

# **Sunrise Nursery Health and Safety Policy**

## **Introduction**

This policy is written within the framework of the Health and Safety at Work Act 1974 and its subsequent regulations (See Appendix 1: Health and Safety made simple). It is to be read in conjunction with the policies of Sunrise Nursery on Safeguarding and the Health and Safety Procedures attached to the end of this policy.

It will be reviewed, added to and modified from time to time and may be supplemented in appropriate cases by further statements related to the work of the nursery. Copies and subsequent amendments will be made available to all employees.

## **Policy Statement**

Meenakshi Singh will be responsible as site manager to the Board of Trustees and the Management Committee of the nursery.

The manager accepts, as far as is reasonably practicable, to provide a safe and healthy workplace and working environment for all employees, pupils, visitors and others who may be affected by the work of the Nursery

In discharging these responsibilities, the Manager will pay due regard to relevant regulations, codes of practice, site 'permits to work' for contractors, guidance notes and professional advice given by Environmental Health, or other professionals such as the Fire Safety Officer.

The Health and Safety at Work Act 1974, requires all employees of the nursery to recognize their responsibilities for the safety of themselves, of other workers, children, visitors and of others who may be affected by the work of the nursery and to co-operate fully with the Manager in implementing and fulfilling this policy.

The Manager as site manager accepts responsibility as far as is reasonably practicable for the effect of the nursery's activities on the safety of contractors and others whilst working on nursery premises. Wherever possible contractors will work when children are not present.

The Manager similarly requires contractors and others when working on nursery premises to take all reasonable care for the protection of their own employees, nursery staff, children, visitors and others who may be affected by their work. A risk assessment is carried out for all such works.

## **General Responsibilities**

The Manager will be responsible to the Board of Trustees and the Management Committee for the implementation, management and monitoring of the relevant policies and procedures. The Manager will co-operate with and maintain appropriate levels of communication with the Board of Trustees and the Management Committee regarding issues relevant to the site.

The Manager will liaise with the nursery's Management Committee in matters where its responsibilities relate to Health and Safety

Employees have the duty to take responsible care for their own health and safety and that of others who may be affected by their actions and/or omissions.

Employees are to co-operate with the Manager to enable them to maintain a safe and healthy workplace. Disregard or failure to comply with safety instructions shall be a breach of disciplinary rules and dealt with accordingly.

## **The Management Committee's' Statement**

The Management Committee of the nursery will, so far as is reasonably practicable, ensure that all activities under its control are carried out in accordance with the Health and Safety at Work Act 1974, the EYFS Statutory Framework , relevant regulations and approved codes of practice whilst paying due regard to advice and information provided by the advisers of the same.

The Management Committee will ensure, so far as is reasonably practicable, that all means of entering or leaving the premises available for use are safe, and without risk to health and that any plant, equipment or substances in the premises or provided for use there are similarly safe and without risks to health.

The Management Committee recognizes that failure to comply with these standards on health and safety matters will result in immediate demands for improvement or face the risk of closure.

The Management Committee will review this statement regularly and when circumstances change. The Management Committee will ensure that the nursery maintains monitors and reviews its health and safety policy including the necessary items of organization, arrangements and procedures.

The Management and Manager will ensure the site is secure.

In order to assist in the discharge of its responsibilities the Management Committee will receive from the Manager copies of all health and safety reports sent to the Health & Safety Executive and Ofsted.

## **Advice and Training**

The Manager notes that the London Borough of Hackney provide a range of professional advice, information and training in support of health and safety issues and will make available such advice, information and training to appropriate employees.

The Manager will also ensure that all employees receive appropriate health and safety training and keep a record of this.

**1. The overall aim of the above is to ensure that all reasonably practical steps are taken to secure the health, safety and welfare of all persons using the premises:**

- a) to establish and maintain a safe and healthy environment throughout the nursery
- b) to establish and maintain safe working procedures among staff and children
- c) to make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances
- d) To ensure the provision of sufficient information, instructions and supervision to enable all people working in the nursery and children to avoid hazards and contribute positively to their own safety and health at the Nursery.  
To ensure the provision of sufficient information, instructions and supervision to enable all visitors on the site to avoid hazards and be aware of appropriate health and safety procedures
- e) to maintain a safe healthy place of work and safe access and egress from it
- f) to formulate effective procedures for use in case of fire and other emergencies and for evacuating the nursery premises or securing a lock down.
- g) to lay down procedures to be followed in case of or to prevent an accident
- h) to provide and maintain adequate welfare facilities.

**2 Responsibilities and Duties in matters concerned with safety**

**2.1 The Manager**

The ultimate responsibility for all nursery safety organization and activity rests with the Manager, who shall

- a) be the focal point for day to day issues on safety and give advice or indicate sources of advice
- b) co-ordinate the implementation of the approved safety procedures in the nursery
- c) maintain contact with outside agencies able to offer expert advice
- d) ensure ongoing risk assessments are carried out regularly for all areas of the nursery premises and for all activities in which staff, children and visitors to the

nursery may be involved. To ensure these are adapted if there are changes within the nursery.

- e) ensure relevant staff are on site when children are present: ratios maintained and that there are sufficient qualified staff, sufficient First Aiders and a DSL present. In the case of lack of staff, parents will be notified if possible before leaving home of the situation and asked to keep child at home. If parents are already on the premises, they are asked to remain with their child until staff have arrived at the nursery.
- f) ensure all known hazards are dealt with promptly and stop any practices or the use of any tools, equipment, machinery etc. she considers to be unsafe until satisfied as to their safety
- g) ensure that additions or improvements are made where necessary to tools, equipment, machinery etc. which are dangerous or potentially so, or where conditions change
- h) include employees in the risk assessment process, and share risk assessments at staff meetings
- i) review regularly the emergency regulations and make recommendations for improving the procedures laid down
- j) review regularly the dissemination of safety information concerning the nursery
- k) inform the Management Committee regularly of the Health and Safety arrangements of the nursery

## **2.2 Obligations of all Employees**

The Management of Health and Safety at Work Regulations 1992 together with the Health and Safety at Work Act 1974 states:

It shall be the duty of every employee while at work

- a) to take reasonable care for the health and safety of himself and of any other persons who may be affected by his acts or omissions at work and
- b) as regards any duty or requirement imposed on his employer or any of the relevant statutory provisions, to co-operate with him so far as it is necessary to enable that duty or requirement to be performed or complied with.

The Legislation also states:

No person shall intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions.

In order that the laws be observed and responsibilities to children and other visitors to the nursery are carried out all employees are expected

- a) to know the special safety measures and arrangements to be adopted in their own working areas and to ensure they are applied

- b) to follow instructions and procedures related to health and safety procedures
- c) to observe standards of dress consistent with safety and/or hygiene (see staff code of conduct)
- d) to exercise good standards of housekeeping and cleanliness
- e) to know and apply the emergency procedures
- f) appropriate use and not willfully misuse, neglect or interfere with things provided for his/her own safety and/or the safety of others
- g) to inform the health and safety officer, manager and governing body of any potential hazards (but only within their own knowledge and experience)
- h) to co-operate with other employees in promoting improved safety measures in their nursery
- i) to co-operate with the health and safety officer and the enforcement officer of the Health and Safety Executive or the Public Health Authority.
- j) to attend training as required

### **Health and safety officer holding posts/positions of special responsibility**

These staff:

- a) have a general responsibility for the application of the nursery's Health & Safety policy to their own area of work and are directly responsible to the Manager for the application of existing safety measures and procedures within that area. Advice or instructions given by the Health & Safety Officer and the Manager, including the relevant parts of this statement, shall be observed
- b) shall, where necessary, establish and maintain safe working procedures including arrangements for ensuring, as far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances (e.g. chemicals, boiling water, guillotines). toner)
- c) shall resolve any health and safety problem any member of staff may refer to them and refer to the Manager any of these problems for which they cannot achieve a satisfactory solution within the resources available to them
- d) shall carry out daily health and safety checks of the activities for which they are responsible and where necessary, submit a report to the Manager

- e) shall, where appropriate, seek the advice and guidance of the relevant advisor or officer of the local authority
- f) shall propose to the head requirements for safety equipment and additions or improvements to tools, equipment or machinery which are dangerous or potentially so.

### **2.3 Special obligations of Nursery Employees**

The safety of all children in the nursery is the responsibility of nursery employees when they are in their charge.

If for any reason e.g. the condition or location of equipment, or the physical state of the room the nursery employee considers s/he cannot accept this responsibility, s/he should discuss the matter with the Manager before allowing practical work to take place. Nursery employees are expected:

- a) to exercise effective supervision of the children and to know procedures to keep children safe
- b) to know the special safety measures to be adopted in their own areas and to ensure that they are applied
- c) to give clear instructions and warning as often as necessary
- d) to follow safe working procedures through their individual example and conduct
- e) to call for protective clothing, guards, special safe working procedures etc. where necessary
- f) to make recommendations to the Health & Safety officer, e.g. on safety equipment and on additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so
- g) follow Child Protection and Safeguarding procedures

### **2.4 The child**

All staff shall work with children to establish, at whatever level is appropriate, an ability

- a) to exercise personal responsibility for the safety of self
- b) to observe standards of dress consistent with safety and/or hygiene (see staff code of conduct)

- c) to observe all the safety rules of the nursery and in particular the instructions of staff given in an emergency.
- d) to use and not willfully misuse, neglect or interfere with things provided for his/her safety as far as their development allows

## **2.5 Supervision of children**

Please see our supervision policy.  
The nursery day hours are as follows:

### **Nursery**

8.00am – 6.00pm

## **3 Visitors and Volunteers**

All visitors will sign in at the front door. Regular visitors and other users of the premises (e.g. delivery men from specific companies) are required to observe the safety rules of the nursery. In particular parents helping out in nursery are made aware of the health and safety arrangements applicable to them through the staff they are with (See Safeguarding Policy). All visitors are accompanied / supervised whilst on the premises.

## **Conclusion**

It is the responsibility of everyone to make these arrangements work. This will ensure, as far as is reasonably practicable, that working conditions are safe and that working life of everyone is accident free.

If an improvement or prohibition notice is served by an enforcement officer (e.g. Environmental Health Inspector), the manager should immediately advise the Management Committee.

## **Specifics:**

### **Accident Reporting**

It is our aim at Sunrise to minimize accidents. We do this by:

- 1 Where any new equipment is bought, staff are given training on how to use it
- 2 Through Circle Times children are reminded of nursery rules (and older groups are part of developing these rules) regarding the health and safety of themselves and others, and of the constant need for self-discipline to minimize the harming of themselves and their peers. Babies will be under close supervision and will be given gentle reminders in age appropriate language.

It is an aspect of nursery life that accidents will happen, and when these do they are logged immediately usually by the employee who dealt with the incident and signed by the manager, then shared with the parents who also sign

All members of staff are aware of our accident logging procedure. This is done via the accident book kept next to the First Aid box in downstairs small classroom. We record the following information:

- Date
- Name
- Time
- Reason for accident
- Treatment/First Aid given
- Signature of person recording incident

More serious accidents are entered following the above procedures, and in addition the Health & Safety Executive procedures are followed, and Ofsted is informed.

If an ambulance is called the nursery logs the time it is phoned and the time of arrival on the accident form. This section runs alongside the First Aid policy. Accidents are reviewed to identify any action the nursery can take to minimize future occurrences

## **Animals**

Farm visits take place, employees ensure adequate facilities for washing hands are available on the site. Employees remind children of the need for washing hands after stroking animals and supervise this activity particularly before food is eaten.

Parents/carers who wish to bring a pet/animal into the nursery will ask permission so an appropriate Risk Assessment can be drawn up to determine if it is safe to do so. Please refer to our 'Cat' risk assessment

## **Asbestos**

To ensure the health and safety of staff from asbestos contamination whilst on the nursery site, Sunrise Nursery follows these procedures:

Any member of staff believing they may have discovered asbestos on the nursery site will immediately vacate the vicinity, evacuating everyone else where this is considered necessary

The concerned member of staff will immediately inform the Manager of the possible presence of asbestos.

The Manager will instruct the Health & Safety Executive and follow their instructions.



All contractors will carry out a risk assessment prior to starting work. If asbestos is confirmed or if the material cannot definitely be certified as 'safe' the Health & Safety officer shall request a council-approved specialist contractor to take immediate and appropriate action with the identified material, whether this be a) immediate removal, b) programmed removal, c) encapsulation, d) no action in those cases where detailed examination and testing confirms that it is safe to do so. Where option c) is taken – periodic review of the encapsulated asbestos will be taken by the Health & Safety office to ensure its safe condition.

### **Critical Incident Procedure**

The following procedure will be followed:  
Ring 999

If the nursery has to be evacuated then the Manager will direct teachers and their classes away from the vicinity of the danger, out on to Cazenove Road and far enough away from the premises to be deemed out of danger.

### **Building Maintenance**

If an area is unsafe it is immediately sectioned off, recorded in the Hazard Book and reported to the Manager.

Day to day maintenance issues are recorded in the Hazard Book.

The Hazard Book records the following details:

Date:

Hazard:

Who might be harmed?

What are we doing already?

Further action required?

By whom? When?

Date Completed

The Hazard Book is reviewed on a regular basis, or immediately for urgent issues, by the Manager and anything relevant shared at our staff meetings to ensure all hazards are dealt with

On an annual basis the Health & Safety Officer, with a delegated staff or Management Committee member, carries out a comprehensive Building Risk Assessment.

The nursery uses appropriately skilled volunteers and professional contractors to undertake building and maintenance work.

### **Cleaning & Disinfection**

The cleaning for the nursery currently operates under the control of the Manager with regard to Public Health updated advice as a result of Covid 19.

The Manager monitors the cleaning schedule, if at any point it does not meet the agreed levels in the contract she will speak to the cleaner directly. The employees take an active interest in monitoring the standards of cleanliness during the day.

One of the most important steps in reducing the number of germs, and therefore the spread of disease, is the thorough cleaning of surfaces that could possibly pose a risk to children.

- Clean the surfaces considered most likely to be contaminated are those with which children are most likely to have close contact e.g. toys that children put in their mouths, food preparation areas, and surfaces likely to become contaminated such as nappy changing mats, toilet seats, toilet handles, taps etc. at the end of each day.
- Routine cleaning with liquid detergent and water is the most useful method for removing germs from surfaces. Good mechanical scrubbing physically reduces the numbers of germs from the surface, just as hand washing reduces the numbers of germs from the hands. This is done when the children are not present to prevent the risk of ingestion/inhalation of hazardous fluids.
- Items that can be washed in a dishwasher or hot cycle of a washing machine do not have to be disinfected because these machines use water that is hot enough for a long enough period of time to kill most germs.
- Disinfection must also be carried out in cases of infection i.e. Diarrhea, vomiting, coughing and sneezing. Please refer to the illness policy for exclusion periods. Staff teach children good hygiene practice, acting as role models

### **Cleaning Materials**

- Cloths should be disposable and changed weekly or more frequently as need arises
- Cleaner ensures mops should be washed thoroughly after use in a cleaning equipment sink (not a kitchen sink) with hot soapy water and left to dry, i.e. they should not be left in a bucket of water.
- Mops used to clean up body fluids should be:
  - a) Cleaned with hot soapy water
  - b) Rinsed with a disinfecting solution
  - c) Wrung as dry as possible
  - d) Hung to dry completely

- Buckets and basins need to be disinfected and dried after use. All are stored in walk in cupboard in kitchen.

### **Communicable Diseases** - “please see the illness policy”

These are detected as soon as possible, with the children being isolated. We refer to the UKHSA poster (displayed on hallway noticeboard).

### **COSHH**

The highest standards of safety regarding COSHH substances are implemented, e.g. a locked cupboard in the kitchen (a room the pupils do not have access to);

Washing detergent is stored out of children’s reach.

All deliveries are locked away immediately by kitchen manager, Saba Getachew, or in the case of sickness, her replacement.

The kitchen manager and cleaning staff are the only staff permitted to use cleaning chemicals other than the non-hazardous cleaning spray and disinfectant used for cleaning tables in the classrooms.

### **Display Screen Equipment**

Optimal office environmental conditions, (space, lighting, heat, humidity) aim to be achieved as far as is reasonably practicable. A risk assessment is carried out with regard to HSE website for the law on risk assessing for computer users:

[https://vitrueremote.com/?utm\\_term=dse%20assessment&utm\\_campaign=BOF%20-%20Search%20-%20UK%20-%20DSE%20Compliance%20-%20Exact&utm\\_source=adwords&utm\\_medium=ppc&hsa\\_acc=9636597884&hsa\\_cam=17546722706&hsa\\_grp=138278639215&hsa\\_ad=605144862917&hsa\\_src=g&hsa\\_tgt=kwd-297231660128&hsa\\_kw=dse%20assessment&hsa\\_mt=b&hsa\\_net=adwords&hsa\\_ver=3&gclid=Cj0KCQIAkMGcBhCSARIsAIW6d0AO9ke6\\_3QHFpryhMsXmT0dDzRFcz5G\\_CAlr5yuxmgecxllffhCfXEaAiLAEALw\\_wcB](https://vitrueremote.com/?utm_term=dse%20assessment&utm_campaign=BOF%20-%20Search%20-%20UK%20-%20DSE%20Compliance%20-%20Exact&utm_source=adwords&utm_medium=ppc&hsa_acc=9636597884&hsa_cam=17546722706&hsa_grp=138278639215&hsa_ad=605144862917&hsa_src=g&hsa_tgt=kwd-297231660128&hsa_kw=dse%20assessment&hsa_mt=b&hsa_net=adwords&hsa_ver=3&gclid=Cj0KCQIAkMGcBhCSARIsAIW6d0AO9ke6_3QHFpryhMsXmT0dDzRFcz5G_CAlr5yuxmgecxllffhCfXEaAiLAEALw_wcB)

### **Electrical Safety**

Within the nursery daily assessment checks are carried out which alert staff to any electrical hazards.

All staff are aware that any electrical equipment which is considered unsafe is reported immediately to the Manager and recorded in the Hazard Book stored in left hand cupboard by coats in downstairs classroom. The equipment should not be used until repair has taken place.

Recognized contractors are used for repairs e.g. for computers.

It is nursery policy not to buy second hand electrical equipment.

Staff are not permitted to bring any electrical equipment into nursery without prior permission of the Manager. Electrical equipment and trailing wires are kept out of reach of babies and children

### **Equipment, Toys & Furnishing**

- Carpets should be vacuumed daily and steam cleaned as required (at least once per year) and more often in cases of spillages.
- Little sleeping mats and cots should be washed with hot water and detergent and disinfected when soiled.
- High chairs, tables and chairs should be cleaned and washed with hot water and detergent daily after use
- Hard toys should be washed with hot water and detergent and dried twice a term or more frequently when daily checks identify they require it
- Soft toys should all be capable of being washed in the washing machine at as hot a cycle as possible (min 60°C) and tumble dried (unless otherwise specified on the label) as frequently as daily checks identify they require it
- Water play toys should be stored dry and trays should be emptied, rinsed and dried out daily by turning upside down so that no condensation can collect. And are cleaned thoroughly every term. Play dough should be changed weekly and children should be discouraged from putting play dough in their mouths, however play dough recipes ensure that children will not be harmed if they ingest contents
- In the case of an outbreak of infection, all water play and the use of play dough should cease for an initial period of one week, (after which there will be a review).
- Sand should be changed monthly or more often if required.  
Items are cleaned daily for baby room (particularly if they are mouth-sized items)

### **Fire Safety**

Fire Drills are organized by the Manager and held termly. These are recorded in the Fire Safety file kept in the risk assessment file.

All fire extinguishers are checked annually by Chubb.

- All walk ways and fire doors should not be obstructed this is checked daily by staff as part of the daily Health and Safety checks.
- Visibility panels on fire doors are always kept clear, display on these is prohibited.
- Fire doors should not be wedged open.

- All fire exits are clearly labeled.

The Manager has drawn up fire drill procedures and escape routes after consultation with an approved Fire Safety Officer.

Fire Drills and evacuation routes are displayed on the walls of all classrooms and in the hallways.

**The nursery is a no smoking site.** Should staff / adults wish to smoke on their break they should go onto the street and not be visible from the nursery. They should make every effort to ensure there is no residue / odour when returning to their shift  
The Fire Safety file contains information about designated staff and assistants should a fire occur. The nursery's designated fire officer is Didi Manika.

### **First Aid**

We have facilities and kits for administering First Aid in our nursery office, store room, kitchen and each group room has a portable one.

We adhere to the EYFS statutory framework and always have a minimum of 1 staff on site at all times with paediatric 1<sup>st</sup> aid qualification and organise shift rotas to ensure this is always the case. We do, however, aim to have more than this and to have at least one First Aider per group room and one member of management. Thus, we can ensure First Aid can be given swiftly as needed and to cover any contingency arrangements such as outings. A list of qualified 1<sup>st</sup> aiders is displayed in the hallway

Christine Marie checks the box twice termly and replaces used stock. Staff report any low stock to Christine Marie

We always take an additional first aid kit with us and ensure a 1<sup>st</sup> aider is present when groups of pupils go out of nursery on organised trips or to participate in sporting events. Christine also checks this kit

All new children (and staff) are given information on where to go for help in the event of an accident as part of their induction into the nursery. There are first aid notices around the nursery.

We keep records of all accidents and injuries, and have a procedure in place for ensuring that they are reviewed twice termly in order, where possible, to minimise the likelihood of recurrence. Accident reports are filed in the office

We will always contact parents if their child suffers an injury requiring medical assistance or a temperature of 38 or above. We also require parents to inform us of any injury sustained out of nursery which we will record.

**Medication** Please see policy on Administering medication

### **Food Hygiene**

The kitchen is run by Saba Getachew who is responsible for all Food Hygiene in the kitchen. When in the kitchen, or preparing or serving food to the children all staff are required to wear a hair covering , an apron and wash their hands. Parents know not to include anything that may affect allergies of other children. Bags are given in on arrival so that staff can store them safely out of reach (this avoids anyone getting hold of them or sharing them with a child who has an allergy).

Before any activity involving cooking, children and adults are required to wash their hands and the surfaces are cleaned thoroughly.

**Food and Diet** please see our food policy

**Hygiene (Personal)** We adhere to the revised EYFS anyone carrying out personal care (such as dressing and eating) MUST have a DBS even if they are supervised

**Hand Washing** - see the hand washing procedure displayed in by all sinks.

## **ICT**

### **Wifi use in nursery**

Sunrise nursery is aware of guidance relating to ICT in nurseries and about Wi-Fi use at Nursery. Sunrise Nursery understands that the information is inconclusive and that there is no evidence of risk to health.

We do recognize that Wi-Fi presents potential hazards and have issued the following procedures:

Laptops not to be used on laps. Use laptops on tables.

This statement will be reviewed annually.

Please also see the e-safety policy. (IT Acceptable Use)

## Food Handling

- Staff are familiar with regulations relating to safe food handling. All staff have the food hygiene certificate.
- Staff involved in food preparation should avoid nappy changing / toileting children until they have finished food preparation duties.
- All staff that handle or prepare food are trained to do so.

## **Intruders on Site**

All Staff do not work alone; a minimum of two is the norm, the rota will always reflect this.

The nursery has adopted the guidance from <http://www.hse.gov.uk/pubns/indg69.pdf>  
Please also see the Risk Assessment Policies, Critical Incident and Lock down policies

## **Laundry**

- Staff should wear disposable gloves and apron for all contact with laundry that has been contaminated.
- Individual sheets for each child should be laundered weekly or more frequently if necessary.
- Sheets are labeled to ensure children only use their designated linen.
- Individual face cloths, hand towels and tea towels are changed on a daily basis
- Ensure all laundry is washed at a 60°C cycle or above in the washing machine.

## **Maintenance of Equipment**

### **Electrical:**

All electrical appliances and equipment are tested on an annual cycle by an external contractor outside of school hours.

The Fire Warden tests the smoke detectors on a weekly basis and records in fire policy folder.

See Fire Risk assessment (located in the fire policy folder in the office)

### **Gas:**

Gas appliances are tested annually by external contractors and a certificate issued

**Manual Handling:** please see the policy

**Medical Conditions and Medication – please see illness and medication policy.**

## **Nursery Toileting Procedures**

Policy Statement: We aim to work closely with parents towards toilet training keeping any medical or developmental reasons in mind and create a flexible approach. We make necessary adjustments to our bathroom provision and hygiene practice in order to accommodate children who are not yet toilet trained.

### **Nappy Changing/Clothes Changing Procedures**

Key persons have a list of changing times for the young children in their care who are in nappies or 'pull-ups'. But will change children whenever they require it. Changing areas are warm and there are safe hygienic areas to lay young children if they need to have their bottoms cleaned taking in account the child's security and privacy. It is our aim for key persons to be the main person changing. Only DBS checked / approved / designated staff will carry out these tasks All staff are familiar with the hygiene procedures and carry these out when changing nappies.

We aim to ensure that nappy changing is relaxed and a time to promote independence in young children. Routines and particular needs are discussed with parents to ensure a consistent approach and minimise stress to the child. Children are able to bring a comforter / toy with them at these times.

Staff should wear a plastic apron and disposable gloves.

- Encourage the child to come upstairs to the nappy changing area (especially if they have done a bowel movement).
- Make sure nappies, wipes and change of clothes are accessible to you before you start.
- Ask the child to enter the toilet cubicle.
- Ask the child to sit on the potty or toilet or allow them to stand. Use changing mat where appropriate.
- Change nappy/clothes and clean the child using wipes.
- Wipe from front to back.
- Talk to the child about the process. Tell them what you are doing.
- Put soiled nappy in a bag and tie a knot (plastic bags are kept on the shelf above the bathroom shelf)
- Put the soiled clothes in plastic bag. Then put into a yellow cloth bag and put in on the child's peg. Make sure the yellow bag is labelled, if not write the child's name on white tape and stick on the bag.
- Encourage or support the child to dress.
- Encourage the child to wash and dry their hands.
- Spray potty and / or changing mat with detergent. Fill with water. Empty in the toilet and wipe clean with toilet tissue.
- **PUT NAPPY IN BAG IN THE BIN OUTSIDE (NOT RECYCLING).**
- Take off gloves and apron and put in the bin. Wash hands and supervise child washing hands support the baby to wash
- Report any shortage of gloves, wipes and aprons to the classroom leader include this in daily checks.

**NB if young children are left in wet or soiled nappies/'pull ups' we would consider this as 'Neglect' and will be a disciplinary matter. We have a 'duty of care' towards children's personal needs.**

### **Potty Use**

Staff should wear a plastic apron and disposable gloves.

Initially encourage the child to sit on the toilet using step and/or extra toilet seat to help, before suggesting the potty. One child in the cubicle at a time.

If the child prefers to use the potty:

- Encourage them to "make sure wee goes in the potty".
- Wait with the child.
- Allow them space.



- When the child has finished, encourage them to wipe from front to back and put tissue in the toilet.
- Encourage them to wash their hands correctly.
- Empty the potty in to the toilet.
- Fill up with water from the basin and pour out into the toilet.
- Squirt with detergent (stored on the shelf).
- Wipe clean with toilet tissue and dispose down the toilet
- Store back up on the shelf.
- Take off the apron and gloves and put in the bin.
- Wash hands thoroughly and dry well.
- Report any shortage of gloves, wipes or aprons to the classroom leader.

### **Toilet Training**

We aim to meet the developmental needs of each child within its care with regards to toileting.

As far as possible toilet training if initiated at home will be continued within the nursery environment to maintain continuity, or will commence after discussion by request of the parents or by staff who recognize symptoms which indicate the child's readiness towards toilet training.

Children will be treated as individuals by all staff and toilet training will be initiated with consultation with parents when a child shows awareness of his or her toilet needs rather than by a specific age.

Staff will adopt a positive reinforcement approach to each child who is toilet training, i.e. positively reinforcing success and minimizing accidents.

Children will be offered the opportunity to go to the toilet or potty at intervals or if the child indicates his or her toileting needs.

All soiled or wet clothing and skincare regime will be as per nappy changing policy. Staff will not respond negatively when a child wets or soil themselves, recognizing that this is a normal part of a child's development.

### **Occupational Health Services and work-related stress**

*Stress is defined as "a process that can occur when there is an unresolved mismatch between the perceived pressures of the work situation and the individual's ability to cope."*

Staff who are showing signs of work-related stress will be invited for a supervision session – and will be advised to visit to their GP for support.

We carry out return to work interview with staff to ensure they are ready, or if they need to do shorter hours to start with.

- Re-examination of the workload with a view to making beneficial changes

- Consultation with the School Manager
- Suggesting support from an appropriate counselor or therapist

**Physical Restraint**

The nursery has adopted the advice given in the Government policy document ‘Reducing the need for restraint and restrictive intervention’ June 2019 and will implement Risk Assessments for children deemed to be exhibiting ‘extremely serious behaviour’. Staff will be trained if asked to carry out restraint techniques

**Playground Safety**

When children are outside, and it is not a recognized break time, the following staff to child ratio is applied:

- For babies the ratio will be one staff for every two children.....
- For 2- year olds, the ratio of staff will be one staff member for every three children.
  1. For 3-5-year olds, the ratio of staff will be one staff member for every four children.

Staff are provided with training on issues such as behaviour management. This training is reviewed at a minimum of every 3 years. Please see the behavior policy

The Manager should be informed immediately of any potential hazards and the area will be made out of bounds until the area can be made safe.  
See risk assessment

Staff Shortage

In the event of staff absences and inability of back up staff to assist, we will send children home so ratios are maintained. Parents will be notified of shortage and our back up staff will be notified.

**Risk Assessment**

There are comprehensive risk assessments in the Risk Assessment Folder, held in the office. The deputy is required to update these as appropriate and inform the Manager so that relevant amendments can be made on the system.

**The manager and the leader of the upstairs classroom** inspect the site daily for potential risks. If any issues arise, they are made safe, noted in the Hazard Book and the Manager is informed about the risk. If professional services are required, the Manager will contact them as appropriate.

Once a year (or more frequently where the need arises) the manager, with a delegated staff or management committee member, conducts an inspection of the site. All findings are recorded in the Risk assessment Folder in the office.

It is the responsibility of all staff to report potential hazards and risks to the Manager, and record them in the Hazard Book.

Non-urgent works are recorded in the Hazard Book which is located in the left hand cupboard, above coats in downstairs classroom.

The following forms are completed to ensure awareness of hazards and likelihood of difficulties or dangers arising towards the children, visitors and staff on our premises or when in our care, on an outing, and action is taken to address the risk presented.

Annual review of Health & Safety of floors, fences, storage, water and waste disposal, heating, kitchen area, stairs, entrance (security), office, furniture, toilets.

Outing Risk Assessment: long, short and regular trips

Kitchen safety check list by the cook.

Hazard book to record breakages on nursery premise

Fire drill and Fire and Safety Maintenance Logbook

Daily Health & Safety check for classroom, garden, toilets and hallways.

### **Road Safety Education**

Children are constantly reminded of road safety issues through the curriculum and while on daily outings.

### **Safety Issues**

All members of staff put health and safety issues on the agenda at staff meetings

### **Nursery Security**

All visitors will be greeted by a member of staff and will sign in at the front door on arrival. All visitors **not** known to the nursery must show their ID to the staff member to gain entry to the school. If this is not available then a member of staff must supervise them whilst they are in nursery.

- All visitors must sign in the visitor's book.
- All visitors who are or likely to come into contact with children and work with them in isolation should be asked to produce evidence of ID and DBS numbers, they also sign to indicate they will adhere to our safeguarding policy. There is a safeguarding statement on the visitors' book. If the contractor or visitor is unable to produce these documents then they must be accompanied by a member of staff.
- Street facing exterior doors should be kept closed.
- See annual risk assessment of premises.

**Nursery Trips** – please see supervision on outings policy.

**Sick Children** please see the illness policy.

### **Sleep Room**

- In cold weather the temperature in the sleep room will be maintained at the agreed nursery ambient temperature, which is between 20 and 22 degrees Celsius. In excessively hot weather means of cooling the room will be provided, (maintaining safety through risk assessment).
- Each child will have their own bed and labeled sheets/blankets, and are able to bring in a comforter.
- Where parents have given special instructions regarding sleeping position for medical or any other reason. This should be recorded and staff caring for the child should be made aware of this information by the room supervisor at the beginning of their shift. Comforters are allowed at parental discretion.
- Mattresses will be cleaned between uses by each child. Covers are labeled with children's names. Washed every week or more frequently as the need arises.
- Sleep period times and duration will be recorded in each child's daily diary.
- Children sleeping are checked frequently (every 10 mins) and a record kept – staff member to initial / sign at each interval.

### **Sun Care**

The nursery has adopted the advice given by the Government in the leaflet entitled 'Sun Safety at Schools: What you can do?', downloaded from:

[http://www.cdc.gov/cancer/skin/pdf/sunsafety\\_v0908.pdf](http://www.cdc.gov/cancer/skin/pdf/sunsafety_v0908.pdf)

Children are encouraged to wear loose clothing protecting bare skin. Parents are asked to provide their children with a sun hat in warm weather and an appropriate sun factor cream. If a child does not have sun cream, we have a back-up at nursery that adheres to allergy requirements

We assess weather conditions before going outside, in very hot weather (regardless of strong sun or cloud) we will avoid being outside at hottest times of the day

Through the curriculum, children are continually reminded of the detrimental effects the sun can have on their bodies and dehydration – we regularly remind them to have drinks of water.

### **Violence to staff**

To ensure the safety of staff from violence the following procedures are followed:

All staff are made aware that parents sometimes may react angrily during a meeting and in extreme cases this may result in a violent attack against them. To deter this from happening and to protect the member of staff in this event all scheduled meetings are arranged to take place while colleagues are present on the nursery site, in a room which

while ensuring confidentiality of matters being discussed, allows for the situation to be monitored by colleagues and protects children.

- **What to do if parents become angry:**
  - o Staff should remain calm and maintain eye contact
  - o Diffuse the situation by arranging to meet on another day or suggesting following the meeting up with the Manager.
  - o Staff should always sit nearest the door so that they can make an exit should they need to.
- **If a member of staff is concerned for the safety of a colleague:**
  - o The concerned member of staff can go into the classroom and ask the person at risk if they can have a word with them, "I'll just wait outside until you're finished"

In the case of an emergency the Manager can order any person off the school site. If they fail to go immediately the Police will be called and the person may then be removed.

In the case of assault taking place, (or even where assault appears imminent) Sunrise Nursery are aware of the traumatic effect it can have on the victim; in such circumstances a trusted colleague will be released to support and look after the victim, either remaining on site, going to the hospital or police station or taking the member of staff home.

In case of actual assault against a member of staff the matter will be reported directly to the police.

### **Staff Protection**

We intend to create an environment in which children and staff are safe from abuse, and in which any suspicion of abuse is promptly and appropriately responded to.

The Management Committee will not tolerate inappropriate or aggressive behavior toward its staff.

In the event of an allegation made against a member of staff we will follow all procedures in the Dealing with allegations against staff policy.

For protection of both staff and children, there will always be 2 staff on site at any time (when children are present) – staff will not be left alone to open up / lock up the nursery. We follow the guidance: "safer working practice for adults working with children and young people," when devising our staff behavior policy please see policy.

<http://www.saferrecruitmentconsortium.org/GSWP%20Oct%202015.pdf>

### **Waste Disposal Body Fluids**

The trained staff member on hand will clear away any body fluids needing to be cleared up: children will be taken to play away from the affected area

- o The fluid is covered with disposable paper towels and then put in disposable plastic bags. The area is then mopped with disinfectant.

- A white plastic apron should be worn and disposable seamless rubber gloves.

#### Other common body wastes

Soiled nappies, bandages, cleaning materials are placed in disposable plastic bags which are tied and thrown in the outside bin.

Soiled clothing is tied in a plastic bag and placed on the peg of the child concerned.

#### Broken Glass

Broken glass is thoroughly wrapped in newspaper with a large label 'broken glass' on it to warn others. It is then placed immediately in the outside recycling bins. As a rule, glass should not be used in the nursery unless it is essential or unavoidable. If a window is broken, children are merged in with other groups until it is repaired / replaced. The repair must be carried within 24 hours of occurring. If the space that the children occupy is affected then Ofsted should be notified.

#### Slips and Trips

All slips and trips require First Aid and should be recorded in the Accident /book located next to First Aid box in small downstairs class room. 'Bumped head slips' are passed to parents when there is no sign of serious injury. When any visible injury is sustained we follow our accident procedures by a trained first aider.

The Health and Safety officer should be informed immediately so that the area can be made safe.

If necessary a warning will be placed over the area until the hazard is removed. All spillages will be cleared up immediately to avoid unnecessary slip hazards. Where appropriate children can be involved as a learning opportunity.

### **Publicizing the policy**

The H&S policy and any revisions will be discussed with staff annually at a whole nursery staff meeting at the beginning of the Summer Term and more frequently if changes are made during the year.

This policy was adopted on 10<sup>th</sup> December 2023

Date to be reviewed: 10<sup>th</sup> December 2024(reviewed annually)

Signed on behalf of the Management Committee

Name of Signatory: **Mary Anne Lovage**

Role of Signatory: Chairperson