

## Health and Safety Policy

### **Statement of intent**

Making Memories has a legal duty to ensure the health, safety and welfare of all their staff, children and parents while on the premises or on arranged outings

We recognise that this legal duty extends to ensuring the Health and Safety of parents, carers, children, staff, visitors, members of the public and contractors.

### **Method**

We are responsible for ensuring that the policies, procedures and systems below are always in operation:

The premises including overall floor space and outdoor spaces are fit for purpose

We meet the ratio requirements as set out by the statutory framework to keep the children safe.

Children are adequately supervised and children are always within sight and hearing

Risk assessments are completed morning and afternoon. Any hazards or risks are identified and the issue is made safe or removed to prevent injury.

Children will engage in risky play. We will talk with the children to identify safety issues and discuss them through planned activities and routines.

We are aware of the location of fire- fighting equipment, fire alarms and fire exit routes and that all legal requirements relating to the setting are complied with.

Risk assessments are regularly reviewed.

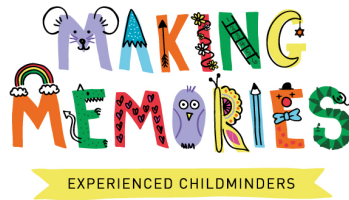
### **Our Responsibilities**

To promote good Health and Safety practices, the following apply to all staff:

We comply with the requirements set out by the Health and Safety policy and to assist in its implementation throughout the day.

We are bound under the Health and Safety law to be responsible for their acts and the effect they may have on us or any other person.

We will comply with all emergency procedures that are in place within the nursery.



We and the children are familiar with and follow the evacuation procedures Staff must treat Fire and evacuation training procedures seriously and as if they were real emergencies.

Emergency exits must be kept clear of obstruction at all times.

Fire doors must not be propped open at any time.

Suspect packages or potential threats must be reported to the police

An accident or incident form will be completed where there is an accident involving injury or damage. Parents are required to sign them at the end of the day

The 'No Smoking, vaping, drugs and alcohol' policy must be adhered-to at all times.

Dangerous substances of any kind are not allowed in the setting under any circumstances.

We are aware that chemicals and other hazardous substances used in the course of business must be assessed under the Health and Safety regulations and controlled.

Fire extinguishers and other fire safety appliances must not be moved from their designated area(s) unless they are being used for their proper intended purpose or being tested.

Fire exits are clearly identifiable, are free from obstruction and easily opened from the inside

We will not attempt to lift any heavy objects and must adhere to the 'manual Handling' procedures and request assistance as appropriate.

Any maintenance action required is to be recorded and logged on the daily risk assessment and maintenance is arranged

Paediatric first aid training is undertaken every 3 years or as and when required

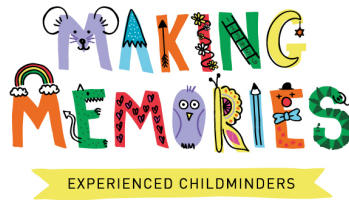
### **Insurances**

We have Public and Employers' Liability insurances to the value of £10 million. The certificate is displayed on the parents note board.

### **Risk Assessments**

We carry out daily risk assessments, in the mornings and afternoons.

We check the nursery each week and arrange for any maintenance and/or other action required.



The outside areas of the premises are checked each month to ensure that it is safe and well-maintained. Any issues or concerns are addressed straight away

### **Pandemic**

A new risk assessment has been completed to cover specific hazards and risks surrounding Coronavirus including how to keep children and adults safe.

### **Property Maintenance**

The maintenance of property is a vital part of the day to day running. Maintenance will be arranged when necessary.

### **Outside Area**

Our outside area is secure and safe by concept and design.

Each morning and afternoon we carry out a risk assessment of the garden area before it is used by the children. We check to ensure that the garden is safe and secure, that gates are closed and secure and the equipment is in a good state of repair.

Sandpits are covered over each evening to prevent contamination

Water activities are supervised

### **Warm Weather and Sunscreens**

Parents give us permission to apply sun cream to children as part of their enrolment process and forms.

We provide sunscreen for their child. It is applied in the morning and afternoon and when the children go for a walk

Older children are encouraged to apply cream to themselves, with our supervision

We are role models for the children, we will apply sun cream to ourselves, wear sunglasses and protective clothing

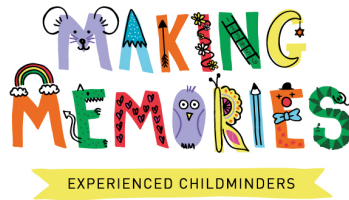
In warm weather we remind parents to supply their children with suitable, protective clothing (including hats and sunglasses to protect their eyes). We write this in our regular newsletters and also put notices on the doors of all rooms.

We will provide more shaded areas where the children can play.

Children and staff are discouraged to go on walks during the hours of 11am and 3pm when the sun is exceptionally strong.

### **Fire Drill and Evacuation Procedure**

Please refer to our Fire Safety Policy



### **Facilities Failure**

In the event that there is a failure to facilities i.e. no heating or electrics:

We will identify the nature and cause of the problem as soon as possible and arrange for the issue to be addressed.

The children will be asked to wear coats if there is a severe drop in temperature until heating is restored, or their parents/guardians will be asked to collect them in the event of the emergency closure.

In the case of flooding, the danger will be assessed and if necessary the children will be evacuated and parents will be called to collect their child

Immediate evacuation will take place where flooding and electrical dangers are both present. Parents will be expected to collect their children.

### **Building Security**

To maintain the high level of security and keep everyone safe we will observe and/or perform the following:

All doors are to remain shut when not in use.

All doors are closed and locked preventing unauthorised people from entering or children getting out

No member of the general public (includes sales representatives, neighbours, meter reading representatives etc) is to be allowed access without an appointment and approval.

Photographic identification must be seen

All visitors must sign the Visitors Book

We will not hesitate to challenge anyone unknown or unfamiliar

We will make unknown or unfamiliar people wait on the doorstep outside while verification of identity is sought.

Suppliers and people making deliveries must show proof of identity.

### **People Authorised to collect a child**

Children will only be released to authorised persons as instructed by the parent in writing and with identification and in strict accordance with policies and procedures relating to child safety. Staff will never let a child leave with an unauthorised person.



Should a parent/guardian ring to inform of a need to permit a previously unauthorised person to collect their child that day, the strict procedure set out under 'People Authorised to collect a Child' below will be applied.

Parents must notify us of anyone else collecting their child. We will request they tell us the password.

If an unauthorised person arrives to collect a child and we have not been notified the child will not be allowed to take the child.

We will contact the parents using the information on the enrolment form to check if this person is authorised to collect or to take instruction from the parents. It may be we need to contact the police or wait for the parents to attend.

If a new authorised person needs to be added to the child's enrolment form the parent/guardian must put it in writing and where possible a photo will be added to the child's file.

On the rare occasion that it is not possible for any of the authorised persons to collect the child from the nursery, the following procedure must be followed:

The parent/guardian will ring to inform of the need for a previously unauthorised person to collect their child that day. We will agree with the Parent/Guardian a secure password and put it in place. We will get an accurate, description of the collecting-person and a rough time of when the person is expected. We may also use other information (such as the child's birthday, parent's first name etc) until they are satisfied that they are known to the child.

The person must bring photographic identification i.e., driving licence or passport.

Where someone other than the child's parent collects a child is to become an authorised person, where possible we will encourage the parent/guardians to bring that person in before the first collection day so we can familiarise ourselves with that person.

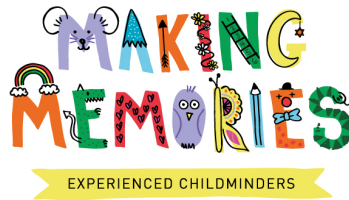
Parents must inform us if there are court orders preventing someone from having contact with the child. This must be done in writing and evidence provided.

### **Sleeping Children**

Sleeping babies need to be checked regularly to prevent Sudden Infant Death Syndrome (SIDS, or Cot Death)

To minimise the risk of SIDS we will;

Always place the baby on their back to sleep.



Place the baby in the "feet to foot" position (with their feet touching the end of the cot).

Keep the baby's head uncovered.

Check the room temperature to make sure it is not too hot or cold

Babies sleeping regularly.

Sleep times and routines are recorded on the child's 'All About Me' form which is completed together. We share information with the parents at the end of the session and a forward information such as sleep times and duration

If a baby was found not to be breathing, then we would start the CPR process immediately (including all relevant checking procedures) and summons help.

### **Equipment**

Equipment is checked daily both morning and afternoon for any faults or defects and is recorded on the risk assessment in addition to this we;

We ensure that all of the equipment and resources conform to the BSEN safety standards or Toys (safety) Regulation (1995)

Furniture is suitable for the age range of children.

Equipment and resources are clean and in good condition and suitable for the children to use.

### **Storage of Controlled or Potentially Dangerous Substances**

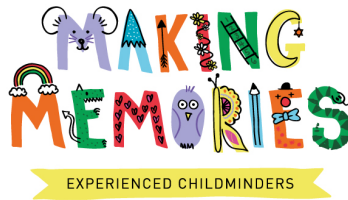
In accordance with the COSHH (Control of Substances Hazardous to Health) Regulations 2002, all cleaning products are stored in a lockable cupboard and out of reach of the children

Details on safe use of all such chemicals and procedures for accidents such as spillage, contact with skin etc are on the back of each bottle/ container and we will to the guidance appropriately and safely

They will not leave any chemicals such as anti bacterial spray unattended and it will be stored out of reach of the children.

### **RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995)**

We report all actual or potential injuries, diseases or dangerous occurrences to the relevant statutory bodies, including (but not limited to) Ofsted, Surrey Early Years and/or the Police.



Reportable Injuries include;

All deaths to workers and non-workers, with the exception of suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a worker.

- fractures, other than to fingers, thumbs and toes
- amputations any injury likely to lead to permanent loss of sight or reduction in sight any crush injury to the head or torso causing damage to the brain or internal organs

serious burns (including scalding) which:

- covers more than 10% of the body
- causes significant damage to the eyes, respiratory system or other vital organs
- scalping requiring hospital treatment
- loss of consciousness caused by head injury or asphyxia any other injury arising from working in an enclosed space which:
- leads to hypothermia or heat-induced illness
- requires resuscitation or admittance to hospital for more than 24 hours

### **Reporting to Ofsted**

We will notify Ofsted of the following, using the report online form, as soon as possible but within 14 days,  
food poisoning to two or more children

A child having meningitis

An outbreak of any notify able disease identified in the Public Health (Control of Disease) Act 1984

Serious accidents, injuries or illness to a child including confirmed cases of Covid-19

Safeguarding issues

Fire or flooding

Something significant affecting our health

Death of a child

Suitability (police involvement)

Allegations of harm or abuse

Changes to the premises, operating hours or if we provide overnight care.



## **Hygiene and Cross-Contamination**

Our aim is to provide an environment where high standards of hygiene are achieved and maintained. We promote the good health of children and staff and take the necessary steps to prevent the spread of infection.

Our daily routines encourage the children learn about personal hygiene

We will make children aware of good personal hygiene practices and their importance by encouraging them to

- wash their hands
- clean their teeth
- wipe their own nose and dispose of the tissues in the bin or flush it down the toilet
- catch their cough (cover their mouth when they cough)

All toilet areas are checked regularly and after the children have washed their hands before lunch, the bathroom area is cleaned, the sinks, toilet handles and the floor are cleaned with an appropriate disinfectant.

Children who are being potty/toilet trained are supervised and supported and reminded about the hand-washing routine.

Children have access to warm/hot water (as appropriate) and antibacterial detergent/soap and are encouraged to wash their hands at the end of nappy/toileting.

Each child has their own bedding which is washed at the end of their week.

Equipment and resources are cleaned are sterilised regularly. We have a sterilising rota which we initial to acknowledge that particular items have been cleaned.

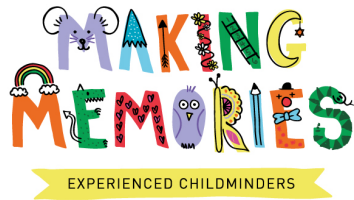
We have a cleaner who comes in each week.

We implement good hygiene practices by:

- Cleaning tables between activities, before and after lunch.
- Checking toilets regularly.
- Wearing protective clothing.
- Using different coloured cloths for different cleaning jobs; a chart is provided by the sink area to remind the staff.
- Using different coloured mops in the play area and toilet areas respectively.

**Please refer to our other policies**





Food and Drink  
No smoking drugs and alcohol  
Outings  
Sickness  
Vehicle  
Missing Child

Policy adopted by Making Memories  
Date: January 2019  
Review: April 2021 January 2024 January 2025