

CHIDDINGSTONE NURSERY SCHOOL CIO

Chiddingstone Castle
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Chiddingstone
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Kent TN8 7AD

Telephone: 01892 871315
Charity Number 1184378



Health and Safety General Standards Policy

Written by	Jill McCoy
Ratified on behalf of Management Committee	July 2022
Date for Review	July 2023
Signed – Chair of Management Committee	
Signed – Nursery Leader	

This policy will be reviewed and ratified at least annually and/or following any updates to national and local guidance and procedures.

This policy has been impact assessed by Jill McCoy in order to ensure that it does not have an adverse effect on race, gender or disability equality.

Policy Statement of Statement of Intent

Chiddingstone Nursery CIO believes that the health and safety of the children and adults is of paramount importance. We make our nursery a safe and healthy place for children, parents, staff and volunteers and this policy is reviewed on an annual basis and health and safety issues checked regularly.

Methods

- We aim to make children, parents and staff aware of health and safety issues and minimize the hazards and risks to enable the children to thrive in a healthy and safe environment.
- We have procedures for identifying, reporting and dealing with accidents, hazards and faulty equipment.
- The member of nursery staff responsible for health and safety is **Mrs. J. McCoy**.
- The member of the Management Committee with overall responsible for health and safety is **Mrs Wendy Madgwick**
- Both Mrs. McCoy and Mrs Madgwick are competent to carry out these responsibilities.
- The Designated Person has undertaken general health and safety training and regularly updates their Knowledge and understanding.
- We display the statutory Health and Safety Executives Health and Safety poster in the nursery office.

Insurance Cover

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed in the entrance hall of the nursery. The employers' liability insurance certificate is held by the person who reports to the Nursery Management Committee and deals with Nursery financial matters. Insurance cover has been checked specifically in relation to Covid19.

Raising Awareness

- Our induction training for staff, volunteers and students includes a clear explanation of health and safety issues so that all adults are able to adhere to our policy and understand their shared responsibility for health and safety within the nursery.
- It is important that all adults take reasonable care for health and safety of themselves and of other persons who may be affected by their acts or omissions. Guidelines included in staff induction process.
- The induction training covers matters of employee well-being and the safe and appropriate storage of cleaning substances. The policy folder is in the nursery entrance hall.
- Records are kept of these induction training sessions and new staff and volunteers are asked to sign the records to confirm that they have taken part.
- Some health and safety issues are included in our Welcome Pack to the parents of new children, so that they understand that health and safety is a part of the daily life of the nursery.
- Policies are provided for staff and parents to read.
- Health and safety is discussed at staff and committee meetings, as necessary.

- Health and Safety is discussed as part of supervision, staff appraisals and nursery improvement plans.
- We have a no smoking policy.
- Practitioners must not be under the influence of alcohol, any substance or medication which affects the care of the children.
- Children are made aware of health and safety issues through discussions, planned activities and routines.
- Fire extinguishers and Smoke detectors are checked regularly and fire drills take place at various times and days each term and safe exits and access kept clear and free of obstructions. Lock down procedures are practiced annually, reviewed and updated.
- A daily risk assessment is completed for nursery environment and hazards and faulty equipment is recorded, this is situated on the back of the courtyard door by leader or deputy.
- Further risk assessments are completed weekly and termly in different areas and facilities, e.g kitchen.
- Personal risk assessments for individuals may be completed as required.

Safety of Adults

- General maintenance is carried out on request by Castle maintenance employees.
- All warning signs are displayed in prominent position.
- Adults do not remain in the building on their own or leave on their own after dark without another adult being aware of their whereabouts and time of arrival and leaving.
- Adults in the setting must not climb or take any risks without another adult being in close proximity.
- A minimum of two staff will be present to supervise children and at all times will meet the minimum statutory EYFS requirements.
- Lifting advice on manual handling available on request and in staff welcome pack.
- The sickness of staff and their involvement in accidents is recorded. The records are reviewed to identify any issues that need to be addressed. Stress issues are discussed.
- A staff risk assessment is used as a working document on the courtyard door for daily recording and evaluation on a weekly and termly basis.

First Aid

- The designated staff member for first aid is Mrs Downing
- All staff are paediatric first aid trained.
- The first aid box is situated in the nursery in the cupboard under the sink near to the dish washer with first aid sign
- The accident book is stored in the lockable cupboard in the nursery office.
- Qualified first aid trained staff list is on view in the nursery. A qualified first aider is present at each session and on outings and visits.
- A separate first aid kit is taken on outings.
- First aid training is updated every three years as training becomes available.
- Medication is stored out of the reach of children or if required in the fridge. All medicine has parental consent, instructions and medication recorded in the appropriate book stored in the filing cupboard in the office.

PREMISES

Electrical/Gas Equipment

- All electrical/gas equipment conforms to safety requirements and is checked annually and date recorded in risk assessment file in the red cupboard.
- Our boiler/electrical switchgear/meter cupboard is in a locked walk-in cupboard which is not accessible to the children, and checked annually.
- Electric sockets are guarded and the children are advised not to touch them.
- Electrical circuits are checked annually and date recorded in risk assessment file in red cupboard.
- The temperature of hot water is thermostatically controlled to prevent scalds and monitored.
- Lighting and ventilation is adequate in all areas, including storage areas.

Kitchen Area

- The Kitchen is situated in the office area and staff and adults have access.
- A separate risk assessment is available on the kitchen cupboard door.
- Children are supervised by a member of staff in the office area to choose play equipment and at snack time, a child gate is in place at entrance of office.
- There are lockable cupboards available for safe storage and cupboards are out of the reach of children for storage of knives and sharp objects
- Food is stored in the fridge and cupboards. Sell by and best before dates are checked and discarded as necessary.
- Temperature of fridge is monitored with a thermometer and recorded.
- A cleaner removes rubbish on a regular basis.
- The landlords provide a regular pest controller.
- Food waste may be used in the compost bin in the nursery garden
- Separate coloured cloths are used in line with EU guideline and visual information is provided in kitchen and toilet areas.
- Separate buckets and mops are used in kitchen and toilet areas.
- All surfaces are sprayed with cleaning products as necessary.
- There is a separate food hygiene policy and procedure and staff are food hygiene trained
- Separate Covid cleaning schedules are in place and reviewed in line with government guidance.

Windows

- The nursery is based on the ground floor and some windows are high level all with window locks fitted.
- Safety film is fitted on most, lower level windows on the inside and on the outside.
- Blinds are fitted at low level windows for lockdown situations.

Doors

- Precautions are taken to prevent fingers from being trapped in toilet doors with hinge covers. Some doors are very old and heavy, so are hard to move. The front entrance door has been fitted with a pump closer. Doors in frequent use are monitored for safety issues, particularly the stable door at the rear entrance and door jams are used when in constant use.

Front door is alarmed. Back door is lockable from inside and outside.

Security spy holes are fitted on front and back doors.

A secure coded keypad is fitted on the front door and parents and staff are provided with a code to gain access.

Floors

- Floor surfaces are monitored for safety and covered where possible with carpet or linoleum. The nursery floor has been leveled by sealed chip board during the summer holidays 2008 and was covered in a slip resistant material during the summer holidays 2009.
- Flooring under the sand pit and water tray is monitored as a slipping hazard.
- The nursery floor space meets the EYFS requirements of:-
 - Children 2 years: 2.5m² per child
 - Children aged 3 to5: 2.3m² per child.

Hygiene and Cleaning

- We adhere to directives and seek advice from the Environmental Health Department, the Health Authority and Health Protection Agency and Government guidance as necessary.
- Staff maintain the overall cleanliness throughout the working day.
- We keep a record of all substances that may be hazardous to health - such as cleaning chemicals, or gardening chemicals if used. This states what the risks are and what to do if they have contact with eyes or skin or are ingested. It also states where they are stored.
- We keep all cleaning chemicals in their original containers.
- Our daily routines encourage the children to learn about independence around personal hygiene.
- The Nursery employs a daily cleaner to keep the premises clean.
- The Nursery has a cleaning regime for the nursery in messy play and learning areas.
- We clean resources and equipment, dressing-up clothes and furnishings as necessary following Covid cleaning procedures.
- The toilet area has a hand washing basins and paper towels for drying hands and a facility for the disposal of nappies and sanitary products and hygienic storage of soiled clothes by double bagging.
- The Nursery employs a hygiene company to ensure the safe disposal of the contents of units in toilet areas.
- 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 colour coded cloths and paper rolls;
 - providing tissues and wipes;
 - providing non-alcohol based anti-bacterial hand gel
 - Good hand washing and care of hands is the single most effective way to control and prevent the spread of infection. Hand washing should take place by staff and children after visiting the toilet, changing nappies, assisting children in the toilet, after any cleaning procedure, after handling soiled clothes, after dealing with waste, before preparing, serving, or eating food, after removing gloves, after handling, petting or caring for animals and when visibly soiled or dirty (eg, after playing in the garden). Pictorial advice is available in the kitchen and toilet areas on the correct procedure for hand washing.
 - Use protective clothing when in contact with blood, body fluids or broken skin. Gloves provide a barrier and help protect staff and children from cross infection. Gloves are stored on the shelf in the toilet area and under the nappy changing unit. Hands must

- be washed after gloves are removed.
- Disposable plastic aprons provide an effective barrier when changing nappies, likely splashes and cleaning contaminated equipment.
- Personal hygiene items should not be shared i.e. towels, face clothes. Where possible use wet wipes stored under the nappy changing unit in the office.
- All changing mats must be cleaned with hot water and detergent and dried thoroughly between use or anti- bacterial spray.
- Staff should cover existing breaks or cuts with a waterproof dressing when at work.
- Spillages of blood or body fluids should be cleared up promptly and correctly a bin with a yellow sack in the toilet is provided for this purpose. Precautions to minimize cross infection include:- spillages of vomit, urine and excreta cleaned using hot water solution - paper hand towels or cloths should be used. People should be kept away from spillage until dealt with and disposable gloves worn. Large blood spills should be covered with absorbent paper and then soaked in a solution of bleach (1:10 dilution) or granules solution. The paper and spillage area should then be cleared and washed with detergent and water and wiped dry. All spillage paper gloves and any other materials used must be disposed in the sealed unit with yellow bag provided in the toilet cubicle to be disposed of appropriately.
- Safe disposal of this contaminated waste must be followed. Yellow sack in sealed unit in the toilet area provided for nappies and all medical waste or bodily fluids and spillages.

Storage

- All resources and materials from which children select are stored safely.
- All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.
- All children are accompanied if choosing resources from the nursery office.
- All medication, adults and children' is stored in the office area and in accordance with the instructions on the medication.

Outdoor Area

- Our courtyard outdoor area has been fitted with an electric security gate and the garden area is fenced.
- Our outdoor area is checked for safety and rubbish before it is used, particularly following weekends and holiday periods when there may have been other parties with access to the outside area.
- Adults and children are alerted to the dangers of known poisonous plants, stinging nettles and brambles, herbicides and pesticides.
- Where water can form a pool on equipment, it is emptied before children start playing outside or swept clear.
- The children have the opportunity to enjoy and explore the Castle grounds, which includes a lake with a bridge over, there are appropriate water emergency equipment and safety wires included along the sides of the bridge. The children are supervised at all times in the grounds and adult to child ratios are observed at all times. Parental permission is gained on admission to consent to the use of the castle grounds. The children are taught a safe way to cross the bridge and the importance of staying safe on the bridge and in the woods and paths.
- Our outdoor sand, compost pit and mud kitchen is covered when not in use and the sand is cleaned and changed regularly. The vegetable patch and digging areas are also checked.

- All outdoor activities are supervised at all times.

Activities and Resources

- we provide play equipment and resources which are safe and - where applicable - conform to the BSEN safety standards or Toys (Safety) Regulation.
- we provide a sufficient quantity of equipment and resources for the number of children;
- we check all resources and equipment regularly as they are set out at the beginning of each session and put away at the end of each session. We repair and clean, or replace any unsafe, worn out, dirty or damaged equipment;
- We have risk assessments in place to monitor equipment and resources on a daily basis and termly checks.
- we keep an inventory of resources and equipment.
- we use the inventory to:
 - review the balance of resources and equipment so that they can support a range of activities across all areas of play, learning and development;
- we provide adequate insurance cover for the pre-school's resources and equipment;
- electrical equipment is tested on a regular basis and date of check recorded.
- ICT equipment is risk assessed for children's safety from miss use.
- Before purchase or loan, equipment and resources are checked to ensure that they are safe for the ages and stages of the children currently attending the nursery.
- 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 or broken 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, transport and store tools safely.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow. Younger children are supervised in the toilet and encouraged and supported to wash hands thoroughly.
- Large pieces of furniture and equipment are discarded following consultation with and consent of either the Nursery Leader or a member of the Nursery Management Committee.

Records and Risk Assessments

In accordance with the Welfare Requirements for Day Care, we keep records of:

Adults

- names and addresses of all staff on the premises, including temporary staff who work with the children or who have regular access to them;
- staff have regular hours and if covering other staff members, sessions are noted in the nursery staff attendance form located in the nursery office.
- names and addresses of all members of the Management Committee;
- all records relating to the staff's employment with the setting, including application forms, references, risk assessments and results of checks undertaken etc.
- Risk assessments take place daily and are stored in risk assessment file in office to monitor hazards and faulty equipment completed by nursery leader, deputy.
- Risk assessments are completed prior to outings and visits and shared with the staff team.

- Risk Assessments will record and:-
 - Identity the possible dangers and risks
 - Who is at risk
 - Assess the level of risk
 - How the nursery will reduce the risk
 - Monitoring and reviewing the risk.
- A separate risk assessment policy and procedure is in place and reviewed annually.
- Accidents are recorded in appropriate books for reporting stored in the lockable cabinet in the office.

In accordance with the Health and safety at work act 1974 to provide for the health and Safety of employees with key responsibilities including:-

Employees

- Providing information on health and safety and appropriate training
- Providing a safe place of work, including safe access to and exit from workplace
- Appointing a competent person to evaluate risks and hazards is Mrs J McCoy
- Arrange Periodic risk assessments, taking appropriate action to remove or reduce risk, combating risk at source,
- Informing employees of risks included in staff hand book and induction procedure.
- Providing comprehensive and relevant health and safety information and consulting on health and safety issues.
- Arranging protection for unavoidable risks
- Monitoring and improving safety arrangements

Children

- names, addresses and telephone numbers of parents and adults authorised to collect children from setting;
- the names, addresses and telephone numbers of emergency contacts in case of children's illness or accident;
- the allergies, dietary requirements and illnesses of individual children;
- the times of attendance of children, volunteers and visitors;
- accidents and medicine administration records in appropriate books for recording and reporting stored in the lockable cabinet in the office.
- consents for outings, administration of medication, emergency treatment and incidents.
- Sleeping children and bedding is regularly monitored.

See separate Risk assessment policy

Safe Use of Vehicles

- Parents sign to give permission that other people can drive their child to an outing or visit.
- A separate transportation form ensures the driver has adequate insurance and their car is road worthy and appropriate documentation.
- Parents are given advice prior to outing in respect to the use of seat belts booster seats and particular care in car parking areas.
- Staff may share transportation with a staff member who holds a valid driving license adhere to speed limits and drives with due care and attention at all times on the trip.

Fire and Emergency Evacuation

- Emergency evacuation procedures are recorded by the nursery leader, deputy, see

- separate policy.
- Emergency evacuation procedures are displayed in the entrance hall and by the stable door leading out into the courtyard area.
- Emergency evacuation procedures are practiced every term and records kept of date, times, different routes taken for escape, number of children/adults, time taken to evacuate, comments, actions to be taken and date action to be completed by. These are kept in the risk assessment file in the office.
- Fire exits are clearly identifiable, and fire doors kept free of obstruction and easily opened from the inside.

A fire risk assessment for the nursery is completed annually by Nursery Leader and a separate building risk assessment is provided by the castle. The risk assessment will take into consideration

Identification of possible danger and risk

Who is at risk

Whether there are any adults or children with disabilities

Possibility of getting rid or reducing the risk

Provision of general fire safety equipment to deal with the remaining risk.

Smoke detectors are situated in nursery on the stair case and on ceiling in Kitchen area. These are checked termly. Date recorded in risk assessment file.

The nursery has a No Smoking Policy.

An updated emergency cascade call list of contact telephone numbers is saved in the nursery mobile and circulated to nursery leader and deputy should the nursery be closed, due to bad weather, severe sickness, insufficient staff, heating, water and toilet supply.

A lockdown procedure is in place and practiced with staff annually.

A member of the management committee or staff team either Leader or Deputy would be responsible for reporting under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) to the appropriate agency, Ofsted, Safeguarding and Child Protection, Environmental Health Department, the Health Authority and Health Protection Agency as soon as reasonably possible but within 14 days. Further advice available in Ofsted Procedure.

In addition, the following procedures and documentation in relation to health and safety are in place.

Health and Safety Addendum Covid19 Policy

Raising Awareness

- It is important that all adults take reasonable care for health and safety of themselves and of other persons who may be affected by their acts or omissions.
- Covid19 government guidelines are sent to staff and trustees to keep them updated with the latest information and recommendations
- Nursery has created a 'Preventative Measures and Actions to be taken to limit the Risk of Spreading Infection Covid' document. This has been circulated to all staff, parents and committee members. Reviewed in line with changes in government guidance
- The nursery has kept parents informed through parent mail with the government guidance on Covid19 symptoms to look out for, hand washing guidance, social distancing guidance, reporting to public health authority, mental health issues and support, nursery closure,

reopening procedures, self-isolation and living with Covid guidance.

- The nursery will keep in contact with children through Tapestry and provided age appropriate information and learning opportunities to support transitions, hand washing and support with the changes and challenges they have experienced through Covid.
- Covid training covers procedures in matters of employee safe and appropriate cleaning schedules, products to use, methods of cleaning and storage of cleaning substances.
- Covid addendums on policies are provided or available for staff, committee and parents to read.
- Health and safety is discussed at staff and committee meetings, as necessary.
- Children are made aware of health and safety issues through discussions, planned activities and routines.
- A Covid risk assessment is completed for nursery environment to manage and limit the risks of infection
- Further risk assessments are completed weekly and termly in different areas and facilities, e.g kitchen.

Safety of Adults/Staff

- Staff to wash hands on arrival, departure, eating, toileting, outside, physical activity and nappy changing
- Wash hand on a regular basis or hand sanitise
- Reminded not to touch eyes ears, noses or mouths
- Staff wear PPE when necessary nappy changing, food preparation, toileting and looking after sick children and adults Training provided in donning and doffing
- Inform leader if unwell
- Staff read a Covid Addendum to staff code of conduct
- Ensure designated staff as DSL, SENCO and qualified first aider available or on site
- Staff report any concerns to leader.

Windows and Doors

- Top stable door kept open when safe to do so to provide ventilation
- Ventilation monitor in situ.

Hygiene and Cleaning

- We adhere to directives and seek advice from the Environmental Health Department, the Health Authority, Government guidance and Health Protection Agency as necessary.
- Overall cleanliness throughout the working day is monitored and frequently touched surfaces cleaned.
- Our daily routines encourage the children to learn about independence around personal hygiene.
- The Nursery employs a cleaner for daily clean.
- The Nursery has a cleaning regime for the nursery in messy play and learning areas. A daily cleaner has been provided to minimise the spread of infections.
- We clean resources and equipment, dressing-up clothes and soft furnishings.
- The toilet area has a hand washing basins and paper towels for drying hands and pictorial advice on hand washing

Outdoor Area

- Outdoor learning promoted

National Standard 6: Safety

- Risk assessment.
- Record of visitors. Fire safety procedures.
- Evacuation procedures.
- Fire safety records and certificates.
- Operational procedures for outings.
- Vehicle records including insurance.
- List of named drivers.

National Standard 7: Health

- Administration of medication.
- Prior parental consent to administer medicine.
- Record of the administration of medicines.
- Prior parental consent for emergency treatment.
- Accident record and accidents prior to arrival at the nursery.
- Sick children.
- No smoking.

Legal Framework

Health and Safety at Work Act (1974)

Management of Health and Safety at Work Regulations (1999)

Electricity at Work Regulations (1989)

Control of Substances Hazardous to Health regulations (COSHH) (2002)

Manual Handling Operations Regulations 1992 (as amended 2004)

Health and Safety (Display Screen Equipment) Regulations (1992)

Further guidance

- *Health and Safety Law: What you Need to Know (HSE 2019)*
www.hse.gov.uk/pubns/law.pdf
- *Health and Safety Regulation...a Short Guide (HSE 2019)*
www.hse.gov.uk/pubns/hsc13.pdf
- *Electrical Safety and You (HSE 2019)*
www.hse.gov.uk/pubns/indg231.pdf
- *Working with Substances Hazardous to Health: What you need to Know about COSHH (HSE 2019)*
www.hse.gov.uk/pubns/indg136.pdf
- *Getting to grips with Manual Handling - Frequently Asked Questions (HSE2017)*
www.hse.gov.uk/contact/faqs/manualhandling.htm

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Health and Safety Check List

- Induction training for staff
- Displaying a completed and current Health and Safety poster
- Travelling first aid kit for outings
- Maintaining adequate and safe room temperature
- Electrical equipment PAT tested
- Plug socket covers/radiator covers/cables tidies
- Safety glass/film, floor spillages, door slams
- Wearing disposable gloves and an apron as appropriate
- Insurance- is everything covered e.g. use of epipens?
- Risk assessments of pregnant and nursing mothers and any other medical conditions
- Individual safety plans for adults or children with disability
- Providing correct equipment to enable safe changing of a light bulb and storage of equipment etc
- Office area includes work station, computers, seating etc are risk assessed to help prevent health problems
- Daily checking of sand pits for unsuitable objects. Safe and supervised use of ponds and lakes.
- Daily checking perimeter fence or boundary.
- An explanation of the system in place for the colour coded cloths and boards.

HSE publication-5 steps to risk assessment

Signature.....Date.....

Review Date.....