Health and Safety – General Policy

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| EYFS: 3.25, 3.28, 3.29, 3.30, 3.44, 3.45, 3.46, 3.47, 3.50, 3.51, 3.54, 3.55, 3.56, 3.57, 3.63, 3.64, 3.65, 3.66 |

At Whittington Park Community Nursery we provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees and a safe early learning environment in which children learn and are cared for. To develop and promote a strong health and safety culture within the nursery for the benefit of all staff, children and parents/carers we provide information, training and supervision. We are also mindful of our responsibilities for the health and safety of other people who may be affected by our activities.

The allocation of duties for safety matters and the particular arrangements which we will make to implement our health and safety procedures are set out within this policy and we make sufficient resources available to provide a safe environment.

**During Covid-19 we are also guided by additional health and safety requirements which are to be found in our risk assessments, letter to parents, policies and procedures, our Covid-19 working documents and government and Islington guidance.**

Legal framework

We follow all relevant legislation and associated guidance relating to health and safety within the nursery including:

* The requirements of the Statutory Framework for the Early Years Foundation Stage (EYFS) 2017 stipulates that providers must
  + ensure that their premises, including overall floor space and outdoor spaces, are fit for purpose and suitable for the age of the children cared for and the activities provided
  + take reasonable steps to ensure the safety of children, staff and others on premises in the case of fire or any emergency, and must have an emergency evacuation procedure.
  + have appropriate fire detection and control equipment which is in working order. Fire exits must be clearly identifiable, and fire doors must be free of obstruction and easily opened from the inside.
* The regulations of the Health & Safety at Work Act 1974 and any other relevant legislation such as Control Of Substances Hazardous to Health Regulation (COSHH)
* Any guidance provided by Public Health England, the local health protection unit, the local authority environmental health department, fire authority or the Health and Safety Executive. **This includes all guidance during the Covid-19 Pandemic**

Aims and objectives

The aim of this policy statement is to ensure that all reasonably practical steps are taken to ensure the health, safety and welfare of all persons using the premises.

To achieve this we will actively work towards the following objectives:

* Establish and maintain a safe and healthy environment throughout the nursery including outdoor spaces
* Establish and maintain safe working practices amongst staff and children
* Make arrangements for ensuring safety and the minimising of risks to health in connection with the use, handling, storage and transport of hazardous articles and substances
* Ensure the provision of sufficient information, instruction and supervision to enable all people working in or using the nursery to avoid hazards and contribute positively to their own health and safety and to ensure that staff have access to regular health and safety training
* Maintain a healthy and safe nursery with safe entry and exit routes
* Formulate effective procedures for use in case of fire and other emergencies and for evacuating the nursery premises. Practice this procedure on a regular basis to enable the safe and speedy evacuation of the nursery
* Maintain a safe working environment for pregnant workers or for workers who have recently given birth, including undertaking appropriate risk assessments
* Maintain a safe environment for those with special educational needs and disabilities and ensure all areas of the nursery are accessible (wherever practicable)
* Provide a safe environment for students, volunteers or trainees to learn in
* Encourage all staff, visitors and parents/carers to report any unsafe working practices or areas to ensure immediate response by the management.

We believe the risks in the nursery environment are low and we will maintain the maximum protection for children, staff and parents/carers. The nursery will:

* Ensure all entrances and exits from the building, including fire exits are clearly identifiable and remain clear at all times
* Regularly check the premises room by room for structural defects, worn fixtures and fittings or electrical equipment and take the necessary remedial action
* Ensure that all staff, visitors, parents/carers and children are aware of the fire procedures and regular fire drills are carried out
* Have the appropriate fire detection and control equipment which is checked regularly to make sure it is in working order
* Ensure that all members of staff are aware of the procedure to follow in case of accidents for staff, visitors and children
* Ensure that all members of staff take all reasonable action to control the spread of infectious diseases and wear protective gloves and clothing where appropriate
* Ensure there are suitable hygienic changing facilities (see infection control policy)
* Prohibit smoking on and close to the nursery premises
* Prohibit any contractor from working on the premises without prior discussion with the lead practitioner
* Encourage children to manage risks safely and encourage them not to run inside the premises explaining why
* Risk assess all electrical sockets and take appropriate measures to reduce risks where necessary and ensure no trailing wires are left around the nursery
* Ensure all cleaning materials are placed out of the reach of children and kept in their original containers
* Wear protective clothing when cooking or serving food – plastic aprons and gloves. Long hair should generally be tied back and/or covered during food preparation.
* Prohibit certain foods that may relate to children’s allergies, e.g. peanuts and nuts are not allowed in the nursery
* We follow the EU Food Information for Food Consumers Regulations (EU FIC). These rules are enforced in the UK by the Food Information Regulations 2014 (FIR). We identify the 14 allergens listed by EU Law that we use as ingredients in any of the dishes we provide to children and ensure that all parents are informed.These are: celery, custaceans (e.g. prawns), egg, fish, gluten (found in bread), lupin (found in some pancakes/pasta made with lupin flour) milk, mollusc (e.g. mussels), mustard, peanut, sesame, soya, sulphite (a preservative), treenut (e.g. hazelnut, walnut)
* Follow the allergies and allergic reactions policy for children who have allergies
* Ensure risk assessments are undertaken on the storage and preparation of food produce within the nursery
* Familiarise all staff and visitors with the position of the first aid box(es) and ensure all know who the appointed first aiders are
* Provide appropriately stocked first aid box(es) and check their contents regularly
* Ensure children are supervised at all times
* Ensure no student or volunteer is left unsupervised at any time.
* **Ensure all Covid-19 guidance is followed and appropriate PPE is worn**

Responsibilities

**Responsibility for Health and Safety in the nursery is that of Catherine Gardner**, **the lead practitioner and her deputy – Joan Caton - will be responsible in her absence.**

All employees have the responsibility to co-operate with senior staff, the lead practitioner and the deputy to achieve a healthy and safe nursery and to take reasonable care of themselves and others. Neglect of health and safety regulations/duties may be regarded as a disciplinary matter (see separate policy on disciplinary procedures).

Whenever a member of staff notices a health or safety problem which they are not able to rectify**, they must immediately report it** to the appropriate person named above. Parents/carers and visitors are requested to report any concerns they may have to the senior member of staff in the area/lead practitioner.

Daily contact, staff meetings and health and safety meetings provide consultation between management and employees. This will include health and safety matters.

**In the case of a potential case of Covid-19 – more specific guidance is set out in the letter to parents 2020 and our Covid-19 working documents. This includes:**

* **Staggered drop-off**
* **Social distancing**
* **Children split into bubbles with key person**
* **PPE to be worn by staff in certain circumstances**
* **No visitors allowed at Nursery except parent settling**
* **Appropriate Covid-19 advised cleaning and hygiene of staff, children, equipment and premises**
* **Monitoring of Covid-19 symptoms (staff and children) – a high temperature, a new continuous cough, a loss or change to sense of smell or taste**
* **Adult/Child/children in bubbles to go home, tested and children and family/adult self-isolate in accordance with government guidance**
* **Public health England informed and test and trace procedures to be applied**
* **All staff to be tested according to government guidance**

Health and safety training

Person responsible for monitoring staff training is Catherine Gardner, the lead practitioner and in her absence the deputy lead practitioner.

Health and safety is covered in all induction training for new staff

Training table:

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| **Area** | **Training required** | **Who** |
| Paediatric First aid | External Course | All staff |
| Dealing with blood | Course | All staff |
| Safeguarding/Child protection | External Course/online approved training | All staff, students, volunteers |
| Risk assessment | In house training | All staff, students, volunteers |
| Fire safety procedures | In house training/online course | All staff, students, volunteers |
| Food hygiene | Online training/course | All staff, students, volunteers |
| Allergy awareness | In house training/course | All staff, students, volunteers |
| Use of fire extinguisher | In house training/course | All staff where possible, students, volunteers |
| Manual handling | In house training/course | All staff, students, volunteers |
| Stress awareness and management | In house training/course | All staff |
| Changing of nappies | In house training | All staff |
| Fire warden duties | External course | Fire Warden |
| Medication requiring technical or medical knowledge e.g. Epi Pen | External course | As required |
| SENCO | External course/online training | SENCO |
| Supervision and appraisal | External course/online training | Lead practitioner and deputy |

At present at least one member of staff on duty MUST hold a full paediatric First Aid at Work certificate in the nursery and when on outings.

All trained first aiders must be listed in the first aid policy.

Health and safety arrangements

* All staff are responsible for general health and safety in the nursery
* Risk assessments will be conducted on all areas of the nursery, including rooms, activities, outdoor areas, resources and cleaning equipment
* These are reviewed at regular intervals and when arrangements change
* All outings away from the nursery (however short) will include a prior risk assessment – more details are included in our outings policy
* All equipment, rooms and outdoor areas will be checked thoroughly by staff before children access them or the area. These daily checks will be recorded and initialled by the staff responsible. Unsafe areas will be made safe by this member of staff to promote the safety of children. If this cannot be achieved the lead practitioner or in her absence, the deputy, will be notified immediately
* We provide appropriate facilities for all children, staff, parents/carers and visitors to receive a warm welcome and provide for their basic care needs, e.g. easy to access toilet area and fresh drinking water. **Note during the Covid-19 period this is modified as indicated in above-mentioned related documents.**
* The nursery will adhere to the Control Of Substances Hazardous to Health Regulation (COSHH) to ensure all children, staff, parents and visitors are safe in relation to any chemicals we may use on the premises
* All staff, students and volunteers will receive appropriate training in all areas of health and safety which will include risk assessments, manual handling and fire safety. We may also use risk-benefit assessments for particular activities and resources for children

(http://www.playengland.org.uk/resources/managing-risk-in-play-provision-implementation-guide.aspx)

* We have a clear accident and first aid policy to follow in the case of any person in the nursery suffering injury from an accident or incident
* We have a clear fire safety policy and procedure which supports the prevention of fire and the safe evacuation of all persons in the nursery. This is to be shared with all staff, students, parents/carers, volunteers and visitors to the nursery
* We review accident and incident records to identify any patterns/hazardous areas
* All health and safety matters are reviewed informally on an ongoing basis and **formally every six months or when something changes**. Staff and parents/carers will receive these updates, as with all policy changes, as and when they happen
* Staff and parents/carers are able to contribute to any policy through their suggestions and during the regular meetings held at nursery**.**
* **All staff will be individually Covid-19 risk assessed as will individual children who may be particularly vulnerable – e.g. children with SEND.**
* **Additionally resources to children will be limited to those which are more “Covid-19 safe” and can be cleaned. The Nursery will be deep cleaned regularly.**

The policy is kept up to date and reviewed especially when the nursery changes in nature and size. It is **revised annually**, or as and when required. We therefore welcome any useful comments from members of staff, parents/carers, volunteers and visitors regarding this policy.

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| **This policy was reviewed on 6.7.20** |  | **Date for review – 6.7.21** |