

# Health and Safety

## **Policy Statement**

We believe that the health and safety of children, their families, practitioners and visitors is of paramount importance. We aim to make everyone aware of health and safety issues and to minimise hazards and risks to enable the children to thrive in a healthy and safe environment. The person responsible for health and safety within RUSU and the nursery is Richard Silcock RUSU's Chief Executive.

We have public liability insurance and employer's liability insurance. These certificates are displayed in the nursery lobby and are renewed annually.

## **Procedures**

### General Health and Safety

- We explain health and safety issues to parents of new children; so that they understand the part they play in the daily life of the nursery.
- We make children aware of health and safety issues through discussions, planned activities and daily routines.
- We take precautions to prevent children's fingers being trapped in doors.
- All floor surfaces are checked daily to ensure they are clean and not wet or damaged. Any wet spills are mopped up immediately.
- We ensure that safe equipment is provided when practitioners need to reach up to store equipment.
- We ensure that adults are not left in the building alone.
- We record practitioner's sickness and their involvement in accidents. These records are reviewed when the forms are submitted to the Nursery Manager.

### Outdoor Area

- The outdoor area is securely fenced and checked daily to identify hazards and remove risk.
- The outdoor sandpit is covered when not being used.
- We check that children are suitably attired for the weather conditions and we reserve the right to refuse to allow children to access the outside area if weather wear is not provided.
- We supervise outdoor activities at all times, particularly on climbing equipment.

## Hygiene

- We seek information from Public Health England to ensure that we keep up-to-date with the latest recommendations.
- Daily routines encourage children to learn about personal hygiene.
- We have cleaning schedules within all areas of the nursery.
- The toilet area has high standards of hygiene, including hand washing and drying facilities and disposal facilities for nappies.
- We implement good hygiene practices by:
  - Cleaning tables between activities
  - Cleaning and checking toilet areas regularly
  - Wearing protective clothing – such as disposable aprons and gloves.
- Practitioners do not normally supervise children on their own
- Children are supervised at all times.

## Activities, Resources and Repairs

- The layout of the play equipment allows adults and children to move safely and freely.
- All of our equipment is regularly checked for cleanliness and safety, and any dangerous items are either repaired or discarded.
- Physical play is continuously supervised
- We teach children to handle and store tools safely
- We check all children that are sleeping at regular intervals of at least 10 minutes as per the Early Years Foundation Stage Statutory Guidance. This is recorded on our sleep charts.

## Control of Substances Hazardous to Health (COSHH)

- We keep a record of any products that may be hazardous to health – such as cleaning chemicals.
- Hazardous substances are stored safely away from the children.
- Cleaning chemicals are kept in their original containers.
- All practitioners are vigilant and use chemicals safely.

## First Aid

- We aim for all room based practitioners to have First Aid training. There may be periods when qualifications expire or new practitioners join the team who have not

yet received the training however there is always at least one practitioner who can perform first aid when required.

- Practitioners with First Aid training is listed on the parents notice board.
- First aid kits are available at all times and are out of reach from children.
- There is a named person responsible for checking and replenishing the first aid kits. This person is Sarah Allen, Daisies Unit Head.

### Security

- The times of children's arrival and departure is recorded.
- The arrival and departure times of all practitioners, volunteers and visitors are recorded.
- Our systems aim to prevent unauthorised access to the Children's Zone.
- Our systems aim to prevent children from leaving the premises unnoticed.
- We only allow visitors to access to the Children's Zone with prior appointments.
- All practitioners check the identity of any person who is not known to them before they are allowed access to the Children's Zone.
- Minimal petty cash is kept on the premises.

### Practitioner Personal Safety

- Practitioners ensure that windows and doors are locked before leaving the premises at the end of the day.
- Practitioners make notes of meetings in their room diaries as well as their unit heads calendar detailing who they are meeting, where they are meeting and when they expect the meeting to finish.
- Managers liaise with campus security for advice or concerns regarding safety.
- Home visits will always be conducted in pairs.
- Home visits are recorded on the one of the nursery calendars. Full names and addresses are recorded prior to the visit taking place.
- Practitioners alert a member of the management team when they are leaving for a home visit and when they return.
- If practitioners are concerned about entering a premises, they do not do so.
- Practitioners take the nursery mobile phone with them on home visits.
- If practitioners do not return from home visits at the expected time and they have not made contact with the nursery, a member of the management team will attempt to phone them and continues to do so until they make contact.

- If no contact is made after a reasonable amount of time then the police should be contacted.

### Dealing with Agitated Parents

- If a parent appears to be angry, agitated or possibly hostile, two practitioners (one being from the management team) will lead the parent away from the children to a less open area. The door will not be closed behind them.
- If the parent is standing then practitioners will remain standing.
- Practitioners will try to empathise and ensure that the language used is understood.
- Practitioners will speak in low, even tones.
- Practitioners will listen and try to seek a solution.
- If the parent makes threats and continues to be angry, practitioners will make it clear that they will be unable to discuss the issue until the parent stops shouting or being abusive.
- If threats and or abuse continue practitioners will end the discussion and ask the parent to leave. If the parent refuses then campus security and the police should be called.
- After the event, details are recorded and stored in the child's file together with any decisions made with the parent to rectify the issue.

a place where children grow