



## **Health and Safety**

### **Introduction:**

BCoT Nursery is committed to ensuring all the children, parents/carers, staff, students, volunteers and visitors to the nursery are protected at all times in a safe and secure environment. The following policy and procedures along with the College policy and procedures ensure that this is the case. There is a designated Health and Safety Officer in the nursery and also in the College. The legal Health and Safety poster is displayed in the nursery foyer.

All Health and Safety aspects are the responsibility of everyone, therefore, if you find out about or see something relating to Health and Safety you must report it immediately to the Nursery Manager, or Deputy Manager in their absence. BCoT Nursery and the College has public liability insurance and employers' liability insurance which is displayed in the nursery foyer.

### **Procedures:**

- Our induction training for staff and volunteers includes a clear explanation of health and safety issues so that all adults are able to adhere to our policy and understand their shared responsibility for health and safety within the nursery.
- The induction training covers matters of employee well-being, including safe lifting and the storage of potentially dangerous substances.
- Records are kept of the induction training sessions and new staff and volunteers are asked to sign the records to confirm that they have taken part and read all nursery policies and procedures.
- Health and safety matters are discussed at all full staff meetings.
- Children are made aware of health and safety issues through discussions, planned activities and routines.
- All employed staff, students and volunteers have an enhanced disclosure and barring service check and staff follow a rigorous recruitment procedure.
- Children are supervised by adults at all times.
- Whenever children are on the premises at least two adults are present at all times.
- Statutory requirements regarding ratios of adults to children are adhered to at all times.

### **Risk Assessments:**

- Risk assessments are made to check for hazards and risks indoors and outside, and for activities, procedures and health matters if required.
- Our risk assessments cover adults and children.
- Risk assessment are updated regularly.

- New risk assessments are carried out as and when required.

### **RIDDOR:**

We meet our legal requirements for the safety of our employees by complying with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations). We report to the Health and Safety Executive:

- Any accident in the nursery to a child, member of staff, student, volunteer or visitor requiring treatment by a general practitioner or hospital.
- Any dangerous occurrences. This may be an event that causes injury or fatalities or an event that does not cause an accident but could have done, such as a gas leak.
- Any dangerous occurrence is recorded.

### **Records:**

We keep records of incidents including those that are reportable to the Health and Safety Executive. These incidents include, break in, burglary, theft (personal or property), fire, flood, gas leak or electrical failure, an attack on a member of staff or parent on the premises or nearby, any racist incident involving a staff or family on the nursery premises, accidents as listed above, death of a child or adult, a terrorist attack, or threat of one. The records state the date and time of the incident, nature of the event, who was affected, the actions taken after the incident, a crime number if it was reported to the police. Any follow up actions, or insurance claim made will also be recorded. In the unlikely event of a terrorist attack we follow the advice of the emergency services with regard to evacuation, medical aid and contacting children's families.

### **Emergency evacuation drills:**

- Emergency evacuation drills are held at least three times a year.
- The nursery evacuate through the doors at the back of the nursery, congregating in the nursery garden before walking down to the lower half of the car park on the left hand side.
- All persons in the nursery will exit the nursery through the safest evacuation door and meet in the nursery garden.
- A member of staff from each room will collect the room's register.
- The Nursery Manager, or Deputy Manager in their absence, will collect all signing in forms, the nursery mobile phone and check the nursery is evacuated.
- Each child will wear reins, use a walking rope, be placed in an evacuation cot or buggy as appropriate.
- Once at the emergency evacuation point, the Nursery Manager, or Deputy Manager in their absence will take a roll call of the children, staff and visitors who were in the nursery at the time of the evacuation.

- The Nursery Manager, or Deputy Manager in their absence, will then report everyone is accounted for to the College Fire Officer.
- When it is deemed by the College Fire Officer that it is safe to do so, the nursery staff, children and visitors will walk back to the nursery via the nursery garden.
- On returning all children, staff and visitors will congregate in the nursery garden.
- The Nursery Manager, or Deputy Manager in their absence will take another roll call of children, staff and visitors
- The nursery will then return to normal activities.
- In the event of the nursery being unable to return to the building a temporary provision will be made within the college campus and parents will be contacted to collect their children.

**Parents will not take their children until they have returned safely to nursery and the Nursery Manager, or Deputy Manager in their absence is informed.**

#### **Emergency closure of nursery:**

In the event of a breakdown of essential services (e.g. heating failure, loss of water supply), severe weather conditions or where the nursery has to close or partially close due to an illness epidemic or any other emergency:

- Parents will be contacted by telephone and asked to collect their child/children.
- In cases of severe weather conditions, or if the weather deteriorates during the day, you may be asked to collect your child/children early and will be contacted by telephone.
- If heavy snow falls overnight, please establish that the nursery is open before bringing your child to nursery. For more information phone the Nursery on 01256 306213 or the Nursery Mobile on 07867464565.
- Parents will be updated regularly via e-mail, the nursery website and the BCoT website.
- Nursery fees are payable on occasions when the nursery has to close due to circumstances beyond our control, for example severe adverse weather conditions, fire etc.
- Where applicable the Nursery Manager, or Deputy Manager in their absence, will inform OFSTED and Hampshire County Council.

#### **Severe Weather Procedure**

In the event of severe weather such as heavy snowfall, the following procedure will apply:

- The nursery will take every effort to ensure that it remains open for as long as it is safe to do so.
- All staff will make every effort to get to work safely.

- If a staff member is unable to get to work, and the nursery remains open, the day will be taken as either unpaid, as TOIL or as annual leave.
- If the nursery closes due to severe weather, such as heavy snowfall, staff members will be paid at their normal rate.
- The Nursery Manager and Deputy Manager will oversee the organisation of contacting parents should the college and nursery have to close due to severe weather conditions such as heavy snowfall.
- They will organise the contacting of staff and parents as early as possible in the morning if they are informed that the college will not be opening due to severe weather conditions such as heavy snowfall.
- In the event of severe weather conditions such as heavy snowfall being forecast the Nursery Manager or Deputy Manager will take home the nursery mobile phone to ensure they are able to contact staff and parents if required.
- In the event of the college and nursery being closed due to severe weather conditions such as heavy snowfall the Nursery Manager will e-mail all parents remotely to inform them and keep them updated via e-mail.

BCoT nursery will ensure that it is operational again as soon as possible after any closure.

#### **Electrical and gas equipment:**

- All electrical and gas equipment conforms to safety requirements and is checked regularly.
- Fires, heaters, electric sockets, wires and leads are properly guarded and the children are taught not to touch them.
- There are sufficient sockets to prevent overloading.
- The temperature of hot water is controlled to prevent scalds and is checked regularly.
- Lighting and ventilation is adequate in all areas including storage areas.
- All equipment, materials and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

#### **Accidents:**

- In the event of a serious accident, a senior member of staff will be informed so that a decision may be taken on the best course of action.
- All accidents are recorded on an accident form as soon as possible after the event.
- Parents/carers are informed immediately by telephone if the accident is a serious one or, if it is a minor accident, when they come to collect their child.
- Parents/carers are informed immediately by telephone of all head injuries and advice is given where needed.

- If the child requires immediate emergency treatment an ambulance will be called and parents/carers will be informed.
- All parents/carers complete an emergency consent form on starting at nursery giving permission for the nursery to call an ambulance if needed.
- The Nursery Manager will inform Ofsted of any notifiable diseases, injury (involving hospitalisation) or death of an adult on the nursery premises or a child in the care of the nursery.
- The nursery will inform Ofsted by completing the on-line form as soon as is reasonably possible and no later than fourteen days after the accident.

### **Security:**

- Systems are in place for the safe arrival and departure of children.
- The nursery has a double door entry system; the inner door to the nursery is kept locked at all times and only opened to incoming parents or visitors by a member of staff.
- Arrival and departure times of the children, staff, volunteers and visitors are recorded.
- Personal possessions of staff and volunteers are securely stored during sessions.
- Parents sign their child in and out of the nursery using the daily signing in sheets.
- Staff sign children in and out on the register in each room.
- Parents set up a password in case somebody unknown to us is required to pick up their child from nursery.
- Parents inform a senior member of staff of any changes to the person picking up their child and, where possible, provide the nursery with a photo of the person.
- Nursery staff will not allow a child to be collected by anyone other than the parent/carer unless this has been previously arranged with the nursery staff.
- Visitors sign into the visitor's book at main reception on the South site and/or in the nursery visitor's book located in the nursery reception (dependant on length of visit).
- Visitors follow the visitor's information sheet, found next to the visitor's signing in book.

### **Outdoor area:**

- The outdoor area is securely fenced.
- The outdoor area is checked for safety and cleared of rubbish before it is used.
- Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides.

- Where water can form a pool on equipment, it is emptied before children start playing outside unless they are using it as part of their learning experiences such as water play.
- Our outdoor sand pit is covered when not in use and is cleaned regularly.
- All outdoor activities are supervised at all times.
- The children will access the outdoor area on a daily basis throughout the year as stated in the Early Years Foundation Stage.

#### **Kitchen:**

- All surfaces are clean and non-porous.
- There are separate facilities for hand-washing and for washing up.
- Cleaning materials and other chemicals are stored out of the children's reach.
- Children only have supervised access to the kitchen.
- When children take part in cooking activities they are supervised at all times, kept away from hot surfaces and hot water and may have supervised access to electrical equipment.

#### **Hygiene:**

- We regularly seek information from the Environmental Health Department and the Health Authority to ensure that we keep up to date with the latest recommendations.
- Our daily routines encourage the children to learn about personal hygiene.
- We have daily cleaning routines that include playrooms, kitchen, rest area, toilets and nappy changing areas.
- The toilet area has a high standard of hygiene including hand washing and drying facilities and the hygienic disposal of nappies.
- We implement good hygiene practices by cleaning tables between activities, checking the toilets regularly, wearing protective clothing, such as aprons and disposable gloves, when appropriate, providing sets of clean clothes for the children when needed and providing tissues and wipes.

#### **If a child leaves the nursery unaccompanied:**

All exits from the premises are locked or guarded in a way which makes it impossible for a child to leave unobserved and/or unaccompanied, whilst allowing for a rapid exit for the whole group in case of an emergency. An accurate and up to date register of both adults and children, including visitors is kept and staff make regular checks and head counts on the number of children in nursery at any one time.

**In the unlikely event that a child should leave nursery unaccompanied:**

- Two members of staff will take care of all of the children within the child's room whilst the other staff member, the Nursery Manager and Deputy Manager, search the nursery for the missing child.
- One member of staff will ask the other children if they have seen the child.
- If the child is not found within the nursery or garden, within an acceptable amount of time, the staff will inform the college authorities so that a thorough search can be made of the whole college site.
- At the same time, the Nursery Manager, or Deputy Manager in the event of their absence will inform the child's parents/carers.
- The Police will be informed so they can conduct a speed search.
- Children's Services, SfYC Senior Development Officer for Basingstoke and Ofsted will be informed.
- All other parents/carers will be informed.
- An investigation will be carried out.
- The incident will be reported under RIDDOR arrangements and records will be made.

**Equipment and activities:**

- Before purchasing or loaning equipment and resources, checks are made to ensure they are safe for the ages and stages of the children that will be using them.
- The layout of play equipment allows adults and children to move safely and freely between activities.
- All equipment is regularly checked for cleanliness and safety and any dangerous items are repaired or discarded immediately.
- All materials, including paint and glue, are non-toxic.
- Sand is clean and suitable for children's play.
- Physical play is constantly supervised.
- Children are taught to handle and store tools safely.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.

**Smoking:**

The College campus only allows smoking in the designated smoking areas. Nursery staff who wish to smoke must wear an item of clothing covering their uniform which is then not worn when working with children. Staff are not permitted to smoke when on duty.

**Animals:**

- Parent/carers give permission for their children to meet animals at nursery or on outings.
- We ensure, wherever possible, that any animals the children meet are free from disease and safe to be with children.
- All children wash their hands after contact with animals.

**Clothing:**

- Earrings – All staff and children must wear stud type ear rings at all times.
- Outdoor clothes – Appropriate Summer and Winter clothes must be provided for your child to wear. Summer – sun hat, tops that cover the shoulders and shoes/sandals that have backs to them (no flip-flops). Winter – Warm coat and/or rain coat every day, wellington boots, hat, scarf and gloves