

Health and Safety General Policy

Statement

Rum Tum Tugger's Nursery believes that the health and safety of children and nursery practitioners is a matter of paramount importance. Rum Tum Tugger's has developed procedures and safe practices to ensure children's, parents, visitors and practitioners health and safety is maintained, promoted and to prevent the spread of infection. The directors and Nursery practitioners are committed to providing a safe, healthy environment where children can learn and develop. Practitioners work closely with parents and health care professionals to ensure all children staff and visitors access nursery facilities safely. We do not wish any of our employees or any other person to suffer as the result of activities or work processes. To this end, we intend to comply rigorously with all Health and Safety legislation, Codes of practice and best guidance and working methods available.

Procedure

In order to ensure the nursery maintains a high standard of health and safety the nursery has developed the following procedures that all nursery practitioners follow which can be found in the policies and procedures file in the main entrance or at www.rumtamtuggersnursery.co.uk:

- Fire evacuation procedure
- Toilet and nappy changing procedures
- Sickness policy and procedure
- Medication policy and procedures
- Procedures for the arrival and collection of children
- Lost child procedure
- Lock Down Policy

Supervision of children

Nursery practitioners ensure all children are supervised at all times, this includes children sleeping on mats in quiet areas. Children in cots must be checked every 15 minutes. Older children may take themselves to the toilet once they are able to do so independently thereby preparing them for the transition to school. However, a practitioner must be aware

of the child's whereabouts and remain in the main playroom at all times in readiness to assist the child if necessary.

The manager or person in charge must ensure staff to child ratios and required space per child is maintained at all times when grouping children and deploying practitioners. It is essential that there are always two nursery practitioners present when children are on the premises.

Adults can only be left unsupervised with children once all relevant checks have been cleared. This includes Disclosure and Barring Service (DBS) checks, health checks, identification checks and once the Directors have received two references.

The nursery has many visitors and students visiting the nursery. In order for nursery to be able to ensure all visitors are accounted for the nursery maintains a visitor's book that all visitors must sign themselves in and out of and provided details of the purpose of their visit and who they have come to see.

Outings

In the event of children leaving the nursery for an outing, an adult to child ratio of 2 children to 1 adult must be maintained and a risk assessment must be carried out prior to the outing. Practitioners must take emergency contact numbers for parents on outings, along with a first aid kit and a mobile phone. Small groups of children may be taken on outings providing there are a sufficient number of practitioners remaining on the premises to maintain appropriate staff to child ratios. Practitioners must seek written permission from parents to take children out of the nursery.

Risk assessments

Nursery practitioners identify and manage risks to children and adults through carrying out risk assessments. A risk is a likelihood of a hazard occurring and the hazard is anything that could cause harm to others. All activities need to be considered, significant risks are identified, measures are put in place to control or eliminate risks and all hazards and measures are recorded. Other risks that are identified must be controlled appropriately. All risks are dealt with promptly by the manager or person in charge.

Each room is checked at the beginning of the day for hazards, in accordance with each room's risk assessment. These assessments are reviewed once a year or as a result of change to the room. In the event that a risk is identified throughout the day or when opening the nursery, a risk assessment is carried out to determine the severity of the risk and an appropriate course of action to control or eliminate the hazard.

A risk assessment must be carried out prior to practitioners taking children on outings.

Accidents

The nursery maintains an accident book that must be completed in the event that a child sustains an injury at nursery. Accident forms require a parents/ carer signature on collection. In the unlikely event that the form is not signed, a telephone call will be made so that the parent is aware of the injury sustained at nursery. A note will be written on the accident form to explain this and the form will be signed the next time the parent drops the child off at nursery.

In the event that a member of staff or parent sustains an injury at nursery, an accident/dangerous occurrences form must be completed and returned to the office.

The nursery will ensure that the first aid equipment is kept clean, in date and replenished. Sterile items will be kept sealed in their packages until needed. It is essential that staff clean up bodily fluids such as urine, faeces, blood, vomit, and eye discharge immediately, wearing disposable gloves and an apron.

Food

In order to ensure that the food children are offered has been stored, prepared and served safely nursery practitioners attend training in Basic Food Hygiene and/or ensure they follow hand washing and food handling procedures.

In the event of a member of staff and children having suffered from food poisoning, occupational health must be informed to determine the period of time that the person cannot handle food.

Allergies

In the event that a child suffers from an allergy the nursery will refer to its Medication Policy in order to develop a Health Care Plan for the child and make arrangements for any necessary training.

Manual handling

In order to ensure nursery practitioners are handling heavy loads correctly and safely practitioners follow manual handling guidance provided by Rum Tum Tugger's Nursery. In addition when lifting children the nursery practitioner must make a judgement on how heavy a child they are able to lift as an individual. Therefore, as with any manual handling task, the practitioner must perform a mental risk assessment before lifting the child, the practitioner must take into consideration:

- How much the child weighs
- What are their lifting capabilities as an individual
- The environment
- The task
- If the lifting is necessary

Toys, equipment and resources

All equipment that is unsafe or in need of repair is either made safe or removed from the play room. All damaged, worn or unsuitable equipment must be reported immediately to the manager or person in charge.

During messy play the children will have the opportunity to explore texture using food products such as pasta, rice, lentils, beans, spaghetti hoops etc. All food messy play is food that the children are able to eat according to their age and stage of development.

Staff

Nursery practitioners follow the nursery's policies and procedures to ensure the nursery remains a safe environment for children, that promotes their health and well being.

Training and all Health and Safety procedures ensure the nursery is a safe and healthy working environment for nursery practitioners and a safe environment for parents and visitors.

We remind you that as employees, of your duty to look after your own Health and Safety and ensure that you do not endanger others and that you must co-operate with us, as your employer, in meeting our legal obligations.

The Health and Safety Policy and manuals we have prepared indicate the ways in which we intend to meet the legal requirements. Legislation requires that, as an employer, we prepare a statement of general policy with respect to the Health and Safety of our employees, together with details of arrangements that have been set up to carry out that policy.

1. Therefore we provide, so far as is reasonably practicable:
 - a) A safe system of work
 - b) Safe plant and equipment
 - c) Safe means of handling, transporting articles, substances and people
 - d) Adequate training, instruction, information and supervision
 - e) A safe place of work with safe access and egress
 - f) A safe and healthy environment
 - g) Adequate welfare facilities

We also ensure, so far as is reasonably practicable, that the way we carry out our work does not affect the Health and Safety of persons who are not our employees, for example visitors and contractors. It is also recognised that where we produce articles and substances for use at work, or we erect or install any plant or equipment, we have a duty to ensure the Health and safety of those who use them and make available all the required information for their Health and Safety.

Health and Safety Statement of Intent

It is our firm intention to enforce appropriate measures to control and monitor Health and safety procedures as a vital part of running our Company as an efficient and successful operation

Therefore, so far as is reasonably practicable. Rum Tum Tugger's Nursery:

- a. Ensure that equipment and working practices are safe and offer no hazard and risk to Health and Safety.
- b. Ensures that all necessary precautions are taken in respect of the safe use, handling, storage and transport of materials and substances.
- c. Provides such information, instruction and training and supervision as is necessary to ensure the Health and Safety at work of all employees.
- d. Maintains all places of work, work equipment and transport under its control in a safe condition, free from risk to Health and Safety.
- e. Provides adequate facilities for the welfare of employees, visitors and children
- f. Safeguards the Health and Safety of visitors, contractors and of any members of the general public who could be affected by its activities
- g. Provides all necessary information relating to Health and Safety in respect of procedures and services and, where necessary, consults with employees
- h. Reviews and updates the policy as and when necessary particularly in respect of major changes within the company and/or changes in legislation and brings these changes to the attention of all employees.
- i. Ensures that all employees are mindful of their Health and Safety responsibilities and co-operate with management in its efforts to fulfil the above policy
- j. Ensures the policy is monitored at the work place

Signature.....

Position.....

Date.....

Information concerning health and safety and welfare along with this statement of Intent is contained within the Health and Safety file.

Reviewed by Laura Boulton-Dunn- September 2018