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The Strawberry Patch Nursery & Pre School
Health, safety and hygiene,
Recording of accidents and incidents, First aid and Risk
assessments policy.

Policy statement

The strawberry patch believes the health and safety of our children is of paramount importance. We aim to provide a safe, healthy and hygienic environment for children, parents, staff and volunteers.

- We aim to make children, parents and staff aware of health and safety issues and to minimize the hazards and risks to enable the children to thrive in our environment.
- Our member of staff responsible for health and safety is **Emma Marsh** (Manager) and **Rachel Baillie** (Operations Manager), who along with other Senior Staff performs regular daily checks & assessments at our setting.
- They are competent to carry out these responsibilities and undertake health and safety training and regularly update their knowledge and understanding.
- We display the health and safety poster in the front office of the nursery.
- Health and safety is always discussed at staff meetings.

Insurance cover: The setting has public and employment liability insurance this is displayed by the staff board in the main room.
Procedures for safety

Induction training includes:

- Clear explanations of health and safety issues so all adults adhere to our policies and procedures, understanding their responsibilities for health and safety.
- Employee well-being which includes safe lifting and the storage of dangerous substances.
- Records are kept of all induction training and staff or volunteers are asked to sign the records to confirm they have read and understood all information shown.

In order to we maintain safety staff will follow these safety procedures:

- Daily risk checks are carried out by staff and hazards noted and reported.
- Children will always be supervised by a responsible member of staff and will be kept out of kitchens or areas where hazardous materials are kept in a locked cupboard.
- The beginning of each session will be closely monitored and children will be marked at the time they arrive and leave;
- Children will only leave with a known authorised adult whose name has been provided by the parent's/carer.
- Adults and visitors will also be entered on the register or in the visitor's book and signed out when they leave.
- Daily Safety checks will be carried out on the premises and equipment, both indoors and outdoors before the start of each session and any issues reported.
- Windows, sockets, heaters and potentially dangerous materials and the layout of activities and equipment (indoors and outdoors) will be closely supervised to minimise hazards.
- Low level windows are made from materials that prevent accidental breakage or are made safe.
- Doors are fitted with 'finger safe' units to prevent fingers becoming trapped.
- All floor surfaces are checked daily to make sure they are not uneven wet or damaged.
- A minimum of two adults will be present at all times to supervise children – no child is to be left unattended at any time.
- Equipment and activities available to children will take into account the children's age and stage of development.
- All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.
- At least one member of staff at each session will have first aid training for children and babies.
- Every adult, student and volunteer will know where the first aid box and accident book is kept; a notice stating where it is will be displayed.
- A named person will be responsible for checking the contents of the first aid box, and complete checklist. (**Rachel Baillie and Louise Blake**)
- The first aid box will contain the following as given in the guidance in The Health and Safety (first aid) Regulations 1981.

- A list of all first aid qualified staff are displayed throughout the nursery.
- An accident book will be signed by staff, witness and parent and all information recorded and shown to parents to sign covering all accidents and incidents, with a copy given to parents.
- Accident and incident reports will be reviewed monthly and risk assessments updated where necessary.
- Training will be offered to provide and make staff aware of the health & safety policy and to understand its importance.
- The Nursery is registered with a company called Peninsular who sends out a representative on an annual basis to advise Health & Safety and Risk Assessment.

Risk Assessments

This setting believes that the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, parents, staff and volunteers by assessing and minimising the hazards and risks to enable the children to thrive in our environment.

The basis of our risk assessment is to follow five steps:

- Identification of risk: Where is it and what is it?
- Who is at risk: Childcare staff, children, parents, cooks, cleaners etc?
- Assessment as to the level of risk as high, medium, low. This is both the risk of the likelihood of it happening, as well as the possible impact if it did.
- Control measures to reduce/eliminate risk: What will you need to do, or ensure others will do, in order to reduce that risk?
- Monitoring and review: How do you know if what you have said is working, or is thorough enough? If it is not working, it will need to be amended, or maybe there is a better solution.

Our risk assessment process covers adults and children and Includes:

- Checking for and noting hazards and risks indoors and outside, and in our premises and for activities;
- Assessing the level of risk and who might be affected;
- Deciding which areas need attention; and

- Developing an action plan that specifies the action required, the time-scales for action, the person responsible for the action and any funding required.
- Where more than five staff and volunteers are employed the risk assessment is written and is reviewed regularly.
- We check our site daily before the session; any issues are reported and dealt with as necessary.

Electrical/ Gas equipment

- All electrical/gas equipment conforms to safety requirements and is checked regularly.
- Our boiler/electrical switch gear/meter cupboards are not accessible to the children.
- 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.
- Lighting and ventilation is adequate in all areas including storage areas.

Outdoor areas

- All our outdoor areas are securely fenced
- A member of staff will do daily checks removing hazards and rubbish, reporting and recording finding on the daily check sheet.
- The outdoor setting is cleared and reset by staff and children each night.
- Make sure that all external gates and doors are secure at all times, unless areas with doors are being used for indoor/outdoor provision, then supervision is paramount.
- Children outdoors are supervised at all times.

Fire safety

- Fire extinguishers will be checked annually and logged by the officer in charge.
- Smoke detectors are checked weekly.
- Procedures for fire/evacuation drills will be known by the adults and children.
- Fire doors will never be obstructed.
- Fire drills will be carried out every month at varying times during the day by different staff with the time and number of people

on site recorded; also extra fire drills will be carried out within the induction period of new staff and students.

Staff

- Staff are provided with a step stool to reach up to storage equipment or change light bulbs. Chairs or table must not be used.
- Staff are made aware of lifting and handling procedure through our manual handling policy and training and given guidance regarding safe storage.
- All our warning signs are clear and in an appropriate language.
- Staff sickness and accidents is recorded and reviewed.
- A record is kept of all hazardous substances (C.O.S.H.H) such as cleaning chemicals. These state their use , risk and what to do if there is contact with skin, eyes or are ingested
- Chemicals are clearly labelled, kept out of children's reach and stored in a secure cupboard in the kitchen.

Health procedures

In order to avoid risks to health we always follow these health procedures.

- Activities will take into account of children's health needs- dietary and physical exercise.
- No smoking will be allowed on the premises or surrounding areas see No smoking policy)
- Animals in the setting will be fed and watered daily and cages cleaned weekly.
- Children will be encouraged to handle animals and help care for them and hands washed after handling.
- Parents will be required to keep children at home if they have infectious diseases or diarrhoea and sickness - this includes children of workers and volunteers this is up to 72 hours after the last symptom has occurred.
- Staff will be required to stay off work for 48hrs if they have vomiting and diarrhoea after the last symptom has occurred.
- Parents will be informed if there is any infection such as head lice, scabies, worms, impetigo or childhood infectious diseases which may affect other children, parents, new mums.
- Staff to role model hand washing using anti bacterial soaps to encourage the children to do the same.

- Staff aware of dangerous plants and how to deal with in an emergency.
- Cuts and wounds will be dressed appropriately.
- All Staff aware of allergies or allergic reactions and how to deal with them.
- All employees are offered healthy working conditions, heating, good toilet facilities, staff room/ rest area, tea/coffee and food making area.

Hygiene Procedures

In order to avoid the spread of infection we maintain personal hygiene by following these hygiene procedures.

- Our daily routines and good role modelling by the staff encourage children to learn about personal hygiene.
- Everyone washes their hands with anti bacterial soap or anti bacterial bio-guard after using the toilet.
- Individual paper towels will be available and disposed of hygienically.
- Children are encouraged by role modelling and word to put their hands over their mouth when coughing, then to wash hands as necessary.
- Children are encouraged to wash their hands prior to snack and mealtimes.
- Tissues are available and used to blow noses; tissues will be disposed of hygienically, in appropriate bins in the setting or flushed away.
- Clean tables between activities
- Staff regularly cleans and checks the toilets and potties, nappies are disposed of hygienically.
- Staff record each time they have checked and cleaned the toilets and document the chemicals they have used.
- Disposable gloves and aprons are used where necessary (we supply both latex and non latex gloves for our staff.)
- Provide clean clothes for the children.
- Provide wipes and tissues.
- Ensure the individual use of flannels and towels.
- Wash sheets and blankets each night.
- Always wash hands before preparing food.
- Wash raw fruit or vegetables which are to be eaten.
- Not coughing or sneezing near food.

- Store food appropriately-raw and cooked separate; kept covered and refrigerated.
- Ensure cloths for drying crockery and hands are clean and hygienic.
- Use different cleaning cloths for kitchen and toilet areas.
- Keep utensils, crockery and pots clean and undamaged, ready for use.

If a child or staff member has an accident which results in bleeding or vomit, the following procedure will be followed.

- Wear disposable gloves and other PPE as need (apron)
- Wash the wound with water.
- Apply a suitable dressing.
- Wrap blood stained tissues or waste paper in a plastic bag and dispose of it separately to other daily waste.
- Wash blood splashes off the skin with warm soapy water.
- Clean area affected by blood, vomit, urine or faeces with diluted household bleach.
- Waste cleaning materials will be put in plastic bags and disposed of separately to other waste, other children kept away until area is clean
- Clothes, soft toys or soft furnishings stained by body fluids will be washed toughly.

Activities and resources

- Toys or other resources will be washed and sterilized to limit spreading germs or infection.
- A record of toys cleaned and chemicals used is kept.
- All purchased loaned or donated equipment and resources are checked before they are used by the children to make sure they are suitable.
- All equipment and resources are checked regularly to make sure they are clean and safe for the children to use any broken or damaged items are disposed off or repaired.
- All materials, including paint and glue are non toxic.
- Material data sheets are kept on some resources (e.g. paint, glue, shaving foam, baby bath)
- Sand is clean and suitable for the children to use.
- Physical play areas are well supervised.
- Children are encouraged to handle and store any tools safely.

- Our children learn about health, safety and hygiene through activities we provide at the setting.
- Any equipment that is faulty or damaged is removed, reported to the day/manager repaired or discarded.

Special note RE: HIV/AIDS

We will follow the same procedure when dealing with accidents resulting in bleeding vomiting or in cases of diarrhoea and changing nappies.

- No one has the right to know if another person is HIV positive or has AIDS.
- This information should not be shared with anyone else without the permission of the person concerned, and in the child's case the parents/carer.

Reporting of notifiable diseases

- If a child or adult is diagnosed suffering from a notifiable disease under the public health (infectious diseases) regulations 1988, the GP will report this to the Health Protection agency.
- When the setting becomes aware, or is informed of the notifiable disease, the Manager will inform OFSTED and acts on advice given by the Health Protection Agency.

Recording and reporting accidents or injuries

we follow guidelines of reporting injuries, diseases and dangerous occurrences, (RIDDOR) for the reporting of accidents and incidents.

We Child protection matters or behavioural incidents between children are NOT regarded as incidents and there are separate procedures for this.

First Aid

In our setting staff are able to take action to apply first aid treatment in the event of an accident involving a child or adult. At least one member of staff with current first aid training is on the premises or on

an outing at any one time. The first aid qualification includes first aid training for infants and young children.

The First Aid Kit

Our first aid kit complies with the Health and Safety (First Aid) Regulations 1981 and contains the following items only:

- Triangular bandages (ideally at least one should be sterile) - x 4.
- Sterile dressings:
- Small (formerly Medium No 8) - x 3.
- Medium (formerly Large No 9) – HSE 1 - x 3.
- Large (formerly Extra Large No 3) – HSE 2 - x 3.
- Composite pack containing 20 assorted (individually-wrapped) plasters 1.
- Sterile eye pads (with bandage or attachment) e.g. No 16 dressing 2.
- Container of 6 safety pins.
- Foil blanket x1
- Tweezers
- First aid sheers.
- Guidance card as recommended by HSE 1.

In addition to the first aid equipment, we supply:

- Disposable plastic (PVC or vinyl) gloves.
- A children's ear thermometer.
- The first aid box is easily accessible to adults and is kept out of the reach of children.
- We have at least three qualified first Aiders on duty at any one time.
- First aid boxes are located in the main room (staff toilet), Baby room (nappy change area) Kitchen (on top of the cupboard). We also have three pouches which are used for outings.
- No un-prescribed medication is given to children, parents or staff.
- At the time of admission to the setting, parents' written permission for emergency medical advice or treatment is sought.
- Parents sign a consent form at registration allowing staff to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the

understanding that parents have been informed and are on their way to the hospital.

Accident book

- Is easily accessible to all staff and volunteers who know how to complete it.
- Where possible two members of staff should sign the accident book the person dealing with the incident and a witness.
- Is reviewed regularly to identify hazards.

Staff will note down in the accident book

- Child/Staff name
- Date and time
- Where the accident occurred
- What caused the accident
- What injuries occurred
- Treatment given
- If medical aid was sought
- Name of the person dealing with the incident
- Name of witness to the accident
- Parents/carers signature
- Parents/carers are asked to read and sign an accident book involving their child and are given a copy of the form.

Ofsted will be notified of any serious injury requiring a child or staff member to seek hospital attention or the death of a child or adult.

- We would also make a report to the health and Safety executive using the format for the Reporting of Injuries, Diseases and Dangerous Occurrences. (RIDDOR)
- We would also consult 'Peninsula' for advice.

Dealing with incidents

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 to a member of staff requiring treatment by a general practitioner or hospital; and

- 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 in our incident book. See below.

Our incident book

We have ready access to telephone numbers for emergency services, including local police. Where we are responsible for the premises we have contact numbers for gas and electricity emergency services, carpenter and plumber.

We keep an incident book for recording incidents including those that are reportable to the Health and Safety Executive as above.

These incidents include:

- break in, burglary, theft of personal or the setting's property;
- an intruder gaining unauthorised access to the premises;
- fire, flood, gas leak or electrical failure;
- attack on member of staff or parent on the premises or nearby;
- any racist incident involving staff or family on the nurseries premises;
- death of a child
- A terrorist attack or threat of one.

In the incident book we record:

- date and time of the incident
- nature of the event
- who was affected
- what was done about it
- if it was reported to the police, a crime number.
- Any follow up, or insurance claim made, should 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. Our standard Fire Safety Policy will be followed and staff will take charge of their key children. The incident is recorded when the threat is averted.

- In the unlikely event of a child dying on the premises, for example, through cot death in the case of a baby, or any other means involving an older child, the emergency services are called, and the advice of these services are followed.
- The incident book is not for recording issues of concern involving a child.

Our Notification Book

This is used for recording issues regarding a child's behaviour, something that has caused unnecessary injury to another child e.g. biting, kicking.

Staff will note down in the notification book

- Child's name
- Time and date
- The incident and possible cause
- How the incident was dealt with
- Signed by staff and a witness
- Signed by parent/carer

Signed:

Date: September 2019

Review Date: September 2020