lockable unit until required or disposed of if the date has expired.

PROTECTION

- Children to wear clothing appropriate to weather conditions when outside.
- Sun cream will be provided but can be supplied by the parent if preferred and will be applied whenever necessary.

HYGEINE

PERSONAL

- Children and staff must wash their hands on arrival, after messy and garden play, after using the toilet, before eating and at any other time deemed necessary.
- PPE is provided and must be used for any action which involves contact with body fluids. e.g. blood, urine, vomit etc.
- Toilet facilities are cleaned on a daily basis but additional cleaning of toilet and wash hand basins may be introduced if deemed necessary.

FOOD

- Staff will wash hands before serving or handling food.
- Paper towels are provided for drying of hands.
- PPE is provided for staff to wear when handling food and when on cooking duties.
- Hand and face jewelry should be removed.

CLEANING

- Tables or surfaces being used for eating will be cleaned with a suitable sanitizer cleaner prior to serving.
- Equipment for preparation and serving of food is cleaned correctly with additional sterilizing as appropriate.
- Play equipment cleaned on a regular cycle and records made to ensure that all equipment is included.
- COSHH Assessment in place and updated on a regular basis and PPE provided.
- Chemicals stored in the correct place.

SAFETY

MANAGING EMERGENCY SITUATIONS

- Daily registers held for children and staff.
- Staff and children are signed in and out of the premises
- Visitor's record completed for all other personnel visiting the premises.
- Evacuation and lockdown drills completed on a regular basis to comply with current legislation and recommendations.
- A notice is displayed to inform parents when an evacuation or lockdown procedure has been practiced.
- All staff to be competent at directing and controlling the evacuation and lockdown drill.
- All fire fighting equipment and warning or safety devices, such as extinguishers, emergency lighting, fire bell, to be checked and tests recorded at the recommended intervals.
- All premises are a no smoking environment.
- Cleaning and checking routines implemented to maintain exits are clear.
- Daily opening and closing procedures.
- Annual Fire and Risk assessments completed.
- Grab bag containing children and staff information updated, checked and stored at an agreed exit point.

EVACUATION PROCEDURE

- Alarm raised either by use of whistle, during practice, or, if applicable, activation of fire bell by breaking glass.
- All staff to either carry or assist children through nearest exit and into the garden area.
- Staff nearest to registers to collect them and take into the garden.
- Staff member nearest to phone to collect and take into the garden and call emergency services.
- Staff member to inform other tenant(s), if applicable, of evacuation.
- Duty Manager to check all areas are clear, collect grab bag and secure site.
- Role call to be taken.
- Absences to be reported to emergency services.

LOCKDOWN PROCEDURE

Staff will be alerted to the situation by management who will use the phrase ' **Lock Down**'. It is important staff adhere to the following principles;

- Remain calm – distract children if possible
- Move slowly
- Obey instructions
- **DO NOT PROVOKE AN INCIDENT**

In addition:

- Lock all external doors and windows and shut blinds.
- If anyone is outside, they must return in to the building immediately.

- Depending on circumstances it may be necessary to move to a different part of the building for safety. Directions will be given.
- Depending on circumstances it may be possible to alert others. Directions will be given.
- Wait for the all clear to be given either by the management or police etc. if involved.
- Nobody must leave the building until directed that it is safe to do so.

Remember the simple Government Guidelines; **RUN HIDE TELL**

ACCIDENTS

- All accidents are reported on the accident form. Parents or authorized adult collecting the child, are notified and required to sign the form.
- A RIDDOR will be completed if required and forwarded to the local HSE and Ofsted informed.
- Emergency contact details are held on file for each child.
- Next of Kin information is held on file for emergencies involving staff.
- Accidents are monitored daily by the Manager's signature on the form and a monthly evaluation completed.
- Premises both indoor and outside are Risk Assessed on an annual basis.
- The Maintenance Record is updated on a monthly basis.
- Whenever possible staff hold a current Paediatric First Aid Certificate.
- First Aid boxes maintained at all times and carried on an outing.
- Parents will be required to sign a disclaimer if a child attends the setting with an injury during the recuperation period.
- Clothing, jewelry or other adornments worn for medical, cultural, religious or other specific reasons should be restricted to the smallest and/or least impeding size and shape or covered to limit the possibility of accidents or damage.

VISITORS

- All visitors, without exception, not employed by Barnies will be required to read, sign agreement and comply with the procedures detailed in the visitor's book on arrival at the premises.
- All visitors must be signed out by the designated staff member responsible for overseeing their visit.
- Specific notices to be displayed to inform about security and the systems in place to act as reminders to all.

OUTDOOR ACTIVITIES

- Parental consent to be obtained in writing for all outings.
- Children supervised at all times and especially on large play equipment, near water and sand.
- Staff to carry a mobile phone, first aid and equipment bag when out on a trip or visit and to leave details of the outing with the manager still on site.
- Risk Assessment of external venues or outdoor places, other than the setting, to be completed prior to use.

EQUIPMENT

- All equipment to be recognized to British and European standards.
- All electrical equipment to be regularly inspected and tested.
- All equipment to be regularly monitored and checked. Faulty or broken equipment to be removed from use.

MANUAL HANDLING

- The Manual Handling assessment chart (MAC) to be used to assess possible risks from lifting, carrying and team manual handling.
- Induction training to include advice about manual handling with reference to handling children and equipment.

Correct staff training and development with continual support and monitoring are essential for these procedures and standards to be maintained. Barnies is committed to the development and training of their staff through their Inclusion and Equalities Policy and Staff Training and Development Policies. However, although our aim is to deploy highly confident and skilled staff it is recognized that breaches of procedure may happen. Further training and guidance will be available to correct mistakes or misunderstandings but in some cases, it may be necessary to take disciplinary action.

Barnies operates a confidentiality policy in all aspects of its operations and procedures. These procedures are governed by its contents.

These procedures will be reviewed on an annual basis or whenever further legislation is introduced which may require amendments to its contents.

Ann Windsor
Proprietor

Amended annually in October