



Cornerstone Nurseries General Health and Safety Policy

Cornerstone Nurseries understand that the health and safety of children is of paramount importance. With that in mind at all times, we aim to make our nursery a safe and healthy place for employee's, children and their families as well as visitors to the setting.

Aim

We aim to make children, parents and staff aware of health and safety issues to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment. Building a culture of Health & Safety awareness is vitally important for everyone.

HEALTH & SAFETY IS EVERYONE'S RESPONSIBILITY. Employees are responsible for their own health & safety at work as well as the health and safety of their colleagues, the children in their care and visitors to our site.

Health & Safety policy statement of intent

It is the policy of Cornerstone Nurseries to promote and commit to ensuring we comply with our legal duties under the Health & Safety at Work Act 1974 and all applicable legislation. To ensure so far as is reasonably practicable the health, safety & welfare of all children, clients, employees and others directly affected by activities under our control.

Methods

Overall accountability for Health & safety lies with Fencebright Ltd and the owners/directors, however the designated responsible person for Health & Safety at both settings is Cheryl Standing, who is IOSH trained.

Our named staff responsible for health and safety within the settings day to day are;

Cornerstone Day Nursery - Lauren Geeson

Cornerstone Miss Muffet - Carolyn Martyn

They are competent to carry out these responsibilities and they will be undertaking health and safety training and regular updates on their knowledge and understanding.

Risk Assessment

Our risk assessments are available to all and our risk assessment process includes;

- Identifying a hazard
- Identifying hazardous events
- Looking at risk using a 5 point risk assessment process, calculating risk against likelihood and consequence
- Identifying how we can either eliminate or reduce risk and if not then how we can isolate or control the risk through safe systems of work.
- Recalculating residual risk after control measures taken
- Communicating risk assessments to the wider team.

Our organisation's risk assessments are reviewed annually unless anything has changed and amended where necessary.

Insurance Cover

We have public liability insurance and employer's liability insurance. The certificates are displayed in the Nurseries.

Awareness Raising

Our induction training for staff includes a clear explanation of health & safety and the company's risk assessments so that all adults are able to 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 (Manual handling) Ladder training and the control of substances hazardous to health (COSHH).

Records are kept of these induction training sessions and new staff are asked to sign the records to confirm that they have taken part.

We have a strict no smoking policy.

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

Children's Safety

Only persons who have been checked by the disclosure barring service(DBS) for an enhanced check have unsupervised access to the children, including helping them with toileting,

- All children are supervised by adults at all times,
- Whenever children are on the premises at least 2 adults are present.
- A first aider is always on site.

All babies will be placed on their backs to sleep and at the bottom of the cot. Sleeping children will be checked every five minutes and this is recorded and signed. Children must not be placed in a cot wearing hooded clothing, dummy clips or bibs due to strangulation risks. We follow the guidelines laid down by the Lullaby Trust for putting the children down for a sleep. Please see Separate sleep policy.

We do not 'swaddle' babies who can roll over as this is classed as 'restraint'.

We ask that children/babies do not wear hooped earrings to nursery for safety reasons as they can be caught and cause the ear to be ripped/split or cut, studs are fine to wear.

We ask that children do not wear any jewellery, especially necklaces, because of the possible choking hazard. If there is a religious reason for wearing an item it will be discussed with the parents of the child to find a solution. We ask that children in the baby unit do not wear small items such as hair clips or hair bands due to the choking hazard they present. Staff must adhere to the uniform policy for the same reasons.

Toys are regularly checked and any faulty items will be discarded and brought to the manager's attention.

Babies must not be placed in 'bouncer chairs' once they are able to sit unsupported. Babies must not be placed in a 'jumperoo' or similar unless they are able to sit unsupported and time in this equipment should be limited to 20 minutes maximum.

Environment

All the rooms will be maintained at a reasonable temperature to ensure the comfort of the children and staff. For emergencies such as the boiler not working sufficiently, closure of the nursery may be unavoidable or may result in children being cared for at one of our other

nurseries (authorised by the parents beforehand). The minimum room temperature is 16 degrees, efforts should be undertaken before the rooms reach this temperature.

Security

Door codes to the nurseries are known only to employees.

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

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

Staff members are not to enter the building unaccompanied by a member of the management team in case of an intruder or unsafe environment.

Main Nursery Door

All parents are asked not to let other parents into the nursery through the main door and the nursery regularly reminds parents to adhere to this, even if they know or recognise the other person. This ensures that the nursery manager is aware of who is in the nursery at all times.

Floors

All surfaces are checked daily to ensure they are clean and not uneven or damaged. All damaged flooring is made safe.

Floors are cleaned in the evening which means they are not wet when children arrive into the setting.

Kitchen & Food safety

Children do not have access to the nursery kitchen.

For babies we offer food which is pureed, textured or mashed. We ask parents to discuss with us whether the child is ready to go onto cut up food. Finger foods which are soft such as sandwiches and bananas may be given earlier.

We cut up grapes, cherry tomatoes and cocktail sausages etc lengthways so that they do not present a choke hazard to small children.

All food preparation surfaces are kept clean,

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

When children take part in cooking activities, they...

- Are supervised at all times,
- Are kept away from hot surfaces and hot water, and
- Do not have unsupervised access to electrical equipment.

All food is to be covered over with cling film or put into plastic boxes with lids on when transporting through the nursery and left until the children are given their food to stop the risk of cross contamination.

All allergens in the products that we use are recorded and displayed alongside the nursery menu. The main dishes will also have an allergen sticker on showing what is included.

We follow the Food standards agency guidelines for safe food temperatures which are below:

- Refrigeration A food temperature of 8°C or below is effective in controlling the multiplication of most bacteria in perishable food. It is recommended practice to operate refrigerators and chills at 5°C or below.
- Freezing of food at temperatures of -18°C or below will prevent bacteria multiplying.
- Cooking Temperatures of 75°C or above are effective in destroying almost all types of bacteria.
- Hot holding Temperatures above 63°C will control the multiplication of bacteria in hot

food.

- Cooling Food should be cooled as quickly as possible and then refrigerated. This will limit the growth of any bacteria or germination of spores that may be present.
- Reheating All food that has previously been heated and is to be reheated, must be raised to a temperature of 82°C, which will ensure that food has been reheated to a safe temperature.

Staff are not permitted to drink hot drinks in classrooms or any of the nursery play areas

Signage

The nurseries and buildings will display various Health & Safety signage. It should be noted that;

- RED signs are Prohibition signs which mean DO NOT DO something. E.g. No Smoking.
- YELLOW signs are Warning signs. Danger/Caution, E.g. High Voltage.
- BLUE signs are Mandatory actions that must be followed, E.g. Safety hats must be worn.
- GREEN signs are safe condition signs E.g. Fire Exit or First Aid.

Clinical Waste

All used nappies, gloves and aprons are all discarded into the nappy bins. These hold yellow sacks which are then emptied into the outside nappy bin every night. The outside nappy bin is then emptied once a week by a commercially employed servicer who disposes of the waste by incineration.

Electrical/Gas equipment

All electrical equipment conforms to safety requirements and is maintained/serviced annually as well as a 5 year commercial site check of all electrical installations and an annual pat test of portable appliance equipment.

Our boiler and metre cupboard are not accessible to the children. Gas safety checks on boilers and appliances are done annually and carbon monoxide detectors are present.

Fires, electric sockets, wires and leads are properly guarded and the children are taught not to touch them.

There are sufficient sockets to prevent overloading.

The temperature of hot water is controlled to prevent scalds.

Lighting and ventilation is adequate in all areas including storage areas.

Fire and evacuation

The management team are fire marshall trained.

Each nursery has a separate Fire risk assessment which is kept inside the Health and Safety Risk assessment file. The nursery should have copies of the fire risk assessment for any attached buildings also.

Fire detection

We have fire detection equipment throughout the nurseries and attached buildings, which include smoke detectors and emergency break glass panels in each room. There is a main fire alarm system which alarms the whole building in case of fire.

Each room has an evacuation procedure notice 'Fire Action' which gives instructions on what to do in case of the alarm sounding, on their induction all staff members are shown what action to take and we regularly perform practice evacuations.

The fire alarm systems are tested weekly to ensure they are in full working order. Each room has evacuation routes with clearly identifiable fire exits. Fire doors are kept free from obstruction and are easily opened from inside.

Storage

All resources and materials which children select are stored safely.

All equipment and resources for employees are stored or stacked on shelving with the heaviest items on the bottom shelves and the lighter items on the higher shelves to prevent them accidentally falling or collapsing.

Equipment

All new equipment is checked for age suitability before it is placed in a room.

Cleaning rotas are filled in on a weekly basis in all the rooms to ensure all equipment is thoroughly cleaned, if there are any contagious illnesses in the nursery then a thorough deep clean off everything in the rooms is cleaned and noted and parents/carers are informed by poster or email depending on the severity.

All the equipment at the nursery has regular checks to ensure everything is safe to use, if there are any dangerous items these will be repaired or discarded.

All materials including paint and glue are non-toxic.

Sand is clean and suitable for children's play, outdoor sand is covered to prevent animals from defecating in it.

Outdoor and patio areas

- Our outdoor areas are securely fenced.
- Our outdoor areas are checked for safety and cleared of rubbish daily.
- At Cornerstone Priestley road, all rooms have access to a freeflow patio area and at Cornerstone Miss Muffet, our preschool rooms have patio doors which allow us to do freeflow, so that children can access the outside play area if they choose to. The staff members risk assess each day to assess whether it is appropriate to leave the patio doors open and this is recorded on the Daily Risk Assessment. The temperature in the room needs to be monitored and if it goes below 14 degrees the freeflow will need to be closed. When children are playing outside they will need to wear the appropriate clothing, for example coats and hats in the winter, sun hats and sunscreen in the summer.
- Adults and children are alerted to the dangers of poisonous plants and pesticides.
- Where water can form a pool on equipment, it is emptied to ensure the children's safety from drowning and from illness such as legionnaires disease.
- All outdoor activities are supervised at all times.

Hygiene

Staff have regular training in food hygiene to ensure that we keep up to date with the latest recommendations.

We encourage the staff to have a high level of personal hygiene, especially for hand washing which reduces the spread of infection. Staff are asked to wash their hands after using the toilet, after changing nappies & helping children in the toilet area, before eating or handling foods and after handling animals (this list is not exhaustive).

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

We have a daily cleaning routine for the Nursery which includes play rooms, kitchen, toilets and nappy changing areas. These are recorded on a room by room basis.

The nurseries have cleaners attending everyday to ensure our premises remain clean.

We have weekly and monthly schedules for cleaning resources and equipment, dressing up clothes and furnishings.

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 clothing such as aprons and disposable gloves as appropriate,
- Providing sets of clean clothes,
- Providing tissues,
- Ensuring sole use of flannels and towels or providing disposable wipes.

Coughing and sneezing easily spreads infections. Children and adults must be encouraged to cover their mouths with a tissue and wash their hands after using or disposing of tissues.

Cleaning cloths

The nursery has colour coded cloths for different uses. Yellow cloths are for cleaning up tables and chairs after food, green cloths are for sink areas and blue cloths are for cleaning up after art activities. In the case of cleaning up body fluids and blood, paper towels and blue roll must be used.

Laundry

All laundry is taken to the Laundry room to be washed. All items are washed at a 60 degree cycle or 90 degree cycle if soiled. Soiled linen is washed separately and staff wear PPE gloves and aprons when handling soiled linen.

Children's dirty clothes are bagged in nappy sacks and placed on their pegs to go home.

We remove heavy soiling from clothes by disposing into the toilet but we do not rinse soiled clothing (e.g. underwear) by hand into nursery sink areas for reasons of infection control.

Protective clothing

White disposable gloves and aprons must be worn when in contact with blood or body fluids. Blue gloves and blue aprons are for use when handling foods at mealtimes.

All staff must use the protective clothing and if they feel they need another piece of protective clothing they must make the nursery manager aware who will then undertake a risk assessment.

More dangerous jobs should be left to trained professionals.

Sharps - Needles

In the event of the nursery having a child or staff member who would require an injection, the nursery will discard sharps straight into a sharps bin. The sharps bin will be kept out of the way of children and disposed of correctly. Nursery Practitioners will only undertake work such as this if they have been professionally trained to do so for the individual concerned.

Children with medical conditions

On occasion children will be in nursery with various medical conditions which will need to be

individually risk assessed. If a child requires medical treatment, for example injections, staff working with the child must have the correct training before they are able to attend nursery. The nursery insurance providers will also need to be contacted. Some medical conditions make children vulnerable to infections. Parents should seek medical advice before their child starts at the setting in case of the need of further vaccinations.

Pregnancy

Our general pregnancy risk assessments are available to all staff at all times.

All pregnant staff members will undergo a risk assessment once they notify the nursery manager of their pregnancy in writing.

In the case of infections at the nursery which pose a risk to the pregnancy, the staff member will be moved away from the infection, possibly to an alternative site, until the risk is over. Each incident will be individually risk assessed.

Infections which may pose a risk are Chicken Pox (dependent on immunity), German Measles (dependent on immunity), Slapped cheek and Measles. If a pregnant woman is exposed to any of these infections (in the same room) we advise that she seeks medical advice immediately.

The nursery will also inform parents of these infections if they are in the nursery, in case of pregnancy.

Infection control

The nursery uses advice from HSC to inform the Illness, sickness and medication policy (which is separate). The nursery always follows at least the minimum exclusion from nursery times, to protect the health and safety of Children and staff. In the event of an outbreak of infection, the nursery will **contact the Health Protection Agency on 0344 225 3861, email address public.health@hants.gov.uk.**

Immunisations

The nursery recommends that all staff and children attending nursery have the appropriate vaccinations for their age and health. All staff members should also check with their GP that they are up to date with their immunisations. The nursery will not however discriminate or withhold care for any children regardless of vaccination status or treat staff who choose not to be vaccinated differently to others for that same reason.

Accidents and Incidents - Children

All accidents and incidents are recorded as they occur on the relevant forms. These are filled out by the member of staff dealing with the accident/incident and are countersigned by a member of management in charge. Any children who have a head injury are closely monitored and their parents are informed as soon as possible so they are aware.

Parents who bring their child into nursery after an accident/incident are asked to fill in an 'existing injuries form'. All parents are asked for full details of the accident and sign the form along with a member of management.

All Accident and Incident forms are reviewed monthly to look for any patterns or anything that can be altered in the environment to prevent the incident occurring again by Safeguarding Lead. This is then recorded on a spreadsheet.

Parents are asked to sign emergency medical authorisation forms before starting with the setting to give staff and emergency service workers permission to assist their child or gain hospital treatment in their absence.

Accidents and Incidents - Adults

Any accidents occurring in the nursery are recorded in the Accident book. Any staff member returning to work after an injury undertake a return to work interview (RTW) with the

management team and if required a risk assessment will take place to decide whether the staff member is fit for work, or whether alterations need to be undertaken.

RIDDOR

RIDDOR is the Reporting of Injuries, Diseases and Dangerous Occurrences. RIDDOR puts duties on employers to report certain workplace accidents, diseases and dangerous occurrences (near misses) to the Health & Safety executive. We will report any broken bones (except for fingers and toes) that occur on site or any accident which involves a child or adult being taken directly to hospital (not through illness). Or any accident which requires more than 7 days of absence from work for recovery. The person involved receives a copy of the report and may be contacted by HSE directly.

Activities

The layout of play equipment allows adults and children to safely and freely move between activities.

- Physical play is constantly supervised.
- Children are taught to handle and store tools safely.
- Children who are sleeping are checked regularly.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.

Animals

Animals may carry infection. We have a separate Nursery Pet Policy. If the nursery were to embark on a visit to a farm we would at first gain information from Public Health England

https://assets.publishing.service.gov.uk/media/5cbef14440f0b649e50f9d9e/Farm_visits_avoiding_infection.pdf

Other related Policies and procedures

This list although comprehensive is not exhaustive and most activities will carry a separate policy, procedure or risk assessment.

Other policies or procedures related to Health & Safety include;

- Safeguarding Policies
- Food & Drink Policy
- Medication & Illness Policy to include inhalers & policy on care plans
- Evacuation Procedures
- Infection control guidance
- Staff handbook
- Physical & Manual Handling Policies
- Sun Protection Policy
- Biting Policy
- Behaviour Policy
- Sleep Policy
- Ladder Policy
- Nappy changing policy
- Pet care policy
- Fire evacuation procedures
- No Shoe Policy (Cornerstone Day Nursery setting only)
- Stairs Policy (Miss Muffet setting Only)
- Dignity at work policy - preventing harassment