



Miss Delaney's

5.1 Health and Safety General Standards

Policy statement

Miss Delaney's 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.

Miss Delaney's aims to make children, parents, staff and volunteers aware of health and safety issues and to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment. The Headteacher is required to complete a full Risk Assessment every year and this is reviewed on a regular basis. A copy of the Risk Assessment is kept in the Nursery's Operational File and forms part of our Staff Training programme.

Our members of staff responsible for health and safety are: Miss Delaney (Director) and Mrs Murray (Headteacher).

- He/she is competent to carry out these responsibilities.
- He/she has undertaken health and safety training and regularly updates his/her knowledge and understanding.
- We operate a strict non-smoking policy within the Nursery.
- We hold a full Risk Assessment on our premises and this should be monitored and reviewed by the Headteacher.
- Staff must attend any induction and update and complete any required training programme if necessary.
- All staff members must make themselves familiar with the Health and Safety Executive Information poster in the school kitchen. This provides key focal point information regarding Health and Safety issues while in the work place.

Insurance cover

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed in the Reception Office at Avondale Park Lodge and in the front entrance hallway at Kenley Walk Hall.

Procedures

Awareness Raising

- Miss Delaney's induction training for staff includes a clear explanation of health and safety issues, so that all adults are able to adhere to our policy and procedures as they understand their shared responsibility for health and safety. The induction training covers matters of employee well-being, including manual handling and the storage of cleaning sprays.
- Records are kept of these induction training sessions and new staff and volunteers are asked to sign the records to confirm that they have taken part.
- Health and safety issues are explained to the parents of new children, so that they understand the part played by these issues in the daily life of the setting.
- As necessary, health and safety training is included in the annual training plans of staff, and health and safety is discussed regularly at staff meetings.
- Miss Delaney's operates a no-smoking policy.

- Children are made aware of health and safety issues through discussions, planned activities and routines.

Safety of adults

- Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.
- When adults need to reach up to collect or store equipment, they are provided with safe equipment to do so. Step ladders are located in the kitchen; two people should always be present when ladders are used.
- All warning signs are clear and in appropriate languages.
- Adults avoid remaining in the building on their own or leave on their own after dark. There is outside lighting at both sites, for entering and exiting the buildings after dark.
- Avondale has a CCTV monitoring system, both for protection of the school premises but also so staff are able to see the perimeter of the buildings.
- There is an intercom system at Kenley Walk Hall.
- The sickness of staff and their involvement in accidents is recorded. The records are reviewed termly to identify any issues that need to be addressed.
- Miss Delaney's keeps a record of all substances that may be hazardous to health - such as cleaning chemicals, or gardening chemicals if used. This states what the risks are and what to do if they have contact with eyes or skin or are ingested. It also states where they are stored. This file can be located next to the fridge in the kitchen. Both sites use the same substances.
- All cleaning chemicals are kept in their original containers except for a diluted Milton solution which is stored in a clear bottle and clearly labelled.

Windows and Doors

- Low level windows are made from materials that prevent accidental breakage or are made safe.
- Windows are protected from accidental breakage or vandalism from people outside the building.
- Windows above the ground floor are secured so that children cannot climb through them.
- Blinds are used to shield viewing the inside of the nursery space at Kenley Walk Hall.
- Miss Delaney's takes precautions to prevent children's fingers from being trapped in doors. Door stops are in place and finger guards are fitted.
- Fire doors are fitted with door closers; these are set to allow sufficient time for children to exit. Doors **must** be closed when leaving the building.

Floors

- All floor surfaces are checked daily to ensure they are clean and not uneven, wet or damaged.
- All rugs are placed on anti slip liners.
- Wet floor signs are available for use to warn of wet floors.

Electrical/gas equipment

- All electrical/gas equipment conforms to safety requirements and is checked regularly.
- Our boiler/electrical switch gear/meter cupboard is not accessible to the children.
- Fires, heaters, electric sockets, wires and leads are properly guarded or out of reach 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.

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- Lighting and ventilation are adequate in all areas including storage areas.

Storage

- All resources and materials, which are used by the children, are stored safely.
- All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing, especially in high cupboards at Kenley Walk Hall.

Outdoor Area: Nursery Garden at Avondale Park Lodge

- Our outdoor area is securely fenced with lockable gates which operate by a key system.
- Our outdoor area is checked for safety and cleared of rubbish before it is used.
- Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides.
- Our outdoor sand pit/water play/mud kitchen and climbing frame is supervised AT ALL TIMES and is covered when not in use (between sessions) and is cleaned regularly (sand) and/or each session (water).
- All outdoor activities are supervised by adults at all times and we operate a good child/adult ratio at all times when outside.

General Hygiene

- Our daily routines encourage the children to learn about personal hygiene.
- We have a daily cleaning routine for the setting, which includes the play room(s), kitchen, toilets and nappy changing areas.
- We have a schedule for cleaning resources and equipment, dressing-up clothes and furnishings.
- The toilet area has a high standard of hygiene, including hand washing and drying facilities and disposal facilities for nappies.
- We implement good hygiene practices by:
 - cleaning tables between activities;
 - cleaning and checking toilets regularly;
 - wearing protective clothing - such as aprons and disposable gloves - as appropriate;
 - providing sets of clean clothes;
 - providing tissues and wipes;
 - ensuring individual use of flannels, paper hand towels.

Kitchen Safety/Food Hygiene and Safety

Miss Delaney's mainly offers a fruit or vegetable snack for children during the session. Occasionally the children may be offered a snack linked to the time of year or a celebration such as noodles for Chinese New Year. Miss Delaney's maintains the highest possible food hygiene standards with regard to the purchase, storage, preparation and serving of food.

The person/s responsible for food preparation understand the principles of Hazard Analysis and Critical Control Point. We have one member of staff trained in food Hygiene and Safety who feeds back to the other members of staff.

All staff involved in the preparation and handling of food have received training in food hygiene.

- We use reliable suppliers for the food we purchase.
- Food is stored at correct temperatures and is checked to ensure it is in-date and not subject to contamination by pests, rodents or mould.
- Food preparation areas are cleaned before use as well as after use.

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- All food preparation (especially fruit and vegetables) by staff is done only after washing hands and wearing gloves.
- All surfaces are clean and non-porous.
- All utensils, crockery etc are clean and stored appropriately.
- Waste food is disposed of daily.
- Cleaning materials and other dangerous materials are stored out of children's reach.
- Children do not have unsupervised access to the kitchen.
- All waste rubbish is taken out to the main dustbin at the end of the day, with the bin liner tied in a secure way.

See 5.1a for daily kitchen check list

When children take part in cooking activities, they:

- Are supervised at all times;
- Understand the importance of hand washing and simple hygiene rules;
- Are kept away from hot surfaces and hot water;
- Do not have unsupervised access to electrical equipment, such as blenders etc.

Reporting of food poisoning

Food poisoning can occur for a number of reasons; not all cases of sickness or diarrhoea are as a result of food poisoning and not all cases of sickness or diarrhoea are reportable. Where children and/or adults have been diagnosed by a GP or hospital doctor to be suffering from food poisoning and where it seems possible that the source of the outbreak is within the setting, the manager will contact the Environmental Health Department to report the outbreak and will comply with any investigation.

Any confirmed cases of food poisoning affecting two or more children looked after on the premises are notified to Ofsted* as soon as reasonably practicable, and always within 14 days of the incident.

Meal times

Miss Delaney's regards snack and meal times as an important part of our day. Eating represents a social time for children and adults and helps children to learn about healthy eating. We promote healthy eating using resources and materials. At snack times, Miss Delaney's aims to promote nutritious food, which meets the children's individual dietary needs.

Before a child starts to attend the setting, we ask their parents about their dietary needs and preferences, including any allergies. (See the Managing Children who are Sick, Infectious or with Allergies Policy.)

- We record information about each child's dietary needs and parents sign the form to signify that it is correct.
- We regularly consult with parents to ensure that our records of their children's dietary needs – including any allergies - are up-to-date.
- We display current information in the Kitchen staff cupboard about individual children's dietary needs so that all staff and volunteers are fully informed about them.
- We provide nutritious food for all snacks, avoiding large quantities of saturated fat, sugar and salt and artificial additives, preservatives and colourings.
- We take care not to provide food containing nuts or nut products and are especially vigilant where we have a child who has a known allergy to nuts.
- All snacks are cut to avoid a choking hazard such as batons rather than round pieces.
- We provide children with utensils that are appropriate for their ages and stages of development and which take account of the eating practices in their cultures.

- We have fresh drinking water constantly available for the children. We inform the children about how to obtain the water and that they can ask for water at any time during the day. Milk is served as an option at snack time.
- In order to protect children with food allergies, we discourage children from sharing and swapping their food with one another.

Activities and resources

- Before purchase or loan, equipment and resources are checked to ensure that they are safe for the ages and stages of the children currently attending the setting.
- The layout of play equipment allows adults and children to move safely and freely between activities.
- All equipment is regularly checked for cleanliness and safety, and any dangerous items are repaired or discarded.
- All materials, including paint and glue, are non-toxic.
- Sand is clean and suitable for children's play.
- Physical play is constantly supervised.
- Children are taught to handle and store tools safely.
- Children who are sleeping are checked regularly.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.
- Any faulty equipment is removed from use and is repaired. If it cannot be repaired, it is discarded.
- Large pieces of equipment are discarded only with the consent of the Headteacher and the management team.

Animals in the setting

Children learn about the natural world, its animals and other living creatures, as part of the Learning and Development Requirements of the Early Years Foundation Stage. This may include contact with animals, or other living creatures, either in the setting or on visits. Miss Delaney's aims to ensure that this is in accordance with sensible hygiene and safety controls.

- We carry out a risk assessment with a knowledgeable person accounting for any hygiene or safety risks posed by any animal or creature visiting the nursery such as Living Eggs, Zoolab or visiting a farm or zoo.
- Children are taught correct handling and care of any animal or creature and are supervised.
- Children wash their hands after handling any animal or creature and do not have contact with animal soil or soiled bedding.
- If we decide to keep a pet, a risk assessment must be completed detailing how the animal or creature is to be handled and how any safety or hygiene issues will be addressed, how appropriate care can be maintained, even during school closures.

Family dogs

Some children are fearful of dogs and some have not had any experience of how to behave around them so for the safety of the children and the well-being of the dogs, the following guidelines are in place: no family dogs should be brought on the nursery site and they should be tied up outside the nursery gates.

Managing a pandemic

A pandemic is when a type of influenza or other virus spreads rapidly, affecting most countries and regions around the world. Unlike the ordinary flu that occurs every winter in the UK, pandemics can occur at any time of year. Experts predict another pandemic will occur but cannot say exactly when it will happen; the most recent being in 2020. When it

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does, it may come in two or more waves several months apart; each wave may last two to three months. Once a pandemic starts, everybody will be at risk of catching it. Certain groups may be at greater risk than others: until the virus starts circulating, we will not know for sure who the risk groups will be.

If pandemic flu – or other pandemics – reaches the UK, there will be announcements in the press, and advice on the course of action to take. Miss Delaney's will notify staff of the plan to be implemented and contact/notify Ofsted for advice.

Covid 19 is an ongoing pandemic. Please see separate Covid risk assessment.

The safety of children and staff will be paramount and, with this in mind, Miss Delaney's may consider some or all of the following precautions:

- Sending home staff or children immediately who display symptoms.
- Requiring staff or children who have travelled to high risk areas to have a health check prior to their return to the Nursery.
- Closure of the school until the risk is over or reduced.

To reduce risk of infection, staff and children are required to:

- Wash hands frequently and thoroughly (particularly after contact with people who are ill).
- Cover mouths and noses with a tissue while sneezing or coughing.
- Dispose of used tissues promptly and carefully – bag and bin them.
- Asking parents and staff to wear PPE if required.
- Wash hard surfaces (e.g. worktops, door knobs) with a domestic cleaner regularly.
- Avoid unnecessary travel.
- Avoid crowds where possible.
- Ensure the children follow this advice.

Asbestos

The school has no asbestos present in the building. See Avondale file in Headteacher's office for assessment.

Legionella

The schools have no cold water storage tanks; all cold water is mains fed. Hot water is fed from a combi boiler and heated as needed.

Name of signatory: *Lisa Murray*

Role of signatory: *Headteacher*

Reviewed by L. Murray July 2023. To be reviewed July 2024.