St Francis’ Nursery Unit

Health & Safety Policy

It is the policy of St Francis’ Nursery Unit to create a safe environment and to encourage ways of working which will ensure the safety of the children, staff and all other persons who come onto the premises.

- While a collective responsibility exists within the Nursery Unit for the health, safety and welfare of all, Mrs Mc Neice has the overall responsibility for the implementation of this policy.
- All staff members have a responsibility to bring to the attention of Mrs Mc Neice any concerns with regards health and safety.
- Mrs Mc Neice is responsible for recording any concerns raised and acting upon them.
- An annual audit of the building, garden area and resources will be carried out in September and is on-going throughout the year.
- All staff is responsible for their own safety and the safety of all the children attending the setting.
- Staff has a responsibility to work in a way that ensures the Health and Safety of themselves and all other persons they come into contact with.
- Staff will undertake any relevant training to support Health and Safety within the setting.
- All new members of staff and students will receive Health and Safety information as part of the induction process within the first week of their appointment or placement.

Risk Assessments

Risk assessments will be conducted to assess the environment and ensure that it is safe and suitable for all children, parents, staff, students and visitors.

- Written formal risk assessments will be kept and will be accessible at all times.
- Management will maintain a record of all safety issues and any action taken.
- Daily risk assessments will be carried out on the indoor and outdoor environments. Issues will be noted and acted upon there and then.
- A formal risk assessment will be carried out in September and more frequently if the need arises, for example when new equipment is implemented.
- Specific risk assessments will relate to the inside and outside environments as well as visitors coming into Nursery and going on outings.
- All risk assessments will be kept in the Nursery Management File, named “Risk Assessments”
Fire

The safe evacuation of the Nursery Building is of prime importance. See “Emergency Evacuation Procedures”

- A copy of the Emergency Evacuation Procedures will be on display at all times. This will include information on “raising the alarm” and the named place of safety away from the building, namely the back playground behind the Nursery.
- All exits will be kept clear.
- All gates will be locked by a bar out of reach of the children rather than a padlock.
- A practice fire drill will be carried out each term.
- Fire appliances will be checked regularly.
- Matches and lighters will not be kept in the Nursery.
- All visitors will be made aware of the fire evacuation procedures.
- New staff and students will be made aware of the evacuation procedures as part of their induction within the first week of their appointment or placement.

Electrical Appliances

- All electrical equipment will be safety checked annually (Ampion Safety Testing).
- Faults will be reported to Mrs Mc Neice who will pass this onto SMT.
- Televisions, computers etc. will be unplugged when not in use.
- Electrical leads will be placed so that they do not trail in a way as to be dangerous.
- No liquid containers will be placed near any electrical equipment.
- All electrical sockets will have covers in place when not in use.

Buildings and Equipment

- Any faults will be reported to Mrs Mc Neice who will inform SMT.
- Equipment and resources will be checked and cleaned regularly throughout the year. A deep clean of all equipment and resources is undertaken in the last term.
- Equipment and resources will conform to the required legislative standards.
- Staff should be sensible in regard to moving equipment and resources using safe handling techniques and large pieces of equipment should only be moved by two or more people.
- The Nursery staff constantly maintains a high standard of cleanliness throughout the day in the setting and it is also maintained by a cleaner in the afternoon and by the school caretaker.

Security

- Security is of paramount importance in the Nursery.
- All classrooms will be locked during indoor play sessions.
Throughout the day access to the Nursery will be monitored through the use of a main entrance buzzer system.

- Only staff members will open the door to admit/let out parents and children.
- Children will only be released to a known parent or “collection” adult.
- All visitors who come to Nursery via the school will be wearing a visitor pass.
- All gates outside will be barred closed out of the children’s reach. It is the responsibility of the staff to check that these are closed before each outdoor play session.

**General Tidiness**

- The areas of the Nursery will be kept tidy at all times to reduce the risk of accidents.
- The children will be encouraged to keep the setting as tidy as possible during the course of their play.
- All storage areas will be kept tidy and equipment stored appropriately.
- Steps will be provided for items stored on high shelving.

**General Safety**

- Consideration is given by class teachers to the layout of their own classroom to ensure the safety of all the children and staff.
- Consideration is given by all staff to the layout of the outdoor environment to ensure the safety of all the children and staff.
- Children are constantly reminded about safe handling of equipment and safe play.
- Safe play rules for each area of play both indoors and out and for resources, for example scissors, are taught to the children from the onset and are reinforced each day at Planning Time and throughout the day as necessary.
- Hot drinks will not be consumed near the children and will be consumed from safety cups with lids.
- On no account should the children be permitted to enter the school meals accommodation, internal or external stores, and utility room or open any of the exit gates.
- If a child has upon their person a potentially dangerous object from home, staff will remove it immediately and inform the parent/carer.

**Car Parking**

- Cars are not permitted to come around to the front of the Nursery at any time. Cars must park in the main car park.
Hygiene

It is the responsibility of all staff to maintain standards of cleanliness: the policy is to “clean as you go”.

We will ensure that:

- Soap, towels and a hand dryer will be provided for hand washing.
- Hands are washed after using the toilet, before and after handling food, after handling a variety of different resources and after handling animals.
- Toilet areas are regularly checked and cleaned throughout the day to ensure high standards of hygiene and safety.
- Staff and children use separate toilets.
- Disposable gloves and aprons are available to be worn when coming into contact with bodily fluids and changing wet, soiled and sick children.
- With parental consent, staff will help children who require assistance cleaning their bottoms. Disposable gloves will be used for this purpose.
- Tissues will be available in designated areas of the setting and children will be encouraged to use them and dispose of them correctly.
- Antibacterial spray will be used to clean surfaces for food preparation and after use, as well as snack and dinner time tablecloths.

Toilets & Nappy Changing

- The toilet areas are maintained in a safe, hygienic condition and are checked regularly.
- Spillages are mopped up as soon as possible.
- Liquid soap, a hand dryer and towels are available at all times. Towels will be changed regularly throughout the day.
- Toilet doors are child friendly and are half doors for safety.
- Toilets are at an appropriate height for children.
- Suitable protective clothing is available to staff e.g. disposable gloves & aprons when toileting accidents occur.
- Baby wipes/nappy sacks and antibacterial wipes or spray are available at all times.
- A changing mat is available at floor level for safety for when changing a nappy if required.

Storage of Cleaning Materials

- Any potentially dangerous substance will be kept out of the sight and reach of the children in the locked store or on high shelving.
- Screw tops of containers will be tightly closed.
- Cleaning materials will be stored in original materials.
• Washing up liquid, antibacterial spray and bubble bath which is used daily will be stored on a high shelf.

**Smoking/ Alcohol/ Other Substances/ Solvents**

• There is strictly NO presence of or use of the above on the premises.
• All glues used in the setting will be safe for the children to use and The children will be supervised in the use of them.

**Animals**

• We will ensure that any animal visiting the setting is free from disease.
• Children will be required to wash their hands before and after contact with animals.
• A full risk assessment will be undertaken before any animals come into our setting.
• We will be mindful of children who suffer from pet allergies. Where a child attending the setting has an allergy to a specific animal type, that animal will not be deemed suitable as a visiting pet.

**Supervision of the Children**

• Children will be supervised in accordance with adult: child ratios.
• In or out of the building the children will be supervised at all times.
• Headcounts will be conducted regularly throughout the day.
• When playing outside, if anyone uninvited enters the garden the staff will ask them to leave. If the person(s) involved refuses to leave the grounds, then the children will be taken inside the building and appropriate action taken.
• Special care will be taken when the children are using large outdoor equipment. All equipment will be checked to ensure that it is stable and secure before use. All children will be taught the correct use and care of the outdoor equipment.

**Sun Care**

• Children will not be exposed to strong sunlight unless their skin is adequately protected.
• Parents will be asked to protect their child with sun cream before they come to Nursery.
• Parents will be asked to provide sun hats for their children to protect them from the sun.
• Plenty of sheltered areas will be provided outside for the children to shelter from the sun.
• Indoor/Outdoor Choice gives the children the opportunity to go in and out of the sun as they wish.
• The children will be encouraged to drink lots of water on warm days.
Accidents and Sickness

Sickness

- If a child is sick in Nursery they will be comforted and reassured, cleaned up and changed and the parent will be contacted to collect the child in line with our Intimate Care Policy.
- Should a child appear unwell the parent will be contacted to collect the child from Nursery.
- If a child complains of feeling unwell the staff will use their professional judgement in assessing the situation and will contact the parent if required.

Accidents

Bumps

- Should a child receive a bump a cold compress will be used to minimise the swelling when required. Ice packs are available for this purpose. The parent will be contacted and will be asked to make a decision on whether to collect the child from Nursery or not. The incident is recorded in the Accident Book and signed by the parent.

Grazes & Cuts

- Disposable gloves should be used by staff when dealing with body fluids/open wounds.
- Wounds will be washed with cotton wool and clean water. Should a child need hospital attention the parent will be contacted.
- A plaster will be applied if we have signed parental consent to do this.
- Creams are prohibited.

Infections

- Should a child appear to have a communicable infection the parent will be contacted for the child to go home.
Medication

(Nursery applies the whole school policy for the administration of medicine). Please read: -

POLICY FOR THE ADMINISTRATION OF MEDICATION IN ST FRANCIS’ P.S.

Food

• Children will be supervised at all times when eating.

Snack

• Adults will not be involved in the handling of food if suffering from any infectious/contagious illness or skin condition.
• All staff involved in handling food will comply with regulations relating to food safety and hygiene.
• Food hygiene will be included in the induction process.
• The kitchen in the “Welcome Room” will be cleaned regularly throughout the day as it is used.
• Different cloths will be used for kitchen, toys and toilet cleaning.
• Raw and cooked food will be prepared on separate surfaces.
• All fruit and vegetables will be washed before use.
• All utensils will be kept scrupulously clean and stored appropriately.
• All food will be kept in air tight containers or appropriately covered, labelled and stored safely.
• Milk, dairy products and cold meats will at all times be stored in the fridge.
• The fridge will be cleaned weekly
• The fridge temperature will be regularly checked and maintained with a fridge thermometer.
• Snack beakers, plates and cutlery will be washed in hot soapy water after use.
• Any cracked or chipped items will be disposed of immediately.
• After snack the floor will be brushed and moped as required.
• Children are not permitted into the “Welcome Room” kitchen area when the toaster, kettle and microwave are in use. The door should be closed tight. After use the toaster and kettle should be placed on a high shelf and the microwave should be unplugged.

Dinner

• At dinnertime the tables will be covered with table cloths which will be cleaned with antibacterial cleaner after use.
• Food at dinner time will only be handled by staff prior to serving it to the children.

January 2019
- All uneaten food of those children taking packed lunches will be returned to the parent in order that they are able to make judgements about their child’s diet.
- After dinner the floor will be brushed and mopped as required.

Collective responsibility exists within the Nursery environment for all safety aspects and issues. Staff should be aware of changing situations and inherent dangers within. Positive action should be taken immediately to remove children from potentially dangerous situations.