



Early Education & Childcare Health and Safety Policy

Aims:

- To maximise the safety of all children and adults at the setting.
- To ensure procedures are in place for responding to emergency situations.
- To ensure health and safety is considered in all aspects of nursery practice and that everyone has an active role in monitoring and developing this.
- To regularly review risks and ensure appropriate measures are in place to minimise these.
- To ensure safe handling, use and storage of substances.
- To ensure all practitioners have access to relevant information and training for competent practice.
- To ensure an effective food management system is in place.

This policy will address these aims in relation to 10 main areas. Please see policy file for separate procedures relating to child protection, lost and uncollected children and fire procedure. BS3 Community Development also has an organisational Health & Safety policy, which details how the organisation as a whole meets legislation and outlines the responsibilities of all staff. This policy relates to provision for children and families, and the organisation's responsibilities as outlined by the Early Years Foundation Stage statutory requirements.

1. Cleaning & Cleaning Materials
2. Food Management
3. Illness
4. Accidents & Injury
5. Maintenance of Environment
6. Security
7. Risk Assessment
8. Animals
9. General Safety
10. Training & Education

1. Cleaning & Cleaning Materials

Cleaning

The Early Education & Childcare OFSTED registered rooms are all cleaned thoroughly at the end of each day by BS3 Community's facilities employees at the Chessel and Southville Centres. There is a list of minimum cleaning requirements.

All members of staff working with children are responsible for ensuring environments are kept clean and tidy throughout the day. Rotas exist for the daily cleaning of toilets/bathrooms and individual resources are cleaned periodically.

In the event of spills of body fluids – blood, faeces, urine or vomit – the following procedure is followed:

- Disposable gloves should be worn and disposable paper towels used.
- The area should be cleaned and disinfected immediately and dry paper towels used to ensure the area is dry, thus reducing the risk of slipping.
- Contaminated materials should be put into a plastic bag and disposed of in the nappy bins.
- Contaminated clothes should be washed at a minimum temperature of 60 degrees Centigrade.

Cleaning Materials

Where cleaning materials are classified as hazardous substances under the COSHH regulations they have been considered in relation to the '8 Steps to Compliance'.

All cleaning materials are stored in locked cupboards these are located as follows:

The Southville Centre

The Chessel Centre

Leighton Room Bathroom
Central Cleaning Cupboard in Public Toilets

Pearl Room Bathroom
COSHH Cupboard Operations Room

Anti-bacterial spray is stored on a high shelf in the room for use throughout the day. All members of staff should ensure they read the instructions on products before use and that all caps and bottle tops are fully secured after use. Cleaning solutions must remain in their original containers, in the event of a spillage or accident practitioners should refer to the product instructions.

2. Food

Management Systems

Food items for consumption by children are sourced from the Southville Centre café within the centre, which has its own inspections and food hygiene rating (currently 5 stars). The only exception to this is where children bring packed lunches from home to the holiday playscheme or term time only nursery provision. Guidance is available for parents in relation to providing suitable packed lunches.

Hot food delivered from the Southville Centre to the Chessel Centre is transported in 'thermo boxes' and the temperature checked prior to serving. These boxes are designed to maintain the temperature of hot food for up to 1 hour. Any cold food delivered will be immediately transferred to the refrigerator.

The Food Standards Agency's 'Safer Food Better Business' pack is used as the food management system and includes a format for recording on-going monitoring of basic measures for ensuring food is safe for consumption. The pack is stored in the Stackpool Room at the Southville Centre and in the utility room at the Chessel Centre. All required temperatures are recorded.

Hygiene

All members of staff should be aware that it is their responsibility to carry out and promote good hygiene practice. This policy and the settings food management system are communicated to all new practitioners/students/volunteers.

In line with Early Years Foundation Stage requirements, all practitioners and play workers who are involved in preparing or serving snacks and meals take part in basic food hygiene training as part of their induction.

In the event of a staff member being deemed unfit for working with food they will be sent home, or asked to carry out other duties if appropriate. Please see illness section below, for exclusion periods.

A no smoking policy exists for all areas of The Southville and Chessel Centres.

BS3 Community Development requires all members of staff to keep jewellery to a minimum. Items which may catch on children or objects are not appropriate. Staff should also avoid wearing flip flop type shoes. When serving food staff should not wear jewellery on their hands, with the exception of wedding bands.

3. Illness

In the event that a child is unwell at nursery or after school club/playscheme, they will be monitored closely and a decision will be made by the person in charge regarding whether they will need collecting. This decision will be based on whether a) there is concern that the child's wellbeing would be negatively impacted by remaining at nursery or after school club/playscheme (for example if they require one-to-one attention and feel uncomfortable) and/or b) the risk of spread of infection to other children. If a parent/guardian is contacted to collect a child, it is important that they are collected promptly, usually within 30 minutes of this being requested.

Parents should also inform the setting if their child has suffered from any illness during the days since they last attended the setting, and whether they have been administered any medication recently. In some cases we may request that confirmation is provided by a medical practitioner that it is appropriate for a child to attend nursery, or that additional advice is provided regarding their care.

All notifiable diseases will be reported to the Public Health England Bristol office. Exclusion periods for selected illnesses are listed below, the full Public Health England list can be found online at https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/691091/Exclusion_table.pdf

Exclusion Periods

Diarrhoea and Vomiting

– 48 hours since last episode

Chicken Pox

-5 days from onset of rash and all the lesions have crusted over.

Mumps

-5 days from the onset of swollen glands.

Scarlet Fever

-24 hours from commencing antibiotics.

Hand, Foot & Mouth

-No recommended exclusion period, but child must be well enough to attend nursery.

Slapped Cheek/Parvovirus

-No recommended exclusion period once rash has developed, but child must be well enough to attend nursery.

Impetigo

-Until lesions are crusted or healed, or 48 hours from commencing antibiotics.

Conjunctivitis

-No recommended exclusion period, but child must be well enough to attend nursery.

In the event of one or more cases of a contagious illness, a notice is displayed to inform parents and printed information about the illness is available upon request.

4. Accidents & Injury

We aim to continuously work towards a position where all full time Early Years Practitioners and Playworkers hold a current paediatric first aid qualification. The current minimum requirement, as set by the Early Years Foundation Stage, is that at least one Practitioner or Playworker on duty with each group must hold this qualification. In addition, all Early Years Practitioners who qualified since June 2016 must hold a paediatric first aid qualification in order to be included in staffing ratios. First aid qualification levels and renewal dates are monitored during periodic audits and detailed during each risk assessment review.

A first aid box/unit is located in each area where children attend, as detailed below.

The Southville Centre

Raleigh Room – Children's bathroom
Leighton Room – Children's bathroom
Stackpool Room – Cupboard above staff sink
Main Centre – Reception back office

The Chessel Centre

Pearl Room – Next to kitchen
Ruby Room – Next to kitchen
Jasper Room – Entrance area

In the event of an accident a first aider should take responsibility for ensuring an appropriate response. All accidents should be recorded on an accident form which should be signed by the practitioners who were present. This form should be presented to parents/carers on collection who should also sign it. If your child has had an accident at home which resulted in injury, staff may ask you to fill in an 'accident at home' form.

In the event of a more serious accident the emergency services (999) should be contacted, followed by the parent/guardian. A first aider should remain with the child and the other children should be relocated to another available area. If a parent/guardian has not arrived before the ambulance then an Early Years Practitioner/Playworker should accompany the child to hospital. As per national requirements; in the event of a 'major injury', any injury involving a hospital stay of over 24 hours or any injury which 'arose out of work activity', Ofsted or RIDDOR will be informed.

Where further advice is required, but an incident is not deemed to be an emergency, NHS direct may also be contacted by a member of staff or a parent by calling 111.

5. Maintenance of Environment

BS3 Community Development employs a Buildings Manager to ensure the premises are well maintained. The Buildings team also takes responsibility for monitoring any need for pest control.

It is the responsibility of all Early Education & Childcare staff to communicate any concerns relating to maintenance to the Lead Practitioner in the first instance, who will determine whether the issue can be dealt with directly by the facilities employees at Southville Centre or Chessel Centre. If the concern cannot be resolved, or a Lead Practitioner concludes that a situation is complex or presents an unacceptable level of risk then the issue should be escalated to the Associate Head of Early Education & Childcare. Likewise, if the Associate Head is unable to resolve the issue (or in the event of their absence), it should be escalated to the Executive Head, who will inform and work with the Buildings/Operations Manager if required.

There is a maintenance book located on the main reception at the Southville Centre for communicating with facilities staff and a reporting sheet on the noticeboard in the Chessel Centre staff room. Any issues raised should be reviewed and recorded, with action taken accordingly. All Early Years Practitioners and Playworkers should check environments thoroughly for hazards before allowing children to use them.

6. Security

Access

The entrance doors to all Early Education & Childcare rooms have code locks. These remain locked at all times, in a number of rooms parents can enter the lobby/cloakroom area during designated collection/drop off times, but must ring the bell/knock in order to be let in through the locked internal door. All doors have windows/spyholes allowing practitioners to see who is waiting outside.

Only authorised and named persons are allowed to collect children from the setting. A password and description may be left by a parent/carer if they wish for somebody new to collect their child. If practitioners are in ANY doubt they will always contact the parent to discuss this before releasing the child.

When using the garden or other OFSTED registered rooms in the building at the Southville Centre, the nursery and playscheme have priority use and members of the public are politely asked to leave the area, if necessary. A sign is displayed on the doors to communicate this. Gates should be locked and any residents of the neighbouring Guinness Housing should be escorted across the area if they need access.

Visitors

All visitors should report to the centre reception at the Southville Centre, and the Operations/Facilities lead or office staff at the Chessel Centre and not directly to the Early Education & Childcare rooms. Visitors are required to wait while the relevant person is contacted to inform them. A member of staff from Early Education & Childcare

should then greet the visitor, checking ID in the case of professional visitors. Visitors should sign the visitor book, which is on the reception desk at the Southville Centre, and in the lobby at the Chessel Centre.

Security of Building

All windows and doors should be fully locked when the premises are left and any keys which have been signed out at reception should be returned the same day. Both the Chessel Centre and the Southville Centre have an alarm system which should be set by a designated person.

7. Risk Assessment

A central Early Education & Childcare risk assessment file is kept electronically. Copies of the risk assessments are also filed in the operational folders in the two Early Education and Childcare offices and in all the nursery rooms. Risk assessments are conducted and reviewed on an annual basis for individual spaces/situations. Risk assessments will also be conducted on an on-going basis in response to any incidents, concerns or new information. Risk assessments will be completed/reviewed in the following situations:

- For a new activity or outing.
- For a change in the environment, inside or outside.
- If an incident has occurred.
- For a child who has ongoing physical behaviour that affects them and others.
- If something changes in the medical condition of a child e.g. a broken bone, or member of staff e.g. pregnant or a health issue that may affect practice.
- If a concern/risk is highlighted by a parent, staff member, or external body.
- For any new scenario outside of our policies and procedures.

This is not an exhaustive list, if staff are unsure as to whether a risk assessment is necessary or not, they should speak to their line manager. Risk assessments should normally be written on our standard risk assessment format.

The Early Education & Childcare leadership team are responsible for ensuring that the risk assessment documentation is shared with relevant members of staff, and any additional training requirements are actioned.

8. Animals

If any animals are brought into the setting they should be introduced as part of a calm, pre-organised and settled session. A risk assessment should be conducted prior to this with consideration for any children who may have allergies. Other than assistance dogs, we do not permit members of the public to bring animals into any area of the building.

Following any contact with animals all children and adults should wash their hands thoroughly. If contact with animals during an outing is likely then alcohol hand wash should be taken.

9. General Safety

- Staffing ratios are maintained as per EYFS guidelines. During the staff lunch time period the majority of children sleep in the Leighton and Pearl rooms, so during this time all staff in close proximity e.g. office staff, can be included in the ratios if required, as they will help evacuate children in an emergency situation.
- Sleeping children are checked individually at least every 10 minutes.
- All exits should be kept clear.
- Faulty items/resources are removed from use immediately.
- Smaller resources in the 1-3s rooms are choke tested before being available for constant access (small objects can still be used, but only with close supervision during an adult led activity).
- Items stored at high level should not be accessed whilst children are present in the room.

10. Training/Education

Induction

This policy and the BS3 Community H&S Policy Statement should form the basis of health and safety induction for all new staff.

Formal Training

Levels of training in key areas including Paediatric First Aid, Child Protection, Food Hygiene and Health and Safety are monitored via our HR and qualifications audit. This process is used to inform future training bookings and priorities and yearly training budgets.

Reviewed January 2019

Related documentation:

- *Early Education & Childcare Fire Procedure*
- *Early Education & Childcare Administration of Medication Policy*
- *BS3 Community Health & Safety Policy & Statement*
- *EYFS Statutory Requirements*
- *Risk Assessment File*
- *Public Health England exclusions guidance*