

BARNIES DAY NURSERIES AND PRESCHOOLS

HEALTH AND SAFETY POLICY

Barnies aims to prevent all personal injury, dangerous occurrences or damage to property whenever possible. There is a strict No Smoking Policy in all areas.

Staff will attend training and development sessions to ensure they are aware of their responsibilities in order to achieve and maintain this.

This Policy has been divided into three categories in order to clarify the actual requirements of the Health and Safety Act and any other legislative requirements that may come in to force on a temporary or permanent basis.

HEALTH

FOOD - All food prepared, stored or cooked on the premises will comply to the guidelines of the Food Safety Guidelines and Laws. All staff whenever possible will take a Food Safety qualification, at least to level 2, in order to ensure that a complete understanding of the requirements regarding food safety are obtained. Temperature readings will be monitored and recorded daily. Cross contamination will be monitored closely and working practices regularly reviewed.

FOOD ALLERGY, DIETRY SPECIFICATIONS etc. – All food used within the setting to have any potential allergy information identified. 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. Edible treats provided by parents/carers for other children to enjoy as part of a celebration, such as birthdays etc. will be passed on to the parent/carer on collection so that they can decide if a child can consume them.

ILLNESS - Parents are requested to advise on immunization at the time of registration and as they are administered. In addition, an exclusion policy, see below and within the Admissions Policy, is in existence to guard against the spread of infectious diseases. Parents will be notified of all confirmed cases of contagious diseases within the setting and advised of any precautionary procedures to be undertaken. Consultation and guidance may also be sought from other professional bodies as necessary.

MEDICATION – Medication can only be administered if written consent is given by the parent and the correct medication supplied. Additional training and written authorization may be needed for some medication. The Exclusion Policy may prevent children from attending whilst on certain medication and each case will be considered on an individual basis.

EXCLUSION POLICY – Children and staff will be excluded from the nursery due to symptoms and illness, examples of such are as follows:

- Diarrhoea and sickness - must stay away from the nursery for at least 24 and usually 48 hours.
- Fever - any temperature above 100F or 38C
- Communicable Diseases/Infections – a communicable disease is one that is spread from one person to another through a variety of ways that include: contact with blood and bodily fluids; breathing in an airborne virus; or by being bitten by an insect.

Exclusion will apply until the contagious period is over, as advised by Public Health England, and provided the child is not still distressed.

If a child is found to be unwell whilst attending nursery then the parent(s) will automatically be informed and the child allowed to rest away from other children, possibly in isolation with a practitioner, until collected. Staff supervising a sick child may be required to take extra precautionary action such as wearing additional PPE, as deemed necessary. In addition, all other parents will be warned of any contagious disease confirmed.

HYGIENE

PERSONAL- Good hygiene practices on arrival and as part of the daily routine will be taught to children whilst attending and especially after messy activities, garden play, using the toilet and before eating.

FOOD - All staff will follow strict procedures and regimes with regards to handling food, nappies and other contacts with bodily fluids. Reference to the Food Safety and Law guidelines will be taught and encouraged. Appropriate emphasis and training on cross contamination will be enforced.

CLEANING – High standards of cleaning will be implemented with regular monitoring of areas and equipment to reduce risk of cross infection and contamination. Legislation and legal requirements detailed under COSHH will be enforced through practical procedures, staff training and regular monitoring.

SAFETY

FIRE AND EVACUATION - a daily register will be taken to ensure numbers are recorded and monitored in case of fire and evacuation. Regular evacuation drills will be actioned and recorded as necessary under current legislation and further drills taken if required to ensure that all children and staff have experienced the procedure at some point. Other fire fighting equipment will be monitored and checked according to the legal requirements of the equipment. Good working practices will be implemented to ensure that fire exits, removal of waste etc. are maintained at all times.

Fire Risk Assessments to be completed annually. Barnies is a completely non-smoking environment.

LOCKDOWN – In preparation for the eventuality of a difficult situation arising in the local area which requires the setting to take precautionary measures to lock down and secure the building, staff and children will regularly practice the Lock Down procedure. The simple government guidelines include: Run, Hide, Tell and the important principles will be to keep children calm, move slowly and obey instructions so that there is limited opportunity to provoke an incident.

ACCIDENTS/INCIDENTS - all accidents and incidents, whatever the severity and who ever the injured party are, to be recorded on the relevant accident/incident report form. A RIDDOR report will be completed and forwarded to the local HSE and Ofsted advised if applicable. Parents are requested to sign on notification of the accident/incident. Parents are also requested to notify the staff of any changes to contact numbers or who to contact in an emergency at the time of registration. Staff are required to continually assess the setting for risk assessment and a periodical recorded assessment will be made. All staff will be encouraged to obtain a Paediatric First Aid Certificate but 2 to be provided at all times, 1 being designated as the main First Aider. The first aid boxes to be maintained at all times. Special care to be administered when the children are playing with malleable materials such as water, sand, soil and other substances.

RISK ASSESSMENT – Risk Assessments will be completed on an annual basis to ensure that all tasks and hazards are identified for potential harm and how control measures can be implemented to reduce risk. COSHH and the use of Personal Protective Equipment (PPE) will also be reviewed to reduce risk, cross infection and contamination possibilities.

MANUAL HANDLING - The Manual Handling assessment chart (MAC) will be used to assess possible risks from lifting, carrying and team manual handling with advice provided for staff when handling children and equipment.

EQUIPMENT - all electrical appliances used in the nursery including any provided by the staff to be checked periodically. Equipment provided for the children will be designed for that purpose and not an adaptation. The external play area will be secure, safe and monitored continually for potential hazards. All equipment will be monitored regularly for cracks, tears and breakages and removed from use until repaired or discarded.

CLOTHING AND ADORNMENTS – Children's clothing must be suitable for the area of play, see Outdoor Play and Clothes Policy. If any item of clothing, jewelry or other adornments need to be worn for medical, cultural, religious or other specific reasons these should be restricted to the smallest and/or least impeding size and shape to limit the possibility of accidents or damage. At times, they may also need to be covered.

OUTINGS AND OUTDOOR ACTIVITIES - parents consent to be given for all outings and risk assessment of the place being visited will be made by staff to check suitability. Additional staff will be used during the outing in order to cover every eventuality, reins will be used for younger children. Suitable clothing must be provided for outdoor wear and notification to parents is issued on registration and can be reinstated prior to a special outing. The use of sun cream etc. will be essential during the summer, see Outdoor Play and Clothes Policy.

OTHER ACTIVITIES – activities that involve sand, water, soil, chemicals, animals or other similar experiences may require additional health and safety consideration to be agreed at the planning stage. Consideration may also need to be given to aspects of hygiene and staffing levels during the activity.

DEVELOPMENT - Children will be encouraged to recognize dangers of aspects whilst enjoying the ability of exploring new things eg. insects, flowers cooking etc. Focus will be placed on teaching children safe handling for use of equipment such as scissors, swings, climbing frames etc.

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

The Health and Safety Policy will be reviewed on an annual basis or whenever further legislation is introduced which may require amendments to its constitution.

Ann Windsor
Proprietor

Amended annually in October