

## **BARNIES DAY NURSERIES AND OUT OF SCHOOL CLUBS**

### **HEALTH AND SAFETY POLICY**

Barnies aims to prevent all personal injury, dangerous occurrences or damage to property whenever possible. There is a strict No Smoking Policy in all areas.

Staff will attend training and development sessions to ensure they are aware of their responsibilities in order to achieve and maintain this.

This Policy has been divided into three categories in order to clarify the actual requirements of the Health and Safety Act and is supported by the "In An Emergency" guidelines for Early Education and Childcare Providers.

#### **HEALTH**

**FOOD** - All food prepared, stored or cooked on the premises will comply to the guidelines of the Food Safety Act 1995 and Food Hygiene (England) Regulations 2006. All staff whenever possible to take the Food Hygiene Certificate Course in order to ensure that a complete understanding of the requirements regarding food safety are obtained. Temperature readings will be monitored and recorded daily. Cross contamination will be monitored closely and working practices regularly reviewed. Food prepared for children with special dietary requirements such as; allergy, intolerance or parental choice, to be presented on a nominated tray clearly identifiable with the children's name and photograph.

**ILLNESS** - Parents are requested to advise on immunization at the time of registration and in addition an exclusion policy is in existence to guard against spread of infectious diseases. Parents will be notified of all confirmed cases of contagious diseases within the setting.

**MEDICATION** – Medication can only be administered if written consent is given by the parent and the correct medication supplied. Additional training and written authorization may be needed for some medication. The Exclusion Policy may prevent children from attending whilst on certain medication and each case will be considered on an individual basis.

#### **HYGEINE**

**PERSONAL**- Good hygiene practices will be taught as part of a routine for children after messy activities, garden play, using the toilet and before eating.

**FOOD** - All staff will follow strict procedures and regimes with regards to handling food, nappies and other contacts with bodily fluids. Reference to the "Safer Food – Better Business" guidelines will be taught and encouraged. Appropriate emphasis and training on cross contamination will be enforced.

**CLEANING** – High standards of cleaning will be implemented with regular monitoring of areas and equipment to reduce risk of cross infection and contamination. Legislation and legal requirements detailed under COSHH will be enforced through practical procedures, staff training and regular monitoring.

#### **SAFETY**

**FIRE** - a daily register will be taken to ensure numbers are recorded and monitored in case of fire and evacuation. Regular fire drills will be actioned and recorded as necessary under current legislation and further drills taken if required to ensure that all children and staff have experienced the procedure at some point. Other fire fighting equipment will be monitored and

checked according to the legal requirements of the equipment. Good working practices will be implemented to ensure that fire exits, removal of waste etc. are maintained at all times. Fire Risk Assessments to be completed annually. Barnies is a completely non-smoking environment.

**ACCIDENTS/INCIDENTS** - all accidents and incidents, whatever the severity and who ever the injured party are, to be recorded on the relevant accident/incident report form. A RIDDOR report will be completed and forwarded to the local HSE and Ofsted advised if applicable. Parents are requested to sign on notification of the accident/incident. Parents are also requested to notify the staff of any changes to contact numbers or who to contact in an emergency at the time of registration. Staff are required to continually assess the setting for risk assessment and a periodical recorded assessment will be made. All staff will be encouraged to obtain a First Aid Certificate but 2 to be provided at all times, 1 being designated as the main First Aider. The first aid boxes to be maintained at all times. Special care to be administered when the children are playing with water, sand, soil and other substances.

**OUTINGS AND OUTDOOR ACTIVITIES** - parents consent to be given for all outings and assessment of the place being visited will be made by staff to check suitability. Additional staff will be used during the outing in order to cover every eventuality, reins will be used for younger children. Suitable clothing must be provided for outdoor wear and notification to parents is issued on registration and can be reinstated prior to a special outing. The use of sun cream etc. will be essential during the summer.

**OTHER ACTIVITIES** – activities that involve sand, water, soil, chemicals, animals or other similar experiences may require additional health and safety consideration to be agreed at the planning stage. Consideration may also need to be given to aspect of hygiene and staffing levels during the activity.

**EQUIPMENT** - all electrical appliances used in the nursery including any provided by the staff to be checked periodically. Equipment provided for the children will be designed for that purpose and not an adaptation. The external play area will be secure, safe and monitored continually for potential hazards. All equipment will be monitored regularly for cracks, tears and breakages and removed from use until repaired or discarded. Children's clothing must be suitable for the area of play eg. no long trailing scarves etc.

**ADORNMENTS** – If any item of clothing, jewelry or other adornments need to be worn for medical, cultural, religious or other specific reasons these should be restricted to the smallest and/or least impeding size and shape to limit the possibility of accidents or damage.

**MANUAL HANDLING** - The Manual Handling assessment chart (MAC) will be used to assess possible risks from lifting, carrying and team manual handling with advice provided for staff when handling children and equipment.

**DEVELOPMENT** - Children will be encouraged to recognize dangers of aspects whilst enjoying the ability of exploring new things eg. insects, flowers cooking etc. Focus will be placed on teaching children safe handling for use of equipment such as scissors, swings, climbing frames etc.

Barnies operates a confidentiality policy in all aspects of its operations and procedures. This policy is governed by its contents.

The Health and Safety Policy will be reviewed on an annual basis or whenever further legislation is introduced which may require amendments to its constitution

Ann Windsor  
Proprietor

Amended annually in October