



Barnfields EYFS & Barney Bears Nursery

Health and Safety Policy

This policy includes procedures to ensure the health and safety of children, parents, staff, students and visitors of the nursery. The staff and directors of Barney Bears Nursery recognise and accept responsibility for establishing and carrying out this Health and Safety policy.

This policy includes procedures on the following:

1. **Safety of working conditions**

All health and safety aspects of the indoor and outdoor environment will be continually monitored and appropriate risk assessments undertaken. The staff give regard to the Control of Substances Hazardous to Health (COSHH) Regulations 2002.

2. **Procedure for identifying, reporting and dealing with hazards and faulty equipment**

All faulty equipment and identified hazards should be noted and the relevant person informed. All hazards should be promptly dealt with.

3. **Dealing with and reporting accidents and injuries**

At least 1 practitioner who has a current paediatric first aid certificate must be on the premises when children are present. There must be at least 1 person who holds a current paediatric first aid certificate on all outings.

4. **Administration of medication**

Medicines should not normally be administered unless they have been prescribed by a doctor, dentist, nurse or pharmacist. Written records must be made of all medicines that are administered and parents informed.

5. **Sick child procedure**

Staff must discuss with parents the procedure for children who are ill or infectious.

6. **Emergency evacuation procedure**

All staff, students and volunteers are made aware of the evacuation procedure as part of their induction. The evacuation procedure is posted in the nursery to the left of the sink. Regular evacuation drills should be carried out.

7. **Communication procedures**

All staff, students and volunteers are made aware of the health and safety procedures as part of their induction and have access to this policy. It is the responsibility of the manager to notify them of any changes to procedures and update the policy accordingly.

8. Uncollected child procedure

In the event that a child is not collected by an authorised adult at the end of a nursery session/day, Barney Bears Nursery puts into practice agreed procedures, as set out in Appendix 8. These ensure the child is cared for safely by an experienced and qualified practitioner who is known to the child.

9. Missing child procedure

In the event of a child becoming missing while in the care of Barney Bears Nursery, the nursery will put into practice procedures, as set out in Appendix 9. These ensure that a systematic approach to find the child is taken and consideration is given to the levels of risk to the child.

10. Hygiene procedures

The nursery promotes the good health of children and follows procedures to prevent the spread of infection.

11. Food hygiene procedures

Staff responsible for the handling and preparation of food must be competent to do so. Procedures are in place to ensure staff prevent the spread of infection, and these are promoted through on-the-job training. At least 1 person holds a 'Level 1 Award in Food Safety Awareness in Catering'.

12. Visitors

All visitors to the nursery must identify themselves to the nursery manager via the school office.

13. Outings

Children must be kept safe at all times while on outings. A full risk assessment is carried out for each type of outing.

14. Electrical equipment

All electrical equipment/appliances are inspected annually by a company authorised by the Local Education Authority through Barnfields Primary School. All equipment/appliances in good working order are identified by a label. Any equipment/appliances considered unsafe must be removed from use.

15. Fire extinguishers

Fire extinguishers are inspected annually by an authorised company. Appropriate fire fighting equipment for a variety of purposes is placed around the nursery in locations recommended by the Fire Safety Officer.

Appendix 1

Safety of working conditions

All health and safety aspects of the indoor and outdoor environment will be continually monitored and appropriate risk assessments undertaken. The staff give regard to the Control of Substances Hazardous to Health (COSHH) Regulations 2002.

Indoors

- Floor surfaces must be well maintained, in particular sand and water should be removed whenever spilt. Any “wet” activities must be carried out on the non-slip area of the floor.
- Furniture must be well maintained. Care must be taken by staff and children to move furniture safely, i.e. children should be shown how to carry chairs safely.
- Staff must ensure that tall block construction does not threaten children’s safety.
- Ensure that reasonable working temperature be maintained.
- A safe water temperature must be maintained in taps which children use.
- Safety plugs should be laced in electrical sockets which are not in use. Electrical equipment must be well maintained and checked regularly for faults.
- All play equipment should be well maintained i.e. broken toys must be removed and mended or thrown away.
- All plastic bags should be kept out of children’s reach.
- Staff should draw children’s attention to safety issues involved in opening and closing doors.
- Adults to reinforce nursery rules i.e. do not run indoors.
- Cleaning products to be kept out of children’s reach.
- Do not store any toys/equipment on top of cupboards.
- Students/volunteers must never be left alone with children.
- Children are taught how to use scissors.

Outdoors

- All fixed and moveable equipment should be well maintained and checked frequently.
- Moveable equipment should be stored in an accessible, safe way in the storage shed.
- All fencing should be secure (padlocked) and in a good state of repair.
- During hot weather parents should apply sun cream prior to bringing children to nursery. Children should be encouraged to wear a sun hat. Drinking water is provided and children are encouraged to drink regularly.
- Each day staff carry out a visual check of the outdoor area and remove any dangerous objects.
- A ratio of 1:8 should be maintained, as a minimum. Students and volunteers should never be alone with children outdoors.
- Before planting staff should be aware of which plants are suitable for children’s play area (non poisonous).
- A cycle helmet must be worn when riding on the bicycle.
- Seesaw should only be used on the grass.
- Staff should check children’s clothing and footwear to ensure suitable and safe for physical activities e.g. not role play clothes/shoes.

Control of Substances Hazardous to Health (COSHH)

This legislation covers substances which can cause ill health COSHH lays down step by step approach to the precautions to prevent illness and injury from dangerous substances. Such substances must have particular labels on them, which show the substances are dangerous. These substances must be stored in their original containers and out of reach of children.

- General daily cleaning substances must be stored in the designated cleaning cupboard for Barnfields primary school. This is locked and inaccessible to children.
- Substances used more regularly (such as: anti-bacterial wipes and washing-up liquid) are stored in a high cupboard out of reach of children.

Appendix 2

Procedure for identifying, reporting and dealing with hazards and faulty equipment

All faulty equipment and identified hazards should be noted and the relevant person informed. All hazards should be promptly dealt with.

A daily risk assessment check is conducted at the start of each day before the children arrive. This may highlight any hazards or faulty equipment which should be noted on the check sheet and the manager informed. If any hazards are identified at this time or at any other then the following procedure should be followed:

- Inform the manager who will decide if the hazard/faulty equipment should be repaired or disposed of.
- Any electrical or large scale equipment that is to be disposed of should be reported to the school office and the serial number noted where applicable.
- Faulty equipment should be disposed of in the external bins located in the school car park
- Any items requiring repair should be logged in the caretaker's log book (located by the caretakers/cleaners cupboard door). The entry should include where the faulty equipment is being held and whether it is a priority.
- The manager will then decide if any further course of action to be taken is a high priority
- If the hazard requires immediate attention the school health and safety officer should be informed via the school office.
- Any hazardous substances or materials should be handled in accordance with HSE guidance
- Any fixed equipment that cannot be removed from the area where the children have direct contact should be made as safe as possible, logged as a priority for attention and the school health and safety officer informed via the school office.
- Where any hazards are identified that cannot be immediately removed all staff and children should be made aware of the dangers and supervision adjusted accordingly.

Appendix 3

Dealing with and reporting accidents and injuries

At least one practitioner who has a current paediatric first aid certificate must be on the premises when children are present. There must be at least one person who holds a current paediatric first aid certificate on all outings.

- Disposable gloves must be worn when dealing with any body fluids.
- Minor cuts and grazes should be cleansed with cold water. More severe cuts should be covered with a sterile dressing.
- A cold compress should be applied to bruises or swellings. These are kept in the fridge and should be washed in detergent and rinsed after use.
- All injuries must be noted in the first aid log which includes, child's name, date and time of injury, location, type of injury, first aid given by, witnesses if any and signed by the attending adult. It should also be assessed whether the parent needs to be informed immediately.
- Parents must be informed of any injuries when their child is collected, and given written notification of the incident. However, in the case of a more severe injury, in particular to the head, parents will be contacted immediately. If parents cannot be contacted, staff will act "in loco parentis".
- Any injuries requiring hospital treatment must be reported to Environmental Health (for Health and Safety) using the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) form.
- A full written report of the incident is recorded and a copy sent to Gillian Richards, Chairperson of Barnfields Extra and Head Teacher of Barnfields Primary School, as soon as possible after the event.
- Ofsted will be informed on:

Telephone: 0300 1231231 (helpline)

Email: enquires@ofsted.gov.uk

Post:

Ofsted
Piccadilly Gate
Store Street
Manchester
M1 2WD

Appendix 4

Administration of medication

Medicines should not normally be administered unless they have been prescribed by a doctor, dentist, nurse or pharmacist. Non-prescription medication may be administered, but only with the prior written consent of the parent and only where there is a health reason to do so. Written records of all medicines that are administered are kept.

Managing Medicines and Medical Procedures

All children have right of admission to our nursery and have the right to continue to attend as long as they are well enough to engage in the normal activities. This includes children with short, long term or specific medical conditions, which require medication or treatment.

Long Term Medical Conditions

For children with long-term medical conditions requiring ongoing medication, medical treatment or a special diet such as food allergies epilepsy, asthma, diabetes, a care plan will be drawn up with parent/carers and health professionals where appropriate. The care plan must include:-

- The name of the child
- Details of the condition
- Special requirements e.g. dietary needs
- Medication needs and any possible side effects of medication
- What constitutes an emergency
- What to do in an emergency and who to contact
- The role of staff members

The care plan must be agreed and signed by the parent/carer. Where necessary, staff will be given special training in the administration of medicines or medical treatment e.g. when the use of an adrenaline-pen may be required or other non-oral medication.

The care plan must be known to and readily accessible to all staff caring for the child.

Short Term Conditions

Sometimes children may be well enough to attend the setting but may still require some form of medication for a short period e.g. antibiotics.

In this case, a medicine form will need to be completed by the parent/carer. The medicine form must include:-

- The child's name
- Authorisation from the parent/carer for staff at the setting to administer the medicine
- The date of the authorisation
- The name of the medicine
- Date course of medicine was prescribed
- Prescribed dose and frequency

- Frequency of administration of doses.
- Any side effects
- The staff must sign when they have administered the medicine and state the time given
- The parent/carer must sign to acknowledge that they are aware that the medicine has been given.

Prescribed medicines must be in their original container clearly labelled with the child's name, the name of the medicine and dosage.

Non-prescribed medicines must be in the original container and clearly labelled with the child's name and dosage required. A medicine form must be completed as for prescribed medicines and a care plan if necessary.

Storage of Medicines

Inhalers are to be kept in the medical cupboard in the nursery cloakroom area in a photographed tub. Children's details showing required dosage and when to be administered is fixed inside the cupboard door.

Medicines are kept in the medical room which is locked at all times, when not in use medicines that need to be stored in the fridge will be kept in the staff room fridge. Staff are required to keep any personal medication they carry in a secure place which is inaccessible to the children.

Appendix 5

Sick child procedure

At Barnfields and Barney Bears Nursery we take necessary steps to prevent the spread of infection, and take appropriate action when children are ill. Practitioners will discuss with parents the procedure for children who are ill or infectious.

Infectious diseases

Staff must be aware of exclusion periods; a document containing recommended exclusion periods for infectious diseases is displayed on the nursery parent's notice board.

Notifiable diseases

If practitioners have reason to believe that any child is suffering from a notifiable disease identified as such in the Public Health (Infectious Diseases) Regulations 1988, they have a duty to inform the Health Protection Agency and act on any advice given. An up to date list of notifiable diseases is kept in the policy folder.

In the event that a child becomes ill while in our care we will give regard to the following procedures:

1. The key worker or manager will contact a parent/carer or other authorised person on the child's contract form immediately.
2. Until arrival, the child will be comforted and cared for in a quiet area.
3. Parents will be advised that in cases of sickness/diarrhoea, children should be clear for 48 hrs before returning to the nursery.
4. Parents should notify the nursery about any confirmed infectious diseases e.g. German measles, chickenpox, and impetigo.
5. The nursery should also be informed of cases of head lice or threadworms. It is the parent's responsibility to treat these.
6. All staff should be informed about children with a particular medical condition e.g. epilepsy, asthma, severe allergies etc. Specialist training may be sought from relevant authorities if necessary.

Written consent for emergency treatment must be given by the parents or guardians on the Child's Contract form.

Should the Manager or Deputy Manager consider the illness/situation to warrant immediate attention the procedure should be:

1. Call the ambulance.
2. Telephone the parent/carer immediately.
3. If we are unable to contact the parents or other authorised person before the ambulance arrives a member of staff will accompany the child to hospital. The child's registration form must be taken.
4. Staff must remain with the child until the parents arrive at the hospital.
5. A full written report of the incident must be recorded and a copy sent to Gillian Richards, Chairperson of Barnfields Extra and Head teacher of Barnfields Primary School, immediately after the event.
6. Ofsted must be informed on:

Telephone: 0300 1231231 (helpline)

Email: enquires@ofsted.gov.uk

Or write to:

Ofsted
Piccadilly Gate
Store Street
Manchester
M1 2WD

Procedure when dealing with a sick member of staff

Should a member of staff become ill, the following procedure should be followed:

1. The Manager or Deputy Manager will contact a next of kin or other authorised person on the staff member's contact form immediately.
2. The member of staff who is ill will be cared for in a quiet area.

Should the Manager or Deputy Manager consider the illness/situation to warrant immediate attention the procedure should be:

3. Call the ambulance
4. Telephone the next of kin immediately.

If we are unable to contact the next of kin or other authorised person before the ambulance arrives a member of staff will accompany the sick person to hospital.

Appendix 6

Emergency evacuation procedure

All staff, students and volunteers must be made aware of the evacuation procedure as part of their induction. The evacuation procedure is posted in the nursery to the left of the sink. Regular evacuation drills should be carried out.

Safety is of paramount importance

What to do if you discover a fire

- Raise the alarm - by breaking glass at the nearest break glass point.

What to do when you hear the alarm

- Practitioners should reassure children to remain calm, and if:
 - a) **INSIDE** encourage children to walk to the nearest fire exit to escort all children out of the building.
 - b) **OUTSIDE** encourage children to walk to one of the foundation play area gates (low level red gates)
And assemble on the infant playground
- The 'Lead practitioner'* for each class should ensure their room; toilets and cloakrooms are empty and (in nursery) collect the register.
- All adults and children should assemble on the infant playground.

Summoning the emergency services

- The head teacher or secretary of Barnfields School will telephone for the Fire Service or detail another member of staff to do so.

Assembly

- Children will assemble on the infant playground.

Roll call

- When children are assembled the lead practitioner will count them. Adults will also be accounted for. The number will be checked against the register. Should there be any persons missing an immediate search will be made. Only if it is safe to do so the 'Lead practitioner' will re-check the premises.
- When all present and correct and if necessary, staff and children will vacate the playground for a safer site distant from the fire.
- All members of staff, students and volunteers must receive a copy of the fire routine procedures.

*(Note. Lead practitioner: The person with overall responsibility for the class (i.e. class teacher, manager or deputy manager)).

Appendix 7

Communication procedures

All staff, students and volunteers must be made aware of the health and safety procedures as part of their induction and have access to this policy. It is the responsibility of the manager to notify them of any changes to procedures and update the policy accordingly.

- The Manager must ensure that all staff members and students are familiar with the nursery fire routine.
- Any unsafe equipment, furniture or fittings must be reported to the manager, who should take the appropriate steps to mend/replace the objects. (see appendix 2)
- All staff are responsible for noting injuries in the appropriate books and for informing parents about accidents/injuries. (see appendix 3)
- If a member of staff deals with an accident/injury concerning a child in another key group, they must inform the child's key worker who will then be able to inform parents.
- A slip recording an injury to a child will be sent home, in addition to a record kept within school.
- If a child with a particular medical condition enters the nursery, the manager is responsible for informing all staff about the condition.
- If a child is likely to need emergency medical treatment in the nursery, for example a child with a severe allergy, the manager must ensure that staff receive the necessary training to deal with the emergency. Staff must also know where necessary equipment/medication is to be kept.

Appendix 8

Uncollected child procedure

In the event that a child is not collected by an authorised adult at the end of a nursery session/day, Barney Bears Nursery will put into practice agreed procedures. These Parents/carers will be informed of the procedures so that, if they are unavoidably delayed, they will be reassured that their child will be properly cared for.

Procedures

Parents of children starting at our setting are asked to provide specific information which is recorded on our Contract Form, including:

- home address and telephone number
- place of work, address and telephone number (if applicable);
- mobile telephone number (if applicable);
- names, addresses and telephone numbers of at least two adults who are authorised by the parents to collect their child from nursery, for example a childminder or grandparent;

Parents are informed that if they are not able to collect the child as planned, they must inform us. We provide parents with our contact telephone number. We also inform parents that - in the event that their child is not collected from nursery by an authorised adult and the staff can no longer supervise the child in our premises - we apply our procedures as detailed below.

- We will firstly try to contact the parents/carer of the child, either at home, work or mobile phone;
- if this is unsuccessful, the adults who are authorised by the parents to collect their child from nursery - and whose telephone numbers are recorded on the Contract Form - are contacted;
- all reasonable attempts are made to contact an authorised person;
- the child stays at the nursery in the care of two fully-vetted staff until the child is safely collected;
- the child will not leave the premises with anyone other than those named on the Contract Form.
- Should contact not be established with the parents or authorised person within a maximum of one hour of the closure time of Barney Bears Nursery then the person in charge of the setting will have no alternative but to contact First Response (telephone number 0800 1313126).
- A full written report of the incident must be recorded and a copy must be sent to Gill Richards, Director of Barnfields Extra.

Ofsted will be informed on
Telephone: 0300 231231 (helpline)

Email: enquires@ofsted.gov.uk Or write to Ofsted Early Years at:
Ofsted
Piccadilly Gate
Store Street, Manchester M1 2WD

Appendix 9

Missing child procedure

In the event of a child becoming missing while in the care of Barney Bears Nursery, the nursery will put into practice procedures. These ensure that a systematic approach to find the child is taken and consideration is given to the levels of risk to the child.

Aim

In the event that a child is lost, we will ensure a search is made for the child as soon as possible, parents and authorities are notified at the appropriate stage, and a high level of care is maintained to other children at the nursery while procedures are followed.

Procedures

Missing child procedures

- We will check the register to confirm the child came to the nursery.
- Do a head count.
- Inform the Nursery Manager and ask her to also do a head count.
- If the child is still missing, children should be gathered together and supervised in a safe place.
- Other staff to check toilets, cloakroom and outdoor play area.
- The Head teacher of the school should be informed and the school/grounds should be searched by as many available adults as possible.
- If child is not found at this stage, the Head teacher of the school will then telephone the police and follow their advice.
- Parents of the child must be informed.
- A full written report of the incident must be recorded and a copy sent to Gillian Richards, Head teacher and Director of Barnfields Extra immediately after the event.

Ofsted will be informed on:

Telephone: 0300 231231 (helpline)

Email: enquires@ofsted.gov.uk

Or write to Ofsted
Piccadilly Gate
Store Street
Manchester M1 2WD

Appendix 10

Hygiene procedures

The nursery promotes the good health of children and follows procedures to prevent the spread of infection

The nursery has clear procedures to ensure food hygiene and procedures are observed by staff and children.

- Children must be encouraged always wash their hands after using the toilet and after completing “messy” activities - particularly before handling food e.g. snack time, lunchtime, cooking activities.
- When wet or soiled, a child must be cleaned and dried thoroughly before putting on clean clothes. Soiled/wet clothes must be placed in a bag and labeled with the child’s name.
- Disposable gloves must always be used for the above procedures.

Appendix 11

Food hygiene procedures

Staff responsible for the handling and preparation of food must be competent to do so. Procedures are in place to ensure staff prevent the spread of infection, and these are promoted through on-the-job training. At least 1 person holds a 'Level 1 Award in Food Safety in Catering'.

All staff must undergo induction training to ensure they are competent to prepare food.

- Staff must ensure that children wash their hands before snack/lunchtime and before cooking activities.
- Cooking equipment must be kept in the designated cupboards and must always be put away clean.
- Tables used for snack/lunchtimes must be cleaned with antibacterial spray before and after the food is served.
- Lunch tables and tables used for food preparation/cooking must be covered with plastic cloths and cleaned properly after use.
- If children drop cutlery onto the floor they must fetch clean replacements. They should not eat food that they have picked up from the floor.
- Staff, students, parents or visitors must not carry or consume hot drinks in the designated room or in the playground during any session.
- All children's milk and dairy produce provided by the nursery are kept cool in the fridge.

Appendix 12

Visitors

All visitors to the nursery must identify themselves to the nursery manager via the school office.

All visitors must be signed into and out of the building and must wear a badge allocated to them from the school office.

Any visitor who does not hold a current enhanced DBS must be closely monitored by staff when children are present. Under no circumstances should visitors be left alone with children.

Appendix 13

Outings

Children must be kept safe at all times while on outings. A full risk assessment is carried out for each type of outing.

- Risk assessments must be carried out prior to the visit. The leader will be familiar with the area being visited in order to find out the facilities that are available and any risks there may be.
- Written permission must be obtained from all parents prior to the outing.
- Staffing ratios must be maintained at least:
1 adult : 4 children (for children aged 3 and 4 years).
- A paediatric first-aider must be present and a suitable first aid box/bag must be taken. Copies of registers, contact numbers, allergies, medication, etc, must also be taken.
- If on foot careful consideration must be given to road crossing and the children must be taught appropriate procedures. Use must be made of any general opportunities to help children gain awareness of the traffic environment.
- The children must be counted before setting off (on the coach if used) and counting must be ongoing at regular intervals throughout the outing. If the group is broken up into sub-groups a designated person in charge must be assigned and that person will be responsible for counting the children at regular intervals.
- Toilet facilities must be provided for children at regular intervals.
- Food and drinks must be provided at similar times to those in the nursery and additional drinks must be offered if the weather is warm or if energetic exercise is part of the day.
- Meeting points must be pre-designated and times arranged when all the party should assemble. These must be strictly adhered to.
- Transport must be fully insured; drivers' details satisfactory and all seats must have safety harnesses or equivalent. The maximum seat capacity of the vehicle must not be exceeded.
- The expected return time will be clear and there will be a contact at Barnfields Primary School.

At the conclusion of each outing the member of staff in charge of the outing must complete a review of the outing, noting the following:

- Any particular problems with transport.
- Any particular problems with the venue.
- Any particular problems with specific children.
- Educational benefits of the visit.
- Recommendations for future visits.

Prior to each outing the person in charge of the outing will refer back to the reviews and take accounts of comments when preparing for the next outing.

Appendix 14

Risk Assessments

Barney Bears Nursery ensures that risk assessments are completed as and when necessary. We recognise that not all risk assessments are required to be written down but do have a number of risk assessments that are. Barney Bears will comply with generic risk assessments that are followed by Barnfields Primary School and also risk assessments that have been completed owing to the nature of activities that are undertaken within Barney Bears Nursery.

All written risk assessments whether they are generic or local must be reviewed by the Deputy Manager every six months. They must then be approved by the Nursery Manager. New risk assessments must be generated for new activities that are to be regularly undertaken. They will then be reviewed at the same time as the rest of the risk assessments.

All risk assessments are kept in the risk assessment file.

Risk assessments must also be completed when Barney Bears Nursery goes on a trip. Risk assessments must be obtained from the visit centre as well as our local risk assessment form and this must be sent to the Bursar in Barnfields Primary School for approval using Evolve.

Every morning a member of staff must check the nursery, both inside and outside for any hazards and the Health and Safety checklist must be completed. Any risks/hazards or concerns must be reported to the Nursery Manager and Bursar.