

Health and Safety Policy.

Providers must ensure that their premises, including overall floor space and outdoor spaces, are fit for purpose and suitable for the age of children cared for and the activities provided on the premises. Providers must comply with requirements of health and safety legislation, including fire safety and hygiene requirements.

EYFS Statutory Guidance page 35

Our policy for Health and Safety is: We believe that:

Little Rainbows is committed to ensuring the health, safety and wellbeing of all its staff, children, parents and visitors. The Nursery recognises that continual improvements in health and safety performance are achieved primarily through the identification, assessment and management of risk and that this not only reduces accidents and ill-health at work but also contributes to the health and wellbeing of all who use the nursery. Within the nursery children have the opportunity to take safe risks through effective planning procedures. These risks are managed well and highly supervised. Appropriate risk assessments are in place to support these play experiences.

Health and Safety Statement

Little Rainbows believe that the health and safety of children and staff are of paramount importance. We aim to ensure our nursery is a safe place for children, staff and visitors.

We have a named competent person whose responsibilities are to ensure the centre is meeting the requirements with regard to health and safety. Ultimate legal responsibility rests with the manager and the nursery as "employer".

The named person's for this nursery is **Joanne Alvy and Laura Ashton**

Our procedures for Health and Safety: We support this by:

- A safe working environment being maintained as far as is reasonably practicable.
- Carrying out suitable and sufficient risk assessments.
- All employees under their control are competent and are provided with adequate health and safety training, instruction, information and supervision.
- Any equipment provided is suitable for the purpose and is maintained in a safe and serviceable condition meeting statutory provisions where required.

- All employees are aware of and fully understand health and safety policies, procedures and guidance relating to their work activity and working environment, and emergency procedures wherever they may be working.
- All work related accidents/incidents that cause or have the potential to cause injury or illness are reported and investigated in line with nursery policies and procedures and take any necessary steps to prevent a recurrence. This also applies to acts or threats of physical violence or verbal abuse
- All employees know the importance of reporting incidents of any nature occurring due to work activities and/or any hazardous situations or sub-standard conditions

Employees (This includes students, cover staff and volunteers etc.)

All employees have health and safety responsibilities. These are:

- To take reasonable care of their own health and safety at all times whilst at work
- To consider the health, safety and welfare of other persons who may be affected by their acts or omissions at work
- To work in accordance with the information, instruction and training provided and use any equipment in accordance with training or instructions given
- To follow control measures identified in the risk assessments provided on their work activities as these will reduce the risk of injury and/or work-related ill health
- To use personal protective equipment supplied as required by statute, policy or risk assessment
- To promptly report any hazardous defects in equipment, any hazardous situations or substandard conditions or any shortcoming in the existing safety arrangements to a responsible person, i.e. line manager, without delay resulted in injury and violent incidents, either physical or verbal
- To co-operate in joint consultations on health and safety matters
- To cease any work activity where it is believed there may be serious or imminent danger to themselves or others

- To be aware of all policies, procedures and guidance relating to their work activity and working environment and emergency procedures wherever they may be working
- Employees are actively encouraged to participate in the risk assessment process for their work area/activities.

Risk Assessment

Risk Assessment is the cornerstone of an effective Health and Safety Management system. There is an absolute legal duty to carry out a formal systematic examination of:

- Premises
- Equipment
- Work activities

Activities involving children that take place in nursery must be risk assessed before they take place, these risk assessments will consider substances, equipment, materials and tools, this can be done as a visual risk assessment or formal written risk assessment depending on the nature of the activity. All activities that employees / others are involved in must also be risk assessed e.g. “nappy changing” “working with children with challenging behaviour”, these may be within a room risk assessment.

Practitioner's should continually visually risk assess throughout the day for obstructions and/or dangers that may occur.

All risk assessments must be retained in the nursery' Health and Safety File and signed by the manager and reviewed on a regular basis (minimum once a year). All staff should be fully aware of risk assessments and be responsible for their up keep.

All risk assessments must be signed and dated by the manager. This indicates their acceptance of them and acknowledges it is their responsibility to ensure they are implemented.

Hygiene

- The nursery will be cleaned daily; all staff will be responsible in ensuring a safe level of cleanliness is maintained throughout the day.
- Daily routines will encourage children to learn about personal hygiene.
- We will endeavor to ensure the toilet area keeps a consistent high standard of hygiene, including hand washing and drying facilities and the disposal of nappies.

Electrical/Gas/Water:

- All electrical and gas equipment conforms to safety regulations and are checked regularly.
- There are sufficient sockets to prevent overloading.
- The temperature of hot water is controlled and monitored.

- There are safety mechanisms on all doors to prevent fingers being trapped.

Kitchen

- Children do not have unsupervised access to the kitchen.
- There are separate facilities for hand washing and for washing up.
- Cleaning material and other hazardous materials are kept out of children's reach.
- All surfaces are clean and non-porous.
- Staff who prepare food have the appropriate training to do so.

Security

- The arrivals and departure times of adults, staff volunteers and visitors are recorded and where appropriate I.D badges checked.
- Our systems prevent children from leaving our premises unnoticed.
- We have a missing/lost child policy.
- We have a non- collection of children policy.

Accidents/ Incidents and Emergencies

- All accidents and incidents to children, staff, or visitors (whether or not they result in physical injury) must be reported and recorded.
- All accidents and incidents must be investigated by the manager; actions must then be taken to prevent recurrence.
- Serious incidents/accidents must be reported to the LADO and Ofsted

Moving and Handling

- Systems will be in place to ensure that the correct use of lifting and handling is used, and staff will have been mentored or attended training.
- All activities that involve lifting moving or handling of children and or objects must be risk assessed, these may be within larger room risk assessments.

Violence and Abuse policy

- A risk assessment should be carried out to identify where employees are at risk from violence and steps should be taken to prevent the risk.

Contractors

It is the centre managers' responsibility to ensure that any contractors on their premises are working with due regard to their own safety and that of the building occupants. If there is any doubt then the manager should stop the work and obtain further advice if necessary.

All contractors and visitors are required to show their ID badges before entering premises.

Hazardous Substances

In a centre environment the use of hazardous substances should be kept to an absolute minimum and where products are necessary they should be kept securely ensuring that children are unable to gain access to them.

Where staff are required to use substances (or likely to be exposed) in the course of their work COSHH assessments should be carried out.

Personal Protective Equipment

The results of risk assessments carried out in relation to any specific risk may indicate the need for the use of Personal Protective Equipment (PPE) e.g. the need for protective gloves for hygiene purposes when cleaning.

PPE should be supplied and used at work wherever there are risks to health and safety that cannot be adequately controlled in other ways. It should always be considered as the last resort.

Planning for a human influenza pandemic

In the case where a human influenza pandemic is expected, settings will ensure that adequate planning is in place to enable the setting to remain open and operating as normally as possible. Planning needs to be in place which identifies that there may be much higher than usual levels of staff absence and that there may be other possible disruption resulting from the pandemic's impact on other services e.g. delivery of goods. There may be two situations where it may be necessary to close the nursery to children:

- lack of staff
- government advice that nurseries in an area should close

In the case where the government have advised closure to children, staff should come into work (unless ill themselves or caring for dependants) or will be expected to work elsewhere. It will be the Managers decision as to whether to close the nursery to children in the case where there is a lack of staff.

Extra vigilance will be necessary in identifying any signs of illness in:

- Staff – who must be sent home
- Children – who must be collected by parents/carers

Managers must ensure that all contact details for staff and parents are current.

To minimize the risk of spreading infection, settings should:

- have systems which enable them to keep a sick child separate from other children (and minimize their contact with staff) until they can be collected by parents/carers
- be vigilant with hygiene measures e.g. hand washing routines, disposal of tissues, gloves and aprons
- make it clear to staff and parents that they should not attend the nursery if they have any virus-like symptoms or if they are not fully recovered
- refer to the infection control guidance until the pandemic is over

There may be an additional requirement for Managers to provide information requested by the LA (e.g. absence rates) At all times, staff and parents will be kept informed of any advice or information delivered by Central Government.

National outbreaks of infection/Health Pandemics

In the event of a national outbreak of a health pandemic we will follow the Government health advice and guidance, legal advice and advice from our insurance provider.

The setting will remain open as long as we have sufficient staff to care for the children and we are financially able to do so. Depending on the nature of the pandemic we will follow all advice and implement measures to ensure that risks to vulnerable children and staff are minimised. This may include excluding infected children/staff/parents or family members from the setting for a set period of time to prevent the spread of infection. This decision will be done in consultation with parents, staff, legal advice and our insurance provider. Each case will be reviewed on an individual basis.

Pregnant Workers

There is a clear legal requirement to assess risks to employees, including new and expectant mothers and to do what is reasonably practicable to control those risks. In assessing the risks to employees generally you will need to consider new and expectant mothers, and to take action to ensure they are not exposed to any significant risk. The physical, biological and chemical agents, processes and working conditions which may affect the health and safety of new or expectant mothers include.

- Physical risks – movements and postures, manual handling
- Biological – infectious diseases
- Chemical – certain chemicals
- Working conditions – facilities, mental and physical fatigue, working hours, stress, passive smoking, temperature, working alone, travelling, violence.

NB: this is not a complete list and reference should be made to HSE Guidance HSG 122 “New and Expectant Mothers at Work”

Smoking

We adopt a ‘No Smoking’ policy. All staff members will be required to adhere to the policy and members of the public will be encouraged to comply with it. There is a no smoking policy on site.

Stress

Legislation outlines our duty to undertake a suitable and sufficient risk assessment of all work activities, including the causes of stress related ill health by ensuring:

- hazards are identified, risks are determined and the hierarchy of control is applied
- employee capability is considered – i.e. the right person for the job
- training is provided that is adequate for the individual
- due regard is taken of vulnerable groups i.e. young people, pregnant women

Through the process of risk assessment, we must identify possible causes of stress and determine the seriousness of risk to individuals.

Please note this is not an exhaustive guide to our nurseries health and safety and reference must be made to the:

- **Health and Safety at work Act 1974**
- **www.hse.gov.uk**
- **EYFS Guidance**
- **The nurseries own on site risk assessments**