Health and Safety Policy

1. Introduction

Home from Home believes that the health and safety of children and employees is of paramount importance. We make our Nursery a safe and healthy place for children, parents, employees and volunteers.

We aim to make children, parents and employees aware of health and safety issues and to minimise the hazards and risks to enable the children and employees to thrive in a healthy and safe environment.
This policy reflects our statutory responsibilities under the Health and Safety Work Act 1974.

Statement of intent

At Home from Home our health and safety policy aim to:

- Ensure we are legally compliant
- Prevent accidents and cases of work-related ill health
- Manage health and safety risks in our workplace
- Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work
- Provide personal protective equipment
- Consult with our employees on matters affecting their health and safety
- Provide and maintain safe equipment
- Ensure safe handling and use of substances
- Maintain safe and healthy conditions
- Implement emergency procedures, including evacuation in case of fire, or other significant incident
- Review and revise this policy regularly
- Identify who has responsibility for Health and Safety in the workplace.

2. Contents

The following sections are included in this policy document:

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3. Health and Safety responsibility

The member of employee's responsible for health and safety is Sophie Eade, Nursery Manager. In Sophie's absence, the person responsible is Nicola Law Director, both members of staff are competent to carry out this responsibility.

They have both undertaken a Health and Safety Competent Person Course and regularly update their knowledge and understanding of Health and Safety legislation. We display the necessary health and safety poster in the Staff Room.

3.1 **Home from Home responsibilities:**

- Managing Risk -
  Sophie and Nicola are responsible for carrying out risk assessments on the premises. A risk assessment is the process of identifying what risks and hazards may exist at some point, how they may cause harm, and what steps can be taken to minimize them. At Home from Home, we monitor and review our risk assessments regularly.
- Regular Inspections –
  At Home from Home, the senior team complete a weekly Health and Safety Checklist to ensure we are regularly checking for any risks or hazards. Sophie Eade also walks around once a week and will add anything that needs fixing to the maintenance list for the Caretaker to complete. There is also a contractor book to log any other needs, contractors' complete regular maintenance. Fire safety is completed weekly and building and garden maintenance monthly.
- Ongoing and Effective training –
  Sophie Eade and Nicola Law have been trained to be the Health and Safety Competent person. All staff have a thorough induction when they start their role, including manual handling, food hygiene, health and safety information, fire evacuation procedures and safeguarding. We review training regularly to ensure employees have the knowledge and skills necessary to mitigate risks.
- Personal Protective Equipment (PPE) –
  Home from Home provide any PPE necessary for the role such as aprons and gloves to minimize any exposure to hazards.
- Clear Signage and Instruction –
  Home from Home provide clear safety signs such as, fire evacuations and wet floor signs in line with statutory guidance.
- Accident reporting –
  Home from Home has an RIDDOR accident book in the Office, if anyone has an accident, they should report it so it can be logged and reviewed so we can ensure it doesn't reoccur.
- Employee needs and assessment –
  At Home from Home, we have regular supervisions with all staff to discuss their needs/health. Line Managers will complete a risk assessment to support that individual if necessary. Also in place is a young person's risk assessment for under 18's and if an employee is pregnant, we do a risk assessment for each trimester.
- Communication –
  Communication is key when it comes to Health and Safety. When we review our Health and Safety Policy, we share it with the employees to ensure they are all confident in what to do to mitigate risks and hazards. A health & safety board is available in the Staff room with all relevant information.

- Children's needs and assessments –
  Home from Home has a SENDCO in place to help support children that have been identified having additional needs. (See Special Educational Needs and Disability policy.)
  Employees and parents will work closely to ensure the child is being supported and the SENDCO will complete a risk assessment with the health and safety officer to ensure any risks are minimised and actions put in place if necessary.

3.2 **The employee's responsibilities:**

- Reporting –
  If an employee sees anything that could be a risk or hazard, they should report it to their line manager immediately so it can be actioned. If it is something that needs to be repaired this should be written in the contractor or maintenance book.
- Follow Instructions –
  Employees must read risk assessments for their room so they are aware of controls in place to keep them and the children safe.
  Employees must follow our Health & Safety Policy.
  Employees must follow any instructions on cleaning bottles and use appropriate signage such as wet floor signs.
- Accident reporting –
  If an employee falls and injures themself or has a near miss (no injury), this should be reported to the nursery manager and recorded in the accident book to ensure the correct controls are put in place to prevent reoccurrence.
- Take reasonable care-
  Employees should ensure they don't put others at risk around them by not following policy and procedures.
- Communication –
  Employees must communicate with their manager if something happens that may affect their ability to work, like becoming pregnant, suffering an injury, receiving a diagnosis of additional needs or developing a disability. The nursery manager will then do a risk assessment or put a plan in place to support the individual.
- Training –
  Employees must ensure they engage with the health and safety training in provided and that they understand Home from Home's health and safety policy and procedure.

3.3 **Parents responsibilities:**

Parents also have a part to play in maintaining Home from Home as a healthy and safe environment. We request that parents:

- Familiarise themselves with policies relating to their child's health and welfare.
- Familiarise themselves with the Health and Safety reminders and Fire and Evacuation plans displayed round Home from Home.
- Abide by the WSCC rule that Home from Home grounds are non-smoking.
- Report any accidents or incidents that happen whilst in their care, so a pre-existing form can be filled out.
- Report any contagious illnesses or medication their child may need whilst at Home from Home nursery.
- Take reasonable care to ensure they don't put others at risk around them by not following policy and procedures.

4. Risk Assessment Process

Our risk assessment process includes:

- Identifying any hazards
- Deciding who might be harmed
- Evaluating the risks and deciding the controls
- Recording findings
- Monitoring and Review yearly

The health and safety officer provides risk assessments for the inside and outdoor environments, young people under 18, anyone who has any additional needs or disabilities, pregnant workers and workers breast feeding (this list is not exhaustive).
The competent person assesses Physical, Ergonomic, Chemical, Biological and Psychosocial hazards.

5. Maintenance / Repairs

Employees are encouraged to record any repairs/maintenance into the contractor and/or maintenance book in the main office, there is one for the main building and the coach house. This book is then managed by Sophie Eade. A walk around is completed weekly to ensure any hazards are identified and managed appropriately. Urgent jobs are dealt with immediately.

6. Insurance Cover

We have Public Liability Insurance and Employer's Liability Insurance. The certificate is displayed in the Entrance Hall, Main Office and the Staff room.

7. Awareness Raising

- Our induction training for employees and volunteers 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. The induction training covers matters of employee's well-being, including safe lifting and the storage of potentially dangerous substances.
- All employees have regular training such as first aid and manual handing
- Health and safety issues are explained to parents of new children at the parent policy meeting so that they understand the part they play in the daily life of the Nursery.
- As necessary, health and safety training is included in the annual training plans of employees and health and safety is discussed regularly at staff meetings.
- We have a NO smoking/vaping policy.
- Children are made aware of health and safety issues through discussions, planned activities and routines.

8. Children's Safety

Only persons who have been checked for criminal records by an enhanced disclosure from the Disclosure and Barring Service (DBS) have unsupervised access to children, including helping them with toileting. Home from Home also implements its own induction where each staff member has to complete a Nappy, Sleep and Lone working induction to ensure competency.

8.1 Supervision of Children

- During free flow, employees have responsibility for certain rooms. At no time should staff leave a room with children in unsupervised. Should a staff member need any help whatsoever they should call upon the Line Manager
- Employees responsible for their rooms should ensure they have peripheral vision of the room and their overview of the room is unblocked. Employees need to position themselves so that they can see each part of the room clearly and should not be facing a wall.
- It is the responsibility of each employee to ensure that their room remains safe, clean and organised therefore minimising the risk of accidents.
- At no time should any employee be asked to oversee two separate rooms.

8.2 Security

- Our systems prevent unauthorised access to our premises.
- Our systems prevent children from leaving our premises unnoticed.
- The personal possessions of employees and volunteers are securely stored during Nursery hours.
- Refer to Security Policy and Procedure.

8.3 Stairs

Descending

- The baby room operates a 1:2 ratio when using the stairs.
- Employees are to only take one mobile and one non-mobile child at any one time.
- Employees will not be alone on the main staircase; they will be accompanied by another employee.
- Once the children are safely sat on the first step the employee will securely close the gate, ensuring they remain in front of the child/ren whilst doing so.
- Each employee will ensure they are in front of the child/ren, making eye contact and guiding the children as they travel.
- Where possible the employee will encourage each child to travel down the stairs independently, children will be encouraged to slide down the stairs on their stomach's feet first if developmentally appropriate, or on the bottoms to 'bump bump'
- Children more able to travel down the stairs are encouraged to sit on their bottoms on the left-hand side of the stairs, using the balustrade as support.
- Any employee who has to carry a child will carry the child on the opposite side to the balustrade, ensuring the member of staff is always between the child and the balustrade. (Child on the right-hand side of the staff member)
- Pre-school children go down the stairs one at a time, with one employee at the top and one at the bottom of the stairs. Children are told they must hold the banister and go down the stairs slowly.

Ascending

- The same 1:2 ratio applies (for babies).
- The employee remains behind the children ensuring the child is always within reach.
- The employee will the close the gate behind them.

- Any employee who has to carry a child will carry the child on the opposite side to the balustrade, ensuring the member of staff is always between the child and the balustrade. (Child on the left-hand side of the staff member)

8.4 Hallway

- Children should be supervised in hallways at all times.
- The doors to hallways should remain closed at all times.
- At drop off and collection times a senior employee who is door trained (Nursery manager, Deputy manager or room manager) will supervise the door to stop any children leaving unsupervised.
- Employees must ensure that stair gates remain closed, when not in use.

8.5 Doors

We take precautions to prevent children's fingers from being trapped in doors.

8.6 Floors

All surfaces are checked daily to ensure they are clean and not uneven or damaged.

8.7 Kitchen

- All surfaces are clean and non-porous.
- There are separate facilities for hand-washing 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 supervised at all times;
  - Are kept away from hot surfaces and hot water

Children do not have unsupervised access to electrical equipment**.**

8.8 Outdoor Area

(Refer to Outdoor Policy)

9. Safety of Adults

9.1 Training/Manual handling

All employees have a thorough induction where they undertake training such as first aid and manual handling, this is reviewed regularly.

- Employees are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.
- When employees need to reach up to store equipment, they are provided with safe equipment to do so.
- The sickness of employees and their involvement in accidents is recorded. The records are reviewed termly to identify any issues which need to be addressed.

9.2 Trips and Falls

If an employee has a slip or trip, whether they have an accident or not it should be recorded in the accident book, this should also be logged in the trips and slips mapping tool document (in the health and safety folder). This is reviewed regularly to ensure that the same trip/fall is not reoccurring and control measures are put in place if necessary.

9.3 Display screen equipment (DSE)

Employees at Home from Home are entitled to a 'DSE workstation assessment' if they use DSE daily for continuous periods of an hour or more. This is to ensure employees are provided with the correct information with how to set up their work stations and any support they may need. Employees are also entitled to an eye test if the employee asks for one.
Employees should ensure they take regular breaks or time away from DSE work.
More information is available for employees in the Health and Safety file in the Main Office.

9.4 Working at heights

At Home from Home, employees do not generally work from heights, however employees may need to get objects from high shelves or get up higher to reach display boards. For this we provide a small stepladder or a stool for the employees to use.

9.5 Contractors

Contractors that come onto the premises provide their own tools and ladders. Before they visit, they should provide a risk assessment or a certificate of insurance. If contractors are working inside the building for long periods of time, we provide relevant information they need such as fire evacuation.
If any contractors are involved in any work involving open flames or producing heat and/or sparks a hot work permit is filled out and any relevant risk assessments are completed.
Contractors are supervised at all times if they do not have a DBS (Disclosure and Barring Service).

9.6 General public

At Home from Home, we often have prospective parents come to view the nursery, they are instructed to sign into the visitor's book on arrival and departure so we are aware that they are in the building. Any parents or visitors are not ever left unattended by an employee, so if there was a fire evacuation the employee would advise what to do.

Any students that come to visit the nursery and partake in a placement for a period of time, have an induction that includes information regarding Health & Safety, Fire evacuation and Safeguarding. We also ask for evidence of a DBS if it's likely to be long term.

9.7 Asbestos

Home from Home completes an annual asbestos assessment to ensure that any asbestos present is safe.

9.8 Control of Substances Hazardous to Health (COSHH)

Home from Home complies with the COSSH regulations, we have data sheets for each product we use, these are kept in the main office in the COSHH folder. Employees are trained how to use the products and always follow instructions on the bottles.
Harmful products are stored in a locked cupboard out of reach of children. We provide PPE such as gloves for the staff to use when partaking in cleaning tasks.

10. Fire Safety

- Fire doors are clearly marked, never obstructed and easily opened from inside.
- Smoke detectors / alarms and firefighting appliances conform to BSEN standards, are fitted in appropriate high-risk areas of the building and are checked as specified by the manufacturer.
- Our emergency evacuation procedures are approved by the Fire Safety Officer and are:
    - Clearly displayed in the premises;
    - Explained to new employees, volunteers and parents; and
    - Practised regularly at least once every six weeks.

- Records are kept of fire drills and the servicing of fire safety equipment.
- We ensure that the building and premises are a smoke free environment and that we implement a non-smoking/vaping policy
- Weekly fire alarms checks are carried out and a yearly fire risk assessment is carried out by an outside company to ensure all actions in place are appropriate.
- There is an annual contract to ensure fire and smoke alarms are kept in good working order and ensures we are legally compliant.
- Refer to Fire safety/Evacuation policy for more details.

11. First Aid and Medication

At least one employee with a current first aid training certificate (relevant to infants and young children) is on the premises or on an outing at any one time. The first aid qualification includes first aid training for infants and young children and complies with statutory guidance requirements and is renewed every 3 years.
Home from Home proactively trains all employees to have a current paediatric first aid certificate. Our outdoor practitioner is also trained in outdoor first aid.

Our first aid kit:

- Complies with the Health and Safety (First Aid) Regulations 1981;
- Is regularly checked by a line manager and re-stocked as necessary;
- Is easily accessible to adults; and
- Is kept out of the reach of children.

At the time of admission to the Nursery, parent's written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval.

All first aid kits are based in the kitchens, there is a sticker on the door where the first aid kit is kept.

12. RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

We meet our legal requirements for the safety of our employees by complying with RIDDOR. We report to the local office of the Health and Safety Executive:

- Any accident to an employee requiring treatment by a General Practitioner or hospital
- Any dangerous occurrences (i.e., an event which does not cause an accident but could have done).
- If an employee is off for more that 7 consecutive days due to an incident at work. (See Appendix 1 for what to do if an accident occurs flow chart)

12.1 Work place injury process

If an injury happens at the nursery whilst an employee is working, it should be reported to the health and safety officer immediately. Once the appropriate care has been taken to ensure the employee is ok, the health and safety officer must undertake an investigation to find out what happened and look at the immediate and underlying courses. If needed some procedures will then be put in place to stop reoccurrence, this is then shared with the team.
If needed the health and safety officer may need to take witness statements to determine the cause, examples of witness statements needed are:

- Primary witness - the employee who had the accident
- Secondary – anybody that saw it happen
- Tertiary – Anyone who has any other information to add for context

All statements and records of a workplace injury are stored in the health and safety folder in the main office for future reference.

12.2 Reporting, Monitoring and Reviewing Accidents – children

In the event of an accident to a child occurring, the employee present must report immediately to the Team leader or Room Manager. Whilst the child is being comforted and any necessary first aid taking place, a detailed report must be written on our online app FAMLY. This report must include time, date and place of accident and state exactly what happened and any injury sustained. If two employees witness the accident, both should be added to the form. If the accident is only witnessed by one employee, the Room Manager will be added.
If the accident is serious, a head injury or a bite it is the Room Managers discretion as to whether to call the parents of the child concerned to report the accident.

- All accident forms are recorded on FAMLY, these are then all saved in the FAMLY folder in Dropbox.
- An accident audit is carried out three times a year by the room managers of each unit, to assess what accidents have been happening regularly and what actions can be put in place to mitigate the risk of it happening again.

If a child sustains an injury that is not witnessed by an employee, an accident form must be completed stating this fact. The form should then be signed by the employee and countersigned by a member of the senior team.

If a child arrives at nursery with an obvious injury i.e., a scratch to face, the employee receiving the child should discuss injury with child's parent and a pre-existing injury form should be completed

clearly stating 'accident/incident happened at home / before arrival at nursery'. The form should then be signed by the employee and also the parent. These are then kept in the Accident folder.

OFSTED and the local child protection agency are notified of any injury requiring treatment by a General Practitioner or hospital, or the death of a child or adult within 14 days.

13. Broken bones

Children having suffered broken bones may be asked to observe a period of time off while they require 1:1 support for initial healing to begin. This will be gauged at the managers discretion. A risk assessment will be completed with the parents input during an initial a meeting and a phased return may be required.
If an employee suffers a broken bone, a risk assessment will be done to ensure the employee is still capable to complete their job safely.

14. Electrical / Gas Equipment

- Our boiler/electrical switch gas/meter cupboard is not accessible to the children or employees, only senior employees have access to this.
- Fires, heaters, electric sockets, wires and leads are properly guarded and the children are taught not to touch them.
- There are sufficient sockets to prevent overloading.
- Lighting and ventilation are adequate in all areas including storage areas.
- PAT testing is carried out annually.
- EIC testing is carried out every 3 years.
- Gas safety checks are carried out annually.

15. Storage

- All resources and materials which children select are stored safely.
- All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

16. Hygiene

- Home from Home is cleaned on a regular basis. Employees complete a daily clean and a dedicated housekeeper cleans communal areas daily. Contract cleaners complete a more thorough clean every evening.
- 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 Nursery which includes play room(s), kitchen, toilets and nappy changing area.
- We have a schedule 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 before activities

- Checking and cleaning toilets regularly.
- Wearing protective clothing – such as aprons and disposable gloves – as appropriate.
- Providing sets of colour coded cloths to be used accordingly.
- Providing tissues and wipes and disposing of them appropriately
- An end of day clean-down of all door handles, switches and surfaces repeatedly used during the day
- Completing a daily toilet checklist with designated timeslots throughout the day.

17. Activities

- 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 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 who are sleeping are checked regularly and the times are recorded.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.
- Once an activity has finished employees should tidy up behind themselves to prevent any slips or trips.
- We do not allow Jelly that has not been dissolved (i.e., cubes of Jelly) to be used in messy play activities to prevent choking.

18. Food and Drink

Prevention of choking incidents

- Home from Home uses a choking measure to ensure that no resources are a risk for choking.
- Children can only eat when sitting and staff are sitting next to them during snack/meal times
- Food must be prepared and cut up appropriately for the age and specific need of each child.
- No food to be allowed when a child is going off to sleep or obviously tired
- Balloons can only be used during adult led activities
- Marbles are not allowed in the nursery
- Refer to Food and drink policy for more details.

19. Outings and Visits

We have agreed procedures for the safe conduct of outings:

- A risk assessment is carried out before an outing takes place.
- A trip form is filled out with details of where the trip is taking place and the employees and children attending.
- Parents always sign consent forms before major outings or outings including public transport.

- The nursery operates on different ratios on outings depending on the age of children.
- The children are appropriately supervised to ensure no child becomes lost.
- At least one employee attending any outing will have a current paediatric first aid qualification.
- A first aid kit is always taken on outings
- Two employees have Home from Home trip mobile phones and have an updated list of all contact numbers for the children on the outing. The mobile phones have the phone number of the nursery and the managers phone saved so they can call if necessary.
- Refer to Outings Policy or Lost Child Policy for more details.

20. Sun/UV protection

During the summer months children should arrive at the Nursery with sunscreen already applied. Home from Home provides Nivea kids factor 50+ and Asda kids sensitive factor 50, we use this for reapplication throughout the day, if parents/carers would prefer another brand of sun protection they should provide this, if a child arrives without their parent/carers preferred sun protection they may have to stay indoors for the duration of their session.

Parents/carers must provide adequate sun hats that cover the face, ears and necks. If a child arrives to the setting and we are unable to source a spare sun hat, they may have to stay inside for the duration of their session.
Employees are encouraged to wear hats and put on their own suncream to protect them from the sun.
Refer to Sun/UV protection policy for more details.

21. Records

- In accordance with the Safeguarding and Welfare Requirements, we keep records of:
- Adults authorised to collect children from the Nursery
- The names, addresses and telephone numbers of emergency contacts in case of children's illness or accident
- The names, addresses and telephone numbers of emergency contacts in case of employee's illness or accident
- The allergies, dietary requirements and illnesses of individual children
- The times of attendance of children, staff, volunteers and visitors
- Accidents regarding children or adults
- Injuries from pre-existing Incidents
- All documents recorded are kept in line with data protection (Refer to Privacy Notice Policy)

- In addition, the following policies and documentation in relation to health and safety are in place:
- Risk assessment
- Safeguarding policy
- Record of visits
- Fire safety procedures
- Fire safety records and certificates
- Administration of medication
- Prior parental consent to administer medicine

- Record of the administration of medicines
- Prior parental consent for emergency treatment
- Accident record
- Managing children who are sick, infectious or with allergies policy
- No smoking policy
- Food and drink policy
- Medication policy
- Cleaning policy
- Sun/UV Protection policy

Version Control

Version	Date	Status	Comments	By
1	January 2018	Issued		Julia Pattenden
2	February 2020	Reviewed		Michelle Wilcox
3	April 2021	Reviewed		Alex Algieri
4	January 2022	Reviewed		Cassie Jones
5	November 2023	Reviewed	Added version control and changed process about accident forms to online format and health & safety lead	Sophie Eade
6	August 2024	Rewritten	Policy rewritten- added information about employee's health and safety and roles and responsibilities.	Sophie Eade
7	September 2024		August 24 version issued to parents	Patsy Alleyne-Wake
8	November 2024		August 24 version issued to employees	Julia Pattenden
9	November 2024		Removed from Children's safety 'and are registered with OFSTED as child carers'	Sophie Eade

Appendix 1

Accident Flow Chart

