

HEALTH AND SAFETY **POLICY & PRACTICE**



Health & Safety at Work Act 1974

At Tree Tops we recognise our duties under current health and safety legislation and we will endeavour to meet the requirements of this legislation and maintain a safe and healthy working environment. Our staff are informed of their responsibilities to ensure they take all reasonable precautions, to ensure the safety, health and welfare of all children and adults in our setting.

Tree Tops recognises its duty to make regular assessment of the hazards and risks.

We also recognise our duty, so far as is reasonably practicable:

- to meet our legal obligations to maintain safe and healthy working conditions;
- to provide adequate control of the health and safety risks so identified;
- to consult with our employees on matters affecting their health and safety;
- to provide and maintain safe environment and equipment;
- to ensure the safe handling and use of substances;
- to provide information, instruction, training where necessary for our workforce, taking account of any who do not have English as a first language;
- to ensure that all workers are competent to do their work, and to give them appropriate training;
- to prevent accidents and cases of work related ill health;
- to actively manage and supervise health and safety at work;
- to have access to competent advice;
- to seek continuous improvement in our health and safety performance and management through regular (at least annual) review and revision of this policy; and

- to provide the resource required to make this policy and our Health and Safety arrangements effective.

To help achieve our objectives and ensure our employees recognise their duties under health and safety legislation whilst at work, we will also inform them of their duty to take reasonable care for themselves and for others who might be affected by their activities.

The safety of children, parents and staff is of paramount importance. It is our intention to provide and maintain a safe and healthy environment and safe and healthy working conditions for all employees.

Concerns relating to health and safety should be taken to the Deputy Manager or Owner. A record of any such concerns will be kept in the risk assessment folder.

The person with overall and final responsibility for ensuring our Health & Safety Policy is implemented is **Ann Virk**. Also responsible for Health and Safety is: **Karolina Solly** Their role is to be vigilant to potential hazards at all times.

In order to ensure the safety of both children and adults, the Nursery will make sure that:

- The safeguarding children policy is followed at all times
- No inappropriate jewellery to be worn, safety of the children to be considered.
- Dress code is followed- Nursery uniform at all times.
- Children should be encouraged to walk inside the premises.
- Children should be encouraged to run outside in a safe environment.
- All electrical sockets should be protected by safety plugs.
- Never leave adult scissors or potentially dangerous objects lying within reach of the children.
- Any accident involving body fluid must be reported to a first aider, the Nursery Manager or Deputy.

- Only named and labelled medicines will be given, ones that need to be refrigerated are to be kept in the medicine box in the dining room / kitchen fridge. The nursery will abide by the medicine policy. Parents must complete a 'medicine request form' to enable the staff to administer medicines on the parents' behalf
- Where possible, only level 3 qualified staff can administer any medicines.
- No student should be left alone at any time with the children.
- No child should be left unsupervised.
- Whenever children are on the premises, at least two adults are present.
- Activities such as cooking and energetic play receive close and constant supervision.
- On outings, a risk assessment is conducted.
- If a small group goes out, there will be sufficient adults to maintain appropriate ratios for staff and children remaining on the premises.
- Equipment offered to children is developmentally appropriate, recognising that materials suitable for an older child may pose a risk to younger/less mature children. Under no circumstances may a member of staff take a child from the nursery unless written consent is obtained from the parent of the named child. All parents are required to fill in an outings consent form for their child.
- Sun awareness- parents are asked to supply their own sun cream for their child and they are also required to authorise administration of sun cream on their registration forms.
- On very hot sunny days outdoor play will be restricted to before 11am and after 3.00pm, when the sun is not at its hottest.
- Ratios of adults: children are adhered to at all times both inside and out.
- A register of both adults and children is completed as people arrive, so that a complete record of all those present is available in any emergency.
- There is no smoking anywhere in our Nursery.

- A correctly stocked first aid box is available at all times.
- There are locks on doors that are checked at the beginning of each session.
- All staff receive health and safety training on induction; this includes risk assessment training, manual handling, fire safety etc.

First Aid

The nursery aims to train all staff in first aid.

- First aid is to be administered by first aid trained staff only. First aiders will work with the qualified members of staff in the room to determine the cause of injury.
- Gloves will be worn when dealing with blood or any other bodily fluid and then disposed of into nappy bags and then into the nappy bins.
- Check notes for children with allergies to adhesive dressings; use a bandage on these cuts.
- The wound will be cleaned with sterile cloths or a cold compress applied. No ointments applied.
- In case of a severe injury or allergy call another member of staff. If in **ANY** doubt dial **999** for an ambulance.
- If an accident has happened that needs hospital attention a staff member will contact the parents immediately and expect them to collect the child and take them to hospital/or a staff member will take the child to hospital and wait for the parents.
- If the child is well enough to stay in nursery, they will be monitored throughout the session for any adverse reactions.
- The first aid form is completed and a statement written
- Photocopy for the parents to take a copy home. Parents must sign the accident form at the end of the session. All treatment, however minor, is recorded and reported to parents.
- N.H.S 111 can be called for advice.

Please note: Staff accidents must be recorded in the data protection compliant staff accident book.

First Aid Coordinator

First Aid Co-ordinator **Elle'Jai Moonan** has the responsibility of ensuring that the first aid kit in each room is maintained. She informs the Manager or Deputy of any supplies running low.

Kitchen Health and Safety

Food Preparation Areas

- Any person preparing the food or drinks in the kitchen must wear appropriate clothing to avoid food contamination. Hair must be tied back or covered with a hair net.
- Any person assisting in food preparation must have a valid food hygiene certificate.
- Floors can become slippery which could result in an accident for which any unauthorised person will not be insured.

Failure to comply with the said policy could result in prosecution.

Staff can:

- Only enter the kitchen area when necessary.
- Staff may use the fridge in the kitchen to store items and must clearly label them according to food hygiene principles.

Food Safety Complaints Policy

If a child or a member of staff falls ill after eating food that has been prepared and made within the premises of Tree Tops Day Care, it must be immediately reported to the Manager who will then fill in the Allegation form. It will require details regarding symptoms, period of time, what has been eaten, where food has come from.

Depending on the scale of the food poisoning you may need to seek medical attention and advice.

The nursery will investigate by looking through fridge temperature control forms.

Manual Handling Policy

The nursery has a responsibility to ensure that the staff have the knowledge to safely and successfully complete their job. One such area is Manual Handling.

Safe manual handling throughout the working day will reduce the risk of back strain or injury.

It is the nursery's responsibility to provide the staff with information of safe manual handling practices which will allow them to carry out their daily routine without being at risk.

It is the responsibility of the Manager and Deputy Manager to ensure that any risks that are brought to their attention are assessed and suitably minimised.

Employees have a duty to communicate with each other for manual handling to be effective.

The responsibility does not just lie with Tree Tops. Employees have a responsibility and a duty of care to themselves.

It is the employee's responsibility to take reasonable care of their own safety and action any advice given to them. Employees need to be responsible for asking fellow colleagues for assistance and know their own capabilities.

Employees will only lift and carry children when absolutely necessary and where possible will get down to the child's level to console and comfort (this is also good behaviour management). It is unnecessary to carry a mobile child.

Staff will assist and support each other and students in carrying out this policy.

If a back injury occurs, it the employee's responsibility and duty to report the injury so a risk assessment can be carried out. If the injury has occurred at work an accident form will need to be completed.

Safe Working Methods and Equipment Policy

- Please refer to the manufacture's guidelines and instructions on the usage of equipment within your work setting.

- Contact your Health and Safety officers Ann Virk and Karolina Solly, if you are experiencing any problems with the instructions which may arise.