



Health and Safety

Aim

Peter Rabbit Nursery is committed to ensuring that all setting practices are carried out within the requirements of the Health and Safety and Work Act 1974 and the Management of the Health and Safety at Work Act 1999. We aim to provide a safe and secure working environment for all children, staff and visitors. This should include the provision of information on health and safety and appropriate training as well as a safe place of work, including safe access and exit from the premises. The health and safety at work poster is accessible to all members of staff.

Peter Rabbit Nursery Recognises:

- That a systematic approach to health and safety, based on systematic risk assessment procedures (see risk assessment policy for more information) can minimise injury and ill health to staff and children.

Peter Rabbit Nursery is committed to:

- Developing the appropriate setting structure and culture, that supports the concept of risk management by all members of the staff team.
- Adequately resourcing health and safety measures including planning and implementation of any health and safety requirements.
- Developing, in all members of the staff team, an understanding of health and safety, through training in health and safety requirements and risk assessment implementation.
- Continual monitoring and evaluation of health and safety requirements in line with current legislation, including the review of all policies and practices to ensure that Peter Rabbit Nursery continues to improve standards of performance.

Who is Responsible?

It is the responsibility of all members of staff to ensure that health and safety regulations are adhered to and that the health and safety of the children and other members of staff are not compromised in any way. It is the responsibility of the manager to ensure that the health and safety of the setting as a whole remains within legislative requirements and that the health and safety of all setting users, including children, staff and parents and carers is not compromised in any way.

Supervision Requirements

Children

are to be supervised at all times whilst in the setting, Peter Rabbit Nursery uses three levels of supervision dependent upon the activities that are taking place:

1. Constant Supervision: Being with the children at all times, actively supporting them using a physical presence or playing with them directly. This level of supervision is most often required when the children are playing high-risk games or using equipment or materials that have a high- risk assessment.

2. General Supervision: Being in vicinity of the children but not having an active part in their play, being on hand to support if the children require your help or guidance. Being on hand to respond to play cues and observant of the behaviour of the children. This is the most common form of supervision and allows for an overview of the play setting, most commonly used with play activities that have a medium level of risk.

Low Supervision: Keeping a watchful eye on the children from a distance and making sure that they are playing safely but freely. Keeping an overview of what the children are doing whilst not interfering. This is most commonly used with low risk activities.

Children are required to inform a member of staff if they need to leave the play area for any reason, if the children are playing outdoors or whilst they are on trips and visits, they must be accompanied by a member of staff.

Staff are required to sign their child out of the setting before they leave. This is in accordance with health and safety and fire regulations.

Child Protection

All members of staff will receive training in child protection as part of their induction training (see Staff Induction Policy for further information). All members of staff are instructed in the specific procedure for Peter Rabbit Nursery, especially as regards to disclosures and suspicions of child abuse. (See Safeguarding Policy for further information)

Accidents and Incidents

All members of staff receive first aid training as part of their induction training; in addition, all members of staff are instructed in the correct procedures for dealing with accidents and incidents including completion of documentation. Peter Rabbit Nursery has separate accident and incident folder which are used to document each accident and incident that takes place in the setting. (See Accident and Injury and Incident Policies for further information)

Emergency Procedure

There is a documented procedure for fire emergencies / evacuation procedures which is displayed the main hall at Peter Rabbit Nursery. All members of staff are trained in the emergency procedure and fire drill evacuations take place once per month. (See Fire and Emergency Policies and Procedures for further information)

Administration of Medications

All administration of medications is strictly controlled and done in accordance with the

Medicine Administration Policy and Procedure

Illnesses

In accordance with Peter Rabbit Nursery's registration and booking policy, children will not be admitted if they are showing signs of an illness or ailment which may be contagious.

Peter Rabbit Nursery uses guidance from NHS to determine the exclusion guidance for contagious illnesses. If a child becomes unwell during the course of the session, members of staff will ensure that the child is comfortable but does not pose any risk to the other children in the setting. The member of staff will contact the child's parent or carer and observe the child closely until they are collected.

Risk Assessment of Activities, Trips and Outings

All activities that take place both within the confines of Peter Rabbit Nursery and out-with the premises have been assessed for risk and controls have been put in place to ensure that any hazards have been minimised. In accordance with our insurance requirements, annual, daily and outing risks assessments are carried out. As part of the induction process all staff are required to read the staff risk assessment in the new employee handbook; this includes a 10-point lifting plan. A fire risk assessment is carried out annually and emergency evacuations are carried out termly. Any concerns regarding the safety of the premises are reported to Guildford Borough Council.

Risk assessments are carried out before visiting an outing location. On these occasions and when events are held at the nursery, a special events register is used to monitor the arrival and departure time of both children and parents. A general daily risk assessment of the nursery is carried out including the outside areas.

Personal Hygiene

All members of staff and children are encouraged to maintain a high level of personal hygiene, and procedures are in place to ensure that standards are met.

Maintenance and Storage of Equipment

Peter Rabbit Nursery has a wide variety of equipment and materials that are used by the children in the course of their play and enjoyment at the setting. All equipment is bought with consultation with the children from approved suppliers and is checked to ensure compliance with the British Safety Standards. All equipment is well maintained and checked on a regular basis to ensure that it presents no risk to the health and safety of the children. Equipment and materials which do pose a hazard, but which have an evidenced benefit on the development of children are used under constant supervision and stored securely after use.

The Premises - The premises that Peter Rabbit Nursery operates from are regulated by and inspected by Guildford Borough Council. Guildford Borough Council arrange for regular servicing and maintenance to onsite fire alarms, extinguishers and blankets. Water cleanliness and temperature checks and also regularly carried out. Members of staff check

the premises each day to ensure that there are no risks or hazards that would compromise the health and safety of the children, parents and carers or staff. At the end of the session members of staff ensure that the premises are left clean, safe and tidy.

Safety and Security – Peter Rabbit Nursery feels that the safety and security of the children, parents and carers and staff are paramount to the running of the setting. A secure entry system is in place to ensure that only persons with a legitimate reason for being on the premises have access. Visitors, other than parents and carers collecting their children must pre-arrange their visits and carry identification; all visitors must make themselves known to a member of staff upon entry, stating their name and reason for visiting. Visitors are required to sign themselves in and out of the building and must be accompanied by a member of staff at all times.

Smoking - Peter Rabbit Nursery operates a strict no smoking policy, this means that there is no smoking:

- On setting premises
- During setting time, including collections from other schools
- During preparation time
- During clear up time
- At staff training days
- At staff meetings
- At any gathering organised by the setting (unless it is a social gathering out with setting time and out with the premises).

All staff members are entitled to a minimum of a 30-minute break for more than 6 hours of work. If a member of staff wishes to smoke during these times, they are required to leave the premises and the grounds of the setting and remain out of sight of the children.

The no smoking policy also applies to parents, carers and visitors to the setting; Peter Rabbit Nursery believes that this is in the best interests of the children and staff.

- The premises are clean, well-lit and adequately ventilated and maintained by an external cleaner.
- During nursery hours, the doors to the premises are kept locked but can be opened easily by staff, in case of emergency evacuation.
- There is a secure, outside play area available for the children.
- There are adequate toileting facilities and nappy changing areas in the nursery. Potties and steps are provided to assist the children in toileting and hand washing.
- All toys conform to safety standards and are checked daily for any loose or missing parts and thoroughly cleaned. This includes the sand and water play areas.
- Children are supervised at all times by adults, indoors and out.
- The adult to child ratio for 2-year olds are 1:4
- The adult to child ratio for 3 and 4-year olds is 1:8
- Parents are asked to provide their child with a sunhat which is left in the setting and also asked to apply sun-cream to their child before arriving at nursery.
- All the staff are aware of the signs and symptoms of communicable diseases.

We adhere to COSHH Regulations 2002. Cleaning products are stored safely in the locked kitchen away from the children.

Useful resources and websites

- COSHH (Control of Substance Hazardous to Health)
www.hse.gov.uk/coshh/index.htm
- RIDDOR – The Reporting of Injuries, Disease and Dangerous Occurrences Regulations
<http://www.hse.gov.uk/riddor/riddor.htm>
- The Health & Safety Executive – Tel 0845 345 0055