



NORTH STAR NURSERY AND HOLIDAY CLUB

HEALTH AND SAFETY POLICY STATEMENT

1. Introduction

- 1.1. The policy on Health and Safety for North Star Nursery Ltd is set out below. A signed copy of this document is posted on the Nursery's notice board and is also available electronically. It must be read in conjunction with and as part of the Health and Safety Handbook which is issued to all members of Nursery staff on an individual basis and is also available for perusal by parents and visitors.
- 1.2. The Health and Safety Policy explains in broad terms the Nursery's approach to health and safety, its responsibilities and those of its employees under the Health and Safety at Work etc. Act 1974 together with subsequent legislation. Parents, visitors, contractors and anyone else who enters the Nursery site must abide by the terms of this Policy.

2. General Statement of Policy

- 2.1. In accordance with the Health and Safety at Work etc. Act 1974 it is the policy of the North Star Nursery (hereinafter known as 'the Nursery') to carry out the following:-
 - To assign great importance to the safety of its employees and others, considering this to be a management responsibility equal to that of any other management function;
 - To provide and maintain safe and healthy working conditions, equipment and safe systems of work for all employees, children, parents, visitors and contractors;
 - To provide information, instruction, training and supervision as necessary and to consult with all employees with a view to creating and maintaining arrangements for providing effective health and safety;
 - To accept responsibility for the health, safety and welfare of others who may be affected by the work activities of the Nursery.
- 2.2. The effectiveness of the implementation of these procedures will be monitored by the Nursery Manager together with the North Star Nursery Management Committee. The policy statement will be reviewed on a regular basis by the Management Committee in conjunction with health and safety management in the Research Councils.
- 2.3. All Nursery employees are required to sign a statement contained in the Health and Safety Handbook which confirms their understanding and acceptance of all health and safety rules and regulations.

3. Emergency Procedures

- 3.1. The Nursery follows site emergency procedures as agreed by all the Research Councils on the Polaris House site. These procedures are managed by Joint Building and Office Services (JBOS). Further details are contained in the Health and Safety Handbook.

4. Duties of Employees

- 4.1. Under Section 7 of the Health and Safety at Work etc. Act 1974, all employees are required:-

- To take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions at work;
- To co-operate, so far as is necessary, to enable the Nursery to comply with any relevant statutory provisions that may be imposed.

The Nursery Manager and the Nursery Management Committee have overall responsibility for ensuring compliance with all aspects of this Policy and for ensuring that employees fully understand their individual health and safety responsibilities.

5. Visitors on Site

- 5.1. All visitors are required to sign the 'Record of Attendance' book at the Nursery entrance. **If a visitor to the Nursery has a vehicle, this should be parked in one of the three designated Nursery spaces in the east car park. In the event of all these spaces being occupied, the visitor should park in one of the general visitor spaces at Polaris House and must notify Reception of the vehicle registration number and its location. Reception must also be notified when the vehicle leaves the site.** Employees of the Nursery are required to accept responsibility for the safety of visitors to the Nursery so far as is reasonably practicable, and in the event of an emergency must escort their visitors out of the building and remain with them.

6. No Smoking Policy

- 6.1. The Nursery operates a no-smoking policy at all times. An on-site smoking shelter is available for visitors. Nursery staff and students must leave the site completely if they wish to smoke.

7. First Aid, Accidents and Dangerous Occurrences

- 7.1. The Nursery follows the Health and Safety Executive's Approved Code of Practice, which lays down the criteria which should be adopted to determine what equipment, facilities and personnel are required in order to meet the current First Aid Regulations.
- 7.2. All Nursery employees are required to hold a current First Aid Certificate. The Nursery Manager, in conjunction with the Management Committee, is responsible for ensuring the ongoing training of first aiders and for the provision of first aid materials.
- 7.3. There is a legal requirement for certain types of work accident or dangerous occurrence to be reported to the Health and Safety Executive. Further details are provided in the

Health and Safety Handbook. The Management Committee will be immediately informed if there is any such incident in the Nursery and will take the appropriate actions.

- 7.4. The precise details of what are classed as reportable accidents or dangerous occurrences are set out in the RIDDOR Regulations which can be found online at <http://www.hse.gov.uk/riddor/>
- 7.5. It is also the responsibility of the Nursery Manager and the Management Committee to investigate minor accidents and ensure that they are properly recorded on an Accident Form, copies of which are held in the office. First Aid kits for staff use can be found in the staffroom and in the office. All serious or unusual accidents and other incidents will be verbally reported to the Management Committee at an early stage. Where appropriate, a written report will later be provided describing the incident and giving details of actions taken.

8. **Risk Assessments**

- 8.1. It is a legal requirement that risk assessments are carried out for all employees of the Nursery. Risk assessment involves the identification of hazards and evaluation of the likelihood and seriousness of risks associated with such hazards.
- 8.2. The Management Committee will ensure that procedures to assess health and safety hazards and risks in the Nursery are in place and implemented, and that appropriate control measures are adopted.
- 8.3. Risk assessments will be carried out by the Nursery Manager and a representative from the Research Councils who is trained to carry out such assessments. A representative from the Research Councils will, together with the Nursery Manager, carry out an annual Health and Safety audit of the Nursery building. They will be conducted on an annual basis unless there are any changes to the work area or working practices which will require additional assessments to be undertaken. Assessments will be regularly monitored and reviewed by the Management Committee.
- 8.4. The introduction of the EU Pregnancy Directive, the Young Workers Directive and the Working Time Directive has placed specific requirements on employers. The Nursery Manager, in consultation with a health and safety officer from the Research Councils, will ensure that these requirements are followed and will also make available full copies of these documents on request.
- 8.5. All employees have a responsibility to ensure that correct procedures are followed, in order to avoid creating hazards or unnecessary risks either to themselves or others.

9. **Training and Advice**

- 9.1. The training of all employees in their safety responsibilities is essential to the proper implementation of the Health and Safety Policy. The Nursery Manager and the Management Committee will ensure that such training as is necessary is provided. Courses on particular subjects such as safe manual handling and the use of display screen equipment will be organised as and when the need arises.
- 9.2. Appropriate health and safety training is included as part of the induction process for all new employees. This training is provided by the Nursery Manager in consultation with current guidelines and relevant professionals.

9.3. If advice is needed on any health and safety issue, the Nursery Manager should be consulted in the first instance.

This policy links to:	Health and Safety Handbook Code of Conduct Evacuation Procedure Asthma Policy No Smoking Policy Security Policy Risk Assessment Policy First Aid Policy Medications Policy Childhood Ailments Policy Allergy Inclusion Policy Food Policy HIV and AIDS Awareness Policy Special Educational Needs and Disabilities Policy Equality and Diversity Policy Positive Behaviour Management Policy Safeguarding Children and Child Protection Policy Lost Child Policy Ratio Maintenance Policy Sun Protection Policy Technology Policy Walks, Outings and Off-Site Procedures Safer Recruitment and Induction of Staff, Training and Development Policy Equipment, Resources and Garden Policy Unexplained Absence, Arrival and Departure Policy Business Continuity Plan Bathroom Cleaning Routines Nappy Changing Procedures Drinks/Water Bottle Care Procedure Staff Induction Staff Training Staff Handbook
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Policy Review History	
May 2011	v.1
March 2016	v.2
March 2017	v.3

This policy will be reviewed in March 2018 unless a review of events, legislation or guidance from health professionals or Ofsted indicates that a review should take place sooner.

Signed **Dated**

Print **Nursery Manager**

Signed **Dated**

Print **Reviewing Committee Member**

HEALTH AND SAFETY HANDBOOK

This Handbook must be read by all members of Nursery staff. It is the responsibility of every member of staff to ensure that all the health and safety rules and requirements covered in this Handbook and in the Health and Safety Policy Statement are adhered to. Any breaches of these rules must immediately be reported to the Nursery Manager.

Health and safety training will be provided at regular intervals. In addition, all staff must obtain a First Aid Certificate, a Basic Food Hygiene Certificate, Safeguarding Children awareness (CP1) and medical training according to the individual needs of the children in their care. This may include asthma training and epi-pen administration from recognised professional trainers.

Nursery Rules and Regulations

1. Staff

- Members of Nursery staff must wear the stipulated Nursery uniform at all times in the Nursery. They should not wear high heeled footwear, jewellery or badges, and long hair should be worn up or tied back. During warm weather sandals may be worn provided they support the foot and will not cause a potential trip, slip or fall in the day to day duties or in emergency response. When working in the kitchen, footwear should be worn that completely covers the foot to provide protection from scalding water and sharp knives.
- Staff are not permitted to wear nail varnish whilst at work as staff will be involved in preparing and serving food to the children.
- Staff must wear a green tabard when nappy changing, a white tabard when feeding, a blue tabard for messy play and disposable aprons and gloves for clearing and cleaning of human waste.
- Staff should be calm and even tempered, remembering that children will respond to a calm and relaxed approach even in situations where they have been injured. Staff should not panic.
- Staff should be punctual and reliable. Staff who arrive late for their shift will put undue pressure on their working colleagues.
- Staff must be honest and trustworthy.
- Staff must be able to work with others in a team situation.
- Staff must respect the No Smoking Policy.
- Staff must not consume any alcohol, or administer harmful drugs and substances in the Nursery. Staff and students must not arrive for work under the influence of alcohol and or harmful drugs other than those prescribed by a GP.
- If an employee needs to take prescription medication, they are required to bring in the prescription packaging for any medication they are prescribed. This information should be added to their record card in the blue box in the office and should be crossed through when the course of medication is completed. Any prescribed medication will be discussed at an employee's Back to Work Interview to consider any side effects that could put them or the

work environment at risk. If an employee is on routine medication, it is important to keep their record card in the blue box up to date as this card will be sent to hospital with them if they are taken poorly at work.

- Staff must not have their own mobile phones to hand whilst they are working, it is advisable that they are locked in their locker and only accessed at break time. The nursery has its own supply of mobiles for use on walks and outings.
- Staff should take great care when lifting and carrying children, remembering to bend from the knees and familiarise themselves with the “10 Point Lifting Plan” which is introduced during induction and is displayed throughout the nursery.
- Staff will receive training on the emergency and evacuation procedures as part of their induction with annual refreshers as part of site safety requirements.

2. Supervision of Children

- Children must never be left unattended.
- Our ratios meet the minimum statutory requirements outlined in our Registration Certificate.

Aged under 2 years	3 children: 1 practitioner
Aged 2 to 3 years	4 children: 1 practitioner
Aged 3 to 5 years	8 children: 1 practitioner
Aged 5 to 8 years	8 children: 1 practitioner
Aged 8 years and above	10 children: 1 practitioner
- Outdoor play will require extra vigilance.
- Outings beyond the outdoor play area require a ratio of 1 adult to 3 children. A higher ratio may be more appropriate with very young children or according to the activity planned. Parents must sign a consent form for outings and this should be carefully checked. Additional outings requiring public transport, etc. will need additional consent forms.
- Security of the nursery is paramount at all times. Staff should be aware of the usual drop off / pick up times when parents and children will be collecting coats, etc. Doors must be unlocked during the nursery day to permit easy exit; however, internal bolts, etc. must be used to ensure security. Passwords are used for added security.
- Staff must be extra vigilant of windows, doors, gates, etc. as these are danger areas. Particular attention must be paid to nursery entrance doors and external facing windows.
- A member of staff **must** supervise the climbing frames (indoor and outdoor) whenever children are playing on them and safety mats must be used.
- Staff must ensure that the doors to the laundry, kitchen, staff room, staff toilet and store room are kept shut AT ALL TIMES. All safety gates should be kept closed and children should never be allowed access to these areas unsupervised.
- Staff should never allow the routine cleaning duties to prevent them from knowing what all the children in their charge are doing. Activities must be set up and be supervised before tackling such tasks.

- Visitors, including maintenance staff, students, etc., must not be left unattended whilst on the premises, either indoors or outdoors. Students must not be left alone with the children.
- Unsupervised children allowed to run about will be at a much greater risk of an accident. Children who are constructively occupied will be less at risk.
- Only permanent members of staff have authorisation to unlock the main doors for visitors and parents.

3. Safety in Rooms

- Staff must ensure that the activities and toys which they have set up are suitable for the age group of the children they are supervising. They should ensure that there are no broken pieces or pieces missing in such a way that the children cannot understand them. Damaged or incomplete pieces of equipment should be reported.
- Staff should check the room each day, including the layout of the furniture, the floor surface, room temperature and adequate lighting. The relevant "Opening Checks" form should be completed at the beginning of the day and the relevant "Closing Checks" form should be completed at the end of the day.
- Staff should check on a daily basis that play equipment is safe.
- Staff should check for dangerous corners and obstacles on a daily basis.
- Staff should ensure that all cleaning materials are kept in a designated area out of reach of the children or in a locked cupboard.
- Staff should wear disposable plastic gloves when using cleaning materials.
- Mopping during the day should only be done if essential. Spilt liquid should always be mopped or wiped immediately. Mops must be well squeezed out and hot water used. Children must not be allowed onto wet floors. Warning signs should be displayed.
- Staff should report any loose carpet or other damaged floor material immediately. Trailing leads are not acceptable in nurseries. Cables must be stowed or attached to the wall.
- Toys, especially wheeled toys such as prams, must be left tidily stored and not allowed to block doorways or walkways. Fire exits must be kept clear at all times.
- All toys/surfaces, etc. which come into regular contact with staff hands or children's mouths must be disinfected regularly. It is advisable to have a basket where "mouthed" toys can be placed during the session for cleaning and returning to their original storage baskets at the end of the day.
- The use of tools such as scissors, knives, or cooking equipment, should be fully supervised and appropriate to the age and stage of development of the children. Tools used by staff or other adults in the building should not be left within the reach of children.

4. Toilet Training and Hygiene

Children and staff are at risk of infections in a nursery environment. This risk can only be minimised by constant vigilance in observing good hygiene practices. All staff should be conversant with the procedures and are expected to follow them.

- Children should always be accompanied to the bathroom/toilet until confident and competent to cope alone in preparation for school. This will mean that staff may need to organise regular group visits to the toilet. Those children using potties must have their own clearly labelled and disinfected after each use.
- Assistance must be given in wiping bottoms, washing hands, and fastening/unfastening clothes. The children should be encouraged and taught how to do as much as possible for themselves, but it is essential that good hygiene is practised. Staff should remember that toilet training is a significant aspect of children's development.
- Children should be taken to the toilet before embarking on outdoor activities. This is dual purpose - to minimise children continuously going in and out and to prevent staff outside having to reduce supervision of the group to attend to the individual inside.
- Cleaning children's hands and faces after meals must be carried out in a hygienic manner.

Disposable paper blue roll	- table and surfaces
Disposable paper blue roll	- art and craft
Disposable paper blue roll	- floor and cleaning
Flannels	- children's hands and faces, before and after meals
Anti-bacterial spray and toilet paper	- toilet seats and potties.

Only one cloth should be used on one child before placing the cloth in the laundry bin after a single use.

- Staff should encourage children to wash their hands after outdoor play.
- Staff should watch out for runny noses and keep a supply of tissues handy, encouraging self-help skills as appropriate to a child's age and stage of development.
- The routine procedure for nappy changes is displayed in the nappy change areas. Staff must always wear the designated green tabard and disposable gloves for nappy changing.
- Nappies must be disposed of in designated bins ONLY.
- Staff should:-

Wash hands before:

Using the toilet
Changing a nappy
Food handling/preparation
Bottle preparation
Administering medication
Eating their own lunch/snack

Wash hands after:

Using the toilet
Changing a nappy
Food handling/preparation
Emptying rubbish bins
Wiping noses

Administering medication
Loading the washing machine

For protection, staff should:

Be properly immunised
Wear disposable gloves for nappy changing /cleaning up bodily fluids
Wash hands thoroughly
Wear aprons as appropriate to the task

For children's protection, staff should:

Clean nappy areas after changing
Stay at home if ill
Maintain scrupulous personal hygiene

5. Control of Substances Hazardous to Health (COSHH)

- All hazardous substances must be kept out of the reach of children.
- If anybody does become exposed in any way to any of the substances, see the COSHH sheets to find out how to deal with the incident. These are kept in a grey folder in the store room alongside the cleaning equipment.
- Report all incidences to the manager or senior members of staff.
- There are four general classifications of risk and the chart explaining them is on the board by the store room.

6. Accidents

It is anticipated that all staff will have completed a recognised first aid certificate. Staff must be aware of those who are qualified first aiders and those who are training.

6.1 Minor accidents

In the event of a minor accident, staff should do the following:-

- Call for assistance.
- Act in a calm and sensitive manner.
- Ensure that all the children are under supervision.
- Apply first aid if necessary (trained staff only).
- Report the accident to the Nursery Manager.
- When the situation has been dealt with, complete the accident report form (see below).
- Advise parents of the accident on the day of occurrence.

Accident forms are available in each room and from the office. Copies of all accident forms are kept in the office and first aid kits are located in each of the children's bathroom areas and in the office and staffroom.

Details to be entered on the report are:

- Name of child
- Location of accident
- Date and time
- Nature of accident
- How it was dealt with and any treatment given
- Staff present
- Staff name(s) and signature(s)
- Nursery Manager's signature
- Parent's signature
- Child / adult ratio

All staff must be able to identify injuries requiring expert medical aid.

When taking children on walks and outings, a portable first aid kit must be taken. This is kept in the office in a bum bag.

6.2 Serious accidents

Whether the injured person is a child or a member of staff, one person MUST stay with the injured party.

The member of staff who is with the injured party must:

- Ensure all other children are under supervision, calling for further assistance if necessary.
- Apply first aid.
- Above all, keep calm until help arrives.

A second person must report immediately to the Nursery Manager and phone the emergency service on (9)999, remembering to provide clear information about services required, location and details of the casualty(ies).

The correct address is:

**North Star Nursery Ltd.
Polaris House
North Star Avenue
Swindon
Wiltshire
SN2 1FL**

When a child has had an accident needing expert medical aid, the member of staff involved must follow these procedures:

- Ring ambulance/emergency service **(9)999**.
- Ring parents to meet at the hospital if an ambulance is required **or** ring parents for transport if an ambulance is not required.
- Ring for a taxi if transport is required and parents are not contactable.
- When the situation has been dealt with, complete the accident report form and a further detailed report for the Management Committee. A RIDDOR form must also be completed and sent to the Health and Safety Executive (see below).

- Ideally, two staff should accompany the injured party. If this would leave the Nursery out of ratio, then the ambulance staff or taxi driver would be considered as the second adult. A staff member must not drive the injured person in their own vehicles.

N.B. If a member of staff is the injured party, then the same accident report forms are used as for the children's reports; these are located in the office. The second person involved in the situation must contact the injured party's nominated next of kin, details of whom can be found in the blue record box in the office.

7. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

A full list of reportable occurrences is available on the Health and Safety Executive Website <http://www.hse.gov.uk/riddor/reportable-incidents.htm>

There is a legal requirement for certain types of work accident or dangerous occurrence to be reported to the Health and Safety Executive.

For purposes of definition:-

- An **accident** is an unplanned/undesired event which results in personal injury or damage to equipment;
- A **reportable accident** is an accident that results in a person being off work for three days or more as a result of the accident;
- A **dangerous occurrence** is an occurrence which could have resulted in injury but did not do so, i.e. a 'near miss';
- A **disease** is an occupationally induced disease or condition caused by exposure to a harmful substance or by strain or over-exertion at work.
- All **reportable** work accidents and dangerous occurrences must be reported to the Health and Safety Executive utilising the online service as soon as possible after dealing with the incident and within 24 hours.

In general, any accident involving admission to hospital is likely to be reportable. The Management Committee must be informed of any such incidents. Consider the need to report the event to the insurance company, the nature of the incident and actions taken. If an event has been reported to RIDDOR, then a report must also be made to Ofsted by email.

8. Medicines

If any medicines are administered in the Nursery, the details must be recorded on the appropriate form and then filed in the child's personal file. All medicines are to be kept in the designated boxes in rooms or, if required to be refrigerated, in the designated boxes in the baby room or holiday club fridge. They **MUST** be reported to the Nursery Manager first.

Medicines must be in date and must have a dispensing label.

The following details must be recorded on the permission form prior to accepting the responsibility of administering the medication:-

- Child's name and date of birth
- Date and time
- Medicine's name and dosage and any instructions for administering the dose
- By whom it is administered (staff signature) plus practitioner checking the dose
- Parent's signature for permission to administer and acknowledge of medication administered or refused.
- Designated staff member
- Inform insurance company, if a life-saving medication, is given, e.g. epipens, and obtain a copy of a GP/Consultant's letter as proof of staff training in the administration of such medication.

MEDICINES MUST ONLY BE GIVEN AFTER PARENTAL/GUARDIAN REQUEST OR CONSENT and in line with the North Star Nursery and Holiday Club Medications Policy.

9. Emergency Evacuation Procedures

ALL staff must be aware of the location and use of the:-

- Fire alarm and break glass points
- Fire doors
- Fire extinguishers
- Fire blankets
- Assembly point **(adjacent to Polaris House East exit door)**
- Evacuation bags

This is covered in the induction process.

On discovering a fire, staff should:-

- Call for assistance by activating the nearest break glass point or verbal instruction in the event of power failure to activate sounding alarms
- Evacuate all children – only then attempt to extinguish a fire if small
- Assemble children at assembly point and carry out a roll call of all children, staff and visitors
- Call emergency services if necessary

NEVER RE-ENTER THE BUILDING OR RETURN TO THE LOCATION OF THE FIRE UNTIL AUTHORISED TO DO SO.

On hearing the fire alarm, staff should follow the evacuation and assembly procedures as set out above. All staff should be aware who they should contact in the event of missing persons. Key workers should attempt to ensure the safe evacuation of their children, room registers and evacuation bags. Where possible, medication should be taken. All doors should be closed as staff leave the building. If possible the senior staff are responsible for the collection of main register and contact box and checking their rooms.

Nursery staff should be aware of the Polaris House Emergency Evacuation Procedures which are posted on the notice board. Annual Fire Awareness training for employees is a site requirement.

10. Panic Alarms

Staff are made aware of the location of two panic alarms in the nursery, how to activate them and under what situations this may be required.

Please sign below and return this page to the Nursery Manager as soon as possible.

- I acknowledge receipt of the Health and Safety Policy Statement and Handbook***
- I confirm that I have read the Health and Safety Policy Statement and Handbook and confirm that I understand and will follow the health and safety rules and regulations set out therein.***

Signed..... Date

Print name