

HEALTH AND SAFETY POLICY

INTRODUCTION

The Daisies Montessori Nursery School takes the maintenance of health and safety extremely seriously as a matter of both legal and moral importance. The staff will always go beyond the minimum statutory standards to ensure that health and safety remains very important.

The Daisies Montessori Nursery School aims to ensure the health and safety of all staff, children and visitors through the Health and Safety at Work Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992 and their associated Approved Code of Practice (ACoP) and guidance will be complied with at all times.

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed in the cloak room.

STRATEGIES

It is vital to ensure that all members of staff take health and safety matters seriously. Staff are responsible for ensuring that the provisions of the health and safety policy are adhered to at all times.

- Our induction training for staff and volunteers 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 safe lifting and the storage of potentially dangerous substances.
- We keep records of these induction training sessions and new staff and volunteers are asked to sign the records to confirm that they have taken part.
- We explain health and safety issues to the parents of new children, so that they understand the part played by these issues in the daily life of the setting.
- Staff are responsible for their own health and safety as well as other persons who may be affected by their acts at work.
- Staff have to report any accidents, incidents or dangerous occurrences that have led to injury or damage, and assist in the investigation of any such events.
- Staff undergo relevant health and safety training when instructed to do so by the manager.
- Staff maintain an environment that is safe and without risk to health.
- We operate a no-smoking policy.
- We make children aware of health and safety issues through discussions, planned activities and routines.

SAFETY OF THE PREMISES

We operate from Little Stukeley Village Hall which complies with all health and safety regulations. The building is maintained by a committee and a caretaker. We have regular contact with them to maintain high standards of health and safety and to report any necessary repairs and faults that need to be dealt with. The building is cleaned by the caretaker once a week in addition to our daily cleaning routines.

HEALTH

Staff will make sure there is a regular supply of water available to children at all times, especially in hot conditions. In such circumstances, staff will also ensure that children are adequately protected from the sun.

HYGIENE

All staff will be vigilant of any potential threat to good hygiene at Daisies Montessori Nursery School, and a generally clean environment will be maintained at all times.

Toilets are cleaned daily and there is always an adequate supply of soap and hand drying facilities for both staff and children. This is monitored throughout the day.

Staff administering first aid treatment to children will be mindful of the need to observe the highest standards of personal hygiene. **As such, they will wash their hands thoroughly both before and after giving first aid, and ensure that plasters or disposable gloves cover any cuts, wounds or skin damage (see First Aid Policy).**

PERSONAL HYGIENE

In all circumstances, staff will adhere to and ensure that children carry out the same routines.

- Washing hands before and after handling food.
- Washing hands after using the toilet.
- Covering cuts while at Daisies Montessori Nursery School.
- Taking any other steps that are likely to minimise the spread of infection.
- A large box of tissues are always available and children are encouraged to blow their noses and dispose of tissues in an appropriate manner.
- Washing hands prior to and following first aid.

DEALING WITH SPILLAGES

The staff are committed to taking all practical steps to prevent and control the spread of infectious germs, and to uphold high standards of personal hygiene in order to minimise the risk of catching or spreading infections.

All spillages will be dealt with rapidly and carefully. Blood, vomit, urine and faeces will be cleaned up immediately and disposed of safely and hygienically by double bagging and taking out of the setting. Staff will wear disposable gloves while using bleach and disinfection solution, and wash themselves afterwards. Children will be kept well clear while such substances are being used.

All cleaning solutions will be kept locked away unless needed to clean up spillages.

ILLNESS

Parents are given an infectious and communicable disease sheet when starting so they know what to do if their child is sick. If a child becomes unwell while at Daisies Montessori Nursery School the parent/carer will be called and asked to collect their child. With regard to administering lifesaving medication such as an auto injector or inhaler, staff will undertake the relevant training. A care sheet will be kept with the relevant medication in the first aid box, which is kept on the fridge in the kitchen (see Managing Illness and Allergies Policy).

KITCHEN HYGIENE

All areas where food or drink are stored, prepared and eaten are prone to the spread of infections. Therefore, staff must be particularly careful to observe high standards of hygiene in such instances.

- If cooking is done as an activity, all surfaces and equipment involved will be thoroughly cleaned before and after the session.
- Food storage facilities will be regularly and thoroughly cleaned.
- Kitchen equipment will be thoroughly cleaned after every use.
- Waste will be disposed of safely and all bins will be kept covered.
- Never cough or sneeze over food.
- Tea towels will be kept clean and washed on a hot wash between sessions (see Food Hygiene Policy).

STORAGE

- All resources and materials which are used by the children are stored safely.
- All resources and equipment are stored or stacked safely to prevent them accidentally falling or collapsing.

OUTDOOR AREA

- Our outdoor area is securely fenced. All gates and fences are childproof and the gate is locked when we are in the garden.
- Our outdoor area is checked for safety and cleared of rubbish, animal droppings and any other unsafe items before it is used.
- Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides.
- We leave receptacles upturned to prevent collection of rainwater. Where water can form a pool on equipment, it is emptied and cleaned before children start playing outside.
- Our outdoor sand pit is covered when not in use and is cleaned regularly.
- We supervise outdoor activities at all times.
- We check that children are suitably attired for the weather conditions and type of outdoor activities; ensuring that sun cream is applied and hats are worn during the summer months.

SUN PROTECTION

- We understand the dangers to children by over exposure to the sun.
- In hot weather, parents/carers are encouraged to provide sun cream for their children.
- It must be clearly named and placed on the shelf in the cloakroom.
- When necessary, staff may apply sun cream to children who cannot do it for themselves, however they must only apply the specific sun cream which has the child's name on in order to stop any skin reactions.
- In hot weather staff will encourage children to drink water frequently.
- Staff should ensure that all children wear a hat when playing outside, and shady areas are always available.

ACTIVITIES, RESOURCES AND REPAIRS

- Before purchase or loan, we check equipment and resources to ensure that they are safe for the ages and stages of the children currently attending the setting.
- We keep a full inventory of all items in the setting for audit and insurance purposes.
- The layout of our 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.
- We separate from general use any areas where repair is needed.
- All materials, including paint and glue, are non-toxic.
- We ensure that sand is clean and suitable for children's play.
- Physical play is constantly supervised.
- We teach children to handle and store tools safely.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.

JEWELLERY AND ACCESSORIES

- Staff do not wear jewellery or fashion accessories, such as belts or high heels, which may pose a danger to themselves or children.
- Parents must ensure that any jewellery worn by children poses no danger; particularly earrings which may get pulled, bracelets which can get caught when climbing or necklaces that may pose a risk of strangulation.

SAFETY OF ADULTS

- We ensure that adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.
- We provide safe equipment for adults to use when they need to reach up to store equipment or to change light bulbs.
- We ensure that all warning signs are clear and in appropriate languages.
- We record the sickness of staff and their involvement in accidents. The records are reviewed termly to identify any issues that need to be addressed.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

- Our staff implement the current guidelines of the *Control of Substances Hazardous to Health Regulations (COSHH)*.
- We keep a record of all substances that may be hazardous to health - such as cleaning chemicals or gardening chemicals if used, and where they are stored.
- Hazardous substances are stored safely away from the children.
- We carry out a risk assessment for all chemicals used in the setting. This states what the risks are and what to do if they have contact with eyes or skin or are ingested.
- We keep all cleaning chemicals in their original containers.
- We keep the chemicals used in the setting to the minimum in order to ensure health and hygiene is maintained. We do not use:
 - bleach;
 - anti-bacterial soap/hand wash, unless specifically advised during an infection outbreak such as pandemic flu;
 - anti-bacterial cleaning agents, except in the toilets, nappy changing area and food preparation areas. Anti-bacterial sprays are not used when children are nearby.

- Environmental factors are taken into account when purchasing, using and disposing of chemicals.
- All members of staff are vigilant and use chemicals safely.
- Members of staff wear protective gloves when using cleaning chemicals.