**HEALTH, SAFETY AND HYGIENE POLICY AND PROCEDURES**

Our policy upholds the following legal frameworks:

* Statutory Framework of the Early Years Foundation Stage (2017)
* Health and Safety at Work Act 1974
* Control of Substances Hazardous to Health Regulations

The designated person responsible for Health and Safety is Jessica Hammond, however overall and final responsibility lies with Clare and Mark Ryalls.

All staff, students and volunteers have a responsibility to follow health and safety guidelines and raise any health and safety problems to Jessica Hammond, or a senior member of staff without delay. Failure to follow health and safety procedures correctly will be regarded as a disciplinary matter.

**Risk Assessments** are carried out 3 monthly but are reviewed sooner where required, for example when new equipment is purchased. Practitioners read and sign these at each review and are encouraged to raise any health and safety concerns as they arise.

**Broken equipment or resources** will be immediately removed from children’s reach and repaired or discarded.

**Low level glass** is all safety glass.

**The back garden** is securely fenced. It is an area for children to run, jump, explore and play at their own pace. We recognise that children need to explore risk in order for them to learn to identify and assess risk as they grow.

* Before allowing children access to the garden it will be checked for hazards, e.g. animal faeces
* Staff will position themselves to gain a view of the whole area of the garden which is in use, e.g. if there are 2 staff one will focus on the top of the garden, one on the bottom.
* If a staff member needs to leave the garden they will be inform the other staff where they are going and for how long.

**Room temperatures** are taken and recorded each session and should be maintained between 18 and 21°C. Practitioners must take action when room temperatures fall outside of these parameters, such as turning the heating on or opening windows to increase air flow. Room risk assessments are completed each morning.

**Room risk assessments (daily)** each morning the rooms are checked to ensure they are a suitable temperature, lighting is adequate, there is provision for the children to assess drinking water, the environment and equipment appears safe and practitioners have the group register.

**Room layouts and ratios** will allow for children and adults to move safely and freely between activities. Large equipment is erected with care and checked regularly. Equipment offered to children will be developmentally appropriate, recognising that materials suitable for an older child may pose a risk to younger children. There is a gate to prevent children from climbing the stairs. Everyone is encouraged to knock before entering a room as children may be close to the door.

**The Front door** is a security controlled entrance. At all times:

* Parents, carers, students and other visitors are not permitted to allow anyone entry to the building, they must never hold the door open for anyone, remember family circumstances may have changed. All adults must ensure the door is firmly closed behind them.
* Visitors must be identified by staff.
* Parents and carers can be 'buzzed in’ using the entry system; for any other visitors (e.g. prospective parents, workmen, professional bodies) staff will go to the door and greet them personally.
* Identity cards will be asked for from unknown workmen or professional bodies before being allowed to carry out their duties.
* Any visitor, other than parents or carers must read the visitors declaration (attached to the visitors book) be signed in.

**Children** will be supervised by an appropriate adult at all times, and will always be within sight or hearing of an adult. Children will only leave the group accompanied with a suitable adult. Children will be carefully supervised if they need to access the kitchen. There will always be at least two adults on the premises when children are present. Our sleep policy must be followed whenever a child would like to rest or sleep. They will never be left unattended on the nappy changing area.

**Water play** and activities which involve the use of heat, will be continually supervised.

**Fresh drinking water** will always be available to children.

**Packed lunches** provided by parents must contain an icepack and the temperature of the Zebedee hot dinner delivery is checked daily, before food is given to the children.

**Hot taps** which children can access are temperature controlled.

**Hot drinks** are not permitted in the garden and must be kept out of children’s reach, adults must not walk around with a hot drink.

**Electrical cables** are to be kept out of the reach of children where possible. Electrical Equipment has a Portable Appliance Test (PAT) annually.

**Gas appliances** are checked annually by a Gas Safe registered engineer. Radiators are appropriately covered and have temperature controls fitted.

**Carbon monoxide and fire alarms** are in place. There are adequate systems and equipment in place for the detection and control of fire. Fire doors will never be obstructed and will be easily identifiable. Records will be maintained of checks completed by the fire safety officer and of emergency evacuation drills. Fire extinguishers are checked annually.

**Mains locations:**

Water stop tap- in the road

Gas point- 2-3 years room, under the change unit,

Main electricity point- in the cupboard next to the front door, (additional fuse box in the 3-5 section toilets, above the sinks).

**Control of Substances Hazardous to Health (COSHH)** safety data sheets for each substance used at Amberley are kept in the health and safety folder. All dangerous substances, including medicines, are stored out of the reach of children, in original containers with the safety information labels attached. PPE is available in the kitchen and in each section for staff to use.

**Manual handling** advice will be given during the induction period. Where possible adults are to reduce the amount of times they need to lift and to encourage children to move themselves. When lifting cannot be avoided adults must:

* Think about the task to be performed and plan the lift. What are you lifting? Where will you put it? How far is it? How will you get there?
* Never attempt manual handling unless they understand the correct techniques.
* Ensure that they are capable of understanding the task; people with health problems or who are pregnant may be particularly at risk of injury.
* Assess the size, weight and centre of gravity of the load to make sure they can maintain a firm grip.
* Assess whether they can lift the load safely without help.
* If more than one adult is involved plan the lift first and agree who will lead the move.
* Plan their route and check for hazards, such as uneven flooring, removing obstructions where possible.
* Ensure adequate lighting
* Wear appropriate clothing and the uniform provided; make use of PPE provided.
* Stand in front of the load with their leading leg forward and weight over both feet. Position themselves with the heaviest part of the load next to them. Not twist or stoop. Bend their knees slowly, keeping their back straight. Tuck their chin in on the way down. Keep shoulders level and smoothly bring the load to waist height, keeping it close to the body.
* Use a step ladder when items are stored at or above head height.

**Accident forms** are provided for when an accident or incident occurs. Regular monitoring of these helps us to identify risks, risk assess and make our environment as safe as possible.

**First aid** boxes are located on both sections and are always taken on outings. The vast majority of our staff hold a paediatric first aid qualification, there will always be a minimum of one first-aider in the nursery setting and on any outings. A list of first aiders is displayed next to the staff poster in the hallway.

**Medicines** are stored in the medicine boxes which are in each section. Where medicines need to be stored in the fridge they will be kept in an air-tight, clearly labelled box.

**Uniforms** are to be worn at all times, including suitable footwear.

**30 minute lunch breaks** are given to staff working over 6 hours. Young workers (under 18years of age) are entitled to 30 minutes if they are working more than 4.5 hours.

**Our transport** is insured, taxed and has a current MOT. The driver conducts a visual check on the vehicle weekly and any necessary maintenance is promptly arranged. Children always sit in the back of the vehicle, accompanied by an adult. Child seats are not required for children over three years old as the seatbelts are fitted with height adjusters.

**Hands must be washed** before handling food, upon entry to the building, after dealing with any bodily fluid such as toileting or wiping noses, using the toilet, messy play or contact with animals. Staff must ensure they use the PPE provided when dealing with any bodily fluids.

**Cuts and open sores**, whether on adults or children, will be covered.

**Laundry** is done throughout the week. Any items which may be used in the kitchen or on the children, such as flannels, towels, bedding and cloths are laundered at 90°C. Flannels and towels are never shared between children, paper towels are used to dry hands. Parents/carers are encouraged to provide bedding for their child and take it home each week to launder.

**Cleaning** is completed on a daily, weekly and monthly basis, depending on the item/area to be cleaned. Toilets are checked hourly but cleaned more frequently if required. Toileting equipment such as nappy mats and potties are cleaned after every use. Staff must be aware of the general hygiene in the nursery and ensure that high standards are maintained at all times.

**Kitchen checks** are completed upon the opening and closing of the business, including fridge and freezer temperature checks. All staff are shown the Better Food Better Business pack as part of their induction and hold an up to date food hygiene certificate. Reheating of foods is avoided where possible but when necessary food temperatures must reach 75°C. All foods in the fridge/freezer must be covered and labelled once opened with the ‘use by’ date. Work surfaces are disinfected with anti-bacterial spray.

**Children** are encouraged to learn about good hygiene routines, such as washing their hands, wiping their noses and covering their coughs with their inner elbows.

**All adults** in the group must be aware of, and show respect for, our safety policies and procedures.

**No smoking** shall be permitted within the nursery property or its grounds at any time, by any adult, including parents and carers or workmen, this is a legal requirement. At Amberley Nursery we believe that everyone has the right to breathe clean air, and non-smokers are in the majority; we ensure that children are in a smoke free environment.

**Office safety** Where staff members are required to spend a significant amount of time completing office duties including sitting at a computer we shall put safeguards in place to protect their health and safety. The person responsible for risk assessments (currently Jessica Hammond) will assess each person’s work space, equipment and resources to ensure they are safe for each staff member’s individual needs. The following guidelines should be adhered to:

* Seating arrangements should ensure eyes are level with the top of the computer screen and forearms are parallel to the desk. Seats should provide adequate lumbar support. Their height and back should be adjustable.
* Staff members should be encouraged to maintain good posture, take breaks to stand and walk as well as change position frequently.
* When using a keyboard wrists should be straight and excessive force should not be used.
* Screens must be positioned to avoid glare and reflections.
* Screens should be kept clean.
* Seats should be adjustable and provide good lumbar support.
* Foot support can be provided if required by the employee.
* Staff members must report any problems to their line manager without delay.

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