



## Health and Safety Policy

At Next Steps we make our setting a safe and healthy place for children, parents, staff, and volunteers. We aim 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 and safe environment.

### Keeping our environment and children safe

The times of attendance of children are recorded daily as the children arrive.

Checking for hazards via a checklist each morning, this includes indoor and outdoor areas. These areas are then monitored throughout the day.

When hazards are discovered, we develop a plan of action that specifies the requirements needed to remove the hazard. This is then documented on our daily checklists.

We have public liability insurance and employers' liability insurance.

Children are made aware of health and safety issues through discussions, planned activities and routines.

We have a no smoking policy.

We ensure all staff employed have been checked for criminal records by an enhanced disclosure from the Disclosure and Barring Service.

children are always supervised by adults.

Health and safety issues are discussed regularly at staff meetings.

Whenever children are on the premises at least two adults must be present.

We comply with Statutory requirements regarding ratios of adults to children.

Security Systems are in place for the safe arrival and departure of children. The times of the children's arrivals and departures are recorded.

The arrival and departure times of adults - staff, volunteers, and visitors - are recorded.

The personal possessions of staff and volunteers are stored away from children reach during sessions.

Children do not have unsupervised access to the kitchen.

All surfaces are clean and non-porous.

There are separate facilities for handwashing and for washing up.

Cleaning materials and other dangerous materials are stored out of children's reach.

When children take part in cooking activities, they: - are always supervised; - are kept away from hot surfaces and hot water; - do not have unsupervised access to electrical equipment.  
Electrical/gas equipment

All electrical sockets are covered with safety plugs and the children are taught not to touch them.

All electrical/gas equipment conforms to safety requirements and is checked regularly.

There are sufficient sockets to prevent overloading.

Lighting and ventilation are adequate in all areas including storage areas. Storage

All equipment, materials and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

Where water can form a pool on equipment, it is emptied before children start playing outside.

Our outdoor sand pit is covered when not in use and is cleaned regularly.

All outdoor activities are always supervised.

Our outdoor area is securely fenced.

The layout of 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.

All materials - including paint and glue - are non-toxic.

Sand is clean and suitable for children's play.

Physical play is constantly supervised.

Children are taught to handle and store tools safely.

Children learn about health, safety, and personal hygiene through the activities we provide and the routines we follow.

### Staff Training and job roles.

In co-ordination with the 'Health and Safety at work act etc 1974' we adhere to the following procedures.

Our induction training for staff and volunteers includes a clear explanation of health and safety issues so that all adults can adhere to our policy and 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.

Records are kept of these induction training sessions and new staff and volunteers and parents are asked to sign the records to confirm that they have taken part and read all nursery policies.

Staff who prepare and handle food receive appropriate training and understand - and comply with - food safety and hygiene regulations.

All staff are responsible for ensuring food and drink is stored appropriately.

Staff are trained to operate systems to ensure that children do not have access to food/drinks to which they are allergic.

### Hygiene

We regularly seek information from the Environmental Health Department and the Health Authority to ensure that we keep up to date with the latest recommendations.

Our daily routines encourage the children to learn about personal hygiene.

We have a daily cleaning routine for the setting which includes playroom(s), kitchen, rest area, toilets, and nappy changing areas.

The toilet area has a high standard of hygiene including hand washing and drying facilities and the disposal of nappies.

We implement good hygiene practices by; cleaning tables between activities, checking toilets regularly, wearing protective disposable gloves - as appropriate, providing tissues and wipes.

Snack and mealtimes are appropriately supervised, and children do not walk about with food and drinks.

Fresh drinking water is always available to the children.

### Outings and visits

We have policies and procedures in place for the safe conduct of outings.

Parents always sign consent on induction agreeing to regular outings.

A risk assessment is carried out before an outing takes place.

Our adult to child ratio is in line with regulation.

Outings are recorded in an outing record book.

Staff take the setting mobile phone on outings, and supplies of tissues, wipes, pants etc as well as a mini first aid pack and water. The amount of equipment will vary and be consistent with the venue and the number of children as well as how long they will be out for.

Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.

Missing child- If a child goes missing from the setting.

The person in charge will carry out a thorough search of the building and garden.

The register is checked to make sure no other child has also gone astray.

Doors are checked to see if there has been a breach of security whereby a child could wander out.

Person in charge talks to staff to establish what happened.

If the child is not found the parent is contacted and the missing child is reported to the police. If a child goes missing from an outing where parents are not attending and responsible for their own child, the setting ensures that there is a procedure that is followed.

As soon as it is noticed that a child is missing, staff on the outing ask children to stand with their designated person and carry out a headcount to ensure that no other child has gone astray. One staff searches the immediate vicinity but does not search beyond that.

Staff take the remaining children back to the setting.

The person in charge of the setting contacts the child's parent who makes their way to the setting or outing venue as agreed with the person in charge.

If a child goes missing on an outing the staff, contact the police using the mobile phone and report the child as missing.

In an indoor venue, the staff contact the venue's security who will handle the search and contact the police if the child is not found.

During the investigation, the management carries out a full investigation taking written statements from all the staff present at the time, or who were on the outing.

The person in charge whilst on outing writes an incident report detailing: - the date and time of the report; - what staff/ children were in the group/outing; - when the child was last seen in the group/outing; - what has taken place in the group/outing since then; - the time it is estimated that the child went missing.

A conclusion is drawn as to how the breach of security happened.

If the incident warrants a police investigation all staff co-operate fully. In this case, the police will handle all aspects of the investigation, including the interviewing of staff. Social Services may be involved if it seems likely that there is a child protection issue to address.

The incident is recorded in the incident book; the local authority health and safety officer may want to investigate and will decide if there is a case for prosecution.

OFSTED is informed.

The Insurance Department at Morton Michel is informed

#### Animals

Animals visiting the setting are free from disease and safe to be with children, and do not pose a health risk.

Children wash their hands after contact with animals.

Outdoor footwear worn to visit farms are cleaned of mud and debris and should not be worn indoors. Whilst at the farm children are taught to wash their hands after animal contact. Meals will be consumed away from livestock after cleaning hands. Comforters and dummies are discouraged during visits to reduce the risk of contamination.

When pets are kept at the setting, we seek the permission of parents to allow their children to have physical contact with these animals. Children are always supervised during these interactions and wash their hands thoroughly afterwards. Any signs of illness to the setting pet, they are isolated, and children are not permitted to pet the animal until the illness is treated and cured. Pets will not be kept in any areas where food is stored and prepared.

#### Fire safety

Fire doors are clearly marked, never obstructed, and easily opened from inside.

Smoke detectors are fitted in appropriate high-risk areas of the building and are checked regularly.

All staff are trained to ensure the evacuation process is clear, drills are regular and documented.

The Fire officer checks fire extinguishers and alarms are all intact and ready for use.

#### First aid

The first aid qualification includes first aid training for infants and young children.

We have a first aid kit located in the kitchen in the main building and one in the log cabin, this complies with the Health and Safety (First Aid) Regulations 1981 and is regularly checked and re-stocked, as necessary. We also have outings bags which each contain travel first aid kits.

It is the responsibility of all staff members to keep these stocked by reporting any usage.

The management team ensure that the kits are checked annually to keep all resources in date.

These are kept out of the reach of children.

### Slips and Trips.

All staff to wear appropriate footwear to work to prevent these types of incidents.

All spillages to be cleared up immediately.

When dealing with bodily fluids protective clothing to be worn and appropriate antibacterial cleaning undertaken.

### Accident folder

Is accessible to all staff members and is stored in the front porch. Once forms are completed, they are filed in the individuals private file in the office.

All staff and volunteers are made aware of where they are kept and how to complete them.

Accidents are reviewed at least half termly to identify any potential or actual hazards. Ofsted is notified of any injury requiring an ambulance, treatment by a general practitioner or hospital doctor, or the death of a child or adult. When there is any injury requiring general practitioner or hospital treatment to a child, parent, volunteer, or visitor or where there is a death of a child or adult on the premises, we make a report to the Health and Safety Executive using the format for the Reporting of Injuries, Diseases and Dangerous Occurrences.

Forms must also be completed for any accident to a member of staff whether requiring treatment by a general practitioner or not.

We must report any event that causes injury or fatalities or an event that does not cause an accident but could have done, such as a gas leak.

Any dangerous occurrence is recorded by a manager including those that are reportable to the Health and Safety Executive as above. We record the date and time of the incident, nature of the event, who was affected, what was done about it – or if it was reported to the police, and if so a crime number. Any follow up, or insurance claim made, should also be recorded.

In the unlikely event of a terrorist attack, we follow the advice of the emergency services with regard to evacuation, medical aid and contacting children's families.

In the unlikely event of a child dying on the premises, the emergency services are called, and the advice of these services are followed.

These incident sheets are not for recording issues of concern involving a child. This is recorded in the child's own file.

### Administration of medication

Only prescribed medication may be administered. It must be in-date and prescribed for the current condition and have the child's name on the bottle/tube.

Children taking prescribed medication must be well enough to attend the setting.

Children's prescribed drugs are stored in their original containers, are clearly labelled and are inaccessible to the children.

Parents give prior written permission for the administration of medication. This states the name of the child, name/s of parent(s), date the medication starts, the name of the medication and prescribing doctor, the dose, and times, or how and when the medication is to be administered.

The administration is recorded accurately each time it is given and is signed by staff. Parents sign the record book to acknowledge the administration of a medicine.

If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional. Sickness Our policy for the exclusion of ill or infectious children is discussed with parents. This includes procedures for contacting parents - or other authorised adults - if a child becomes ill while in the setting.

We do not provide care for children, who are unwell, have a temperature, or sickness and diarrhoea, or who have an infectious disease.

Children with head lice will be sent home to be treated to remedy the condition. Parents are notified if there is a case of head lice in the setting via a letter.

Parents are notified if there is an infectious disease, such as chicken pox, children are not permitted to attend the setting until all their spots have scabbed meaning that they are no longer contagious.

Milder childhood illnesses such as skin infections and conjunctivitis are highly contagious and can still make the patient feel unwell. Your children are still allowed to attend childcare settings and schools. However, if our staff members catch these illnesses and they feel too unwell to attend work we may have to close those rooms until they are fit to return to work. This will mean any children in their care will unfortunately be unable to attend the setting as there will not be enough staff to care for them.

Good hygiene practice concerning the clearing of any spilled bodily fluids is always carried out.

Ofsted is notified of any infectious diseases that a qualified medical person considers notifiable.

We follow the guidelines provided by the Health Protection Agency about illness and infection.

### Safety of adults

Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.

Adults do not remain in the building on their own or leave on their own after dark.

The sickness of staff and their involvement in accidents is recorded. The records are reviewed termly to identify any issues that need to be addressed.

Date Updated: December 2021