

# health, safety & hygiene policy

## College Policy Compliance

The Nursery complies with the Health and Safety policies of the College.

## Risk Assessments

Risk Assessments have been carried out for all areas and equipment. The assessments are displayed on the walls throughout the setting.

The Nursery's aim is to make children, parents and staff aware of health and safety issues and to minimise the hazards and risks to enable the children to thrive in a healthy, safe environment.

## Daily Inspection

The Nursery has designated members of staff whose responsibilities include implementing a daily safety inspection before the Nursery opens. This consists of checking the cleanliness of the setting, as well as checking for hazards and risks within the inside and outside environment.

## Annual Inspections

The Nursery has an annual Health and Safety inspection which is carried out by the Martin Whitty, Head of Facilities and Kathy Wallis, Nursery Manager.

In conjunction with the Head of Facilities, the Nursery also takes part in a Health and Safety audit.

## No Smoking

The College and Nursery have a No Smoking policy. If you wish to smoke please use one of the smoking shelters provided that are situated around the College grounds.

## Electrical

All electrical sockets are protected by safety plugs.

All electrical equipment is PAT tested annually.

## Control of Substances Hazardous to Health (COSHH)

All cleaning materials are placed in a locked cupboard out of children's reach.

All cleaning/chemical products have a COSHH report.

(COSHH reports can be found in the Nursery Health and Safety folder).

All Nursery products prior to purchase must be approved by the Nursery Manager.

## Slips, Trips and Falls

Toughened glass has been used throughout the Nursery. The flooring in the wet areas is of a non-slip material.

## Outdoor Policy

The tarmac in the garden is designed specifically for young children's play areas.

Although all climbing apparatus is closely monitored when in use, practitioners encourage children to take risks and challenge their physical ability when they are developmentally ready and confident to do so.

The garden gate is locked at all times and plants are checked for their suitability within a Nursery environment.

## Keeping Children Safe

Unless prior arrangement has been made and documented with staff, the nursery will not allow any child to leave the premises with anyone other than with the parent/carer who delivered them to the setting.

The Nursery requests that if parents/carers bring medication, cigarette lighters or any other dangerous items into the Nursery, they ensure that they are SAFELY transported in a sealed bag, with no risk of dropping them, which could potentially put a child at risk.

## Security

The entrance to the Nursery is fitted with an intercom system. This enables staff to talk to visitors without actually opening the Nursery door.

The external door of the Nursery is locked at all times. Only staff have the authorisation to open the doors. The Nursery respectfully appreciates parents/carers support and understanding by not opening the main doors to other parents/carers, even if it is someone they know.

The Nursery is fitted with panic buttons. The Nursery will activate them if they feel vulnerable, threatened, or in need of additional support.

The College Estates Team will come to support the Nursery if the button has been activated.

## Visitors Book

All visitors are requested to sign the Nursery visitor's book.

|  |                   |
|--|-------------------|
| Safeguarding Children                          | please see policy |
| Abuse Statement                                | please see policy |
| Lost Child                                     | please see policy |
| If a Parent/Carer fails to collect their child | please see policy |

## First Aid

The Nursery has three first aid boxes (N18, N5 and N12) and each box has an accident book. The purpose of the book is to record any injuries that children might sustain whilst playing in the Nursery.

Parents can request a copy of the accident form which is kept by the College Health & Safety department.

All staff are Paediatric First Aid trained.

## Keeping Children Healthy

Staff support and reinforce to children the importance of hand washing before handling food and after using the toilet.

## Biological Hazards

The toilet areas provide low fitted toilets, sinks, soap dispensers and paper towels. These are all easily accessible to children.

Children's nappies are changed and potties are used in the designated toilet area.

The nappy changing unit is disinfected between each use.

The staff wear a new pair of disposable gloves for every nappy change.

Nappies are disposed of through incinerated waste.

Cot sheets are changed after each child.

The temperature of the sleep room is recorded prior to the start of the session, and is monitored throughout the day.

## Kitchen Area

A daily safety inspection is carried out by a designated member of staff.

Refrigerator temperatures are recorded daily (carried out by a designated member of staff).

Lunch boxes/babies' bottles are clearly labelled and stored in the fridge.

The Nursery requests that no nut products, including peanut butter, are permitted in the setting.

All Nursery crockery is cleaned in a dishwasher.

Cleaning cloths are colour coded.

A food temperature probe is used to ensure correct temperature when heating home cooked food.

All children's food allergies/special dietary needs are clearly displayed on the walls in the play rooms as well as on the wall in the kitchen. This ensures that all staff and students are aware of each child's individual needs.

## Laundry Room

The laundry door is locked when not in use.

To ensure that the Nursery meets its standards, washing is put into colour coded buckets.

Non biological powder is used for washing cot bedding.

Bibs/cloths are put on a boil wash.