



# Health Safety and Welfare Policy & Arrangements For

## Chertsey and Dorking Nursery Schools and Mole Valley Centre

To comply with the Health and Safety at Work etc Act 1974, Section 3:

*(3) ...it shall be the duty of every employer to prepare and as often as may be appropriate revise a written statement of his general policy with respect to the health and safety at work of his employees and the organisation and arrangements for the time being in force for carrying out that policy, and to bring the statement and any revision of it to the notice of all of his employees.*

**This policy statement supplements the general statements of policy issued most recently by the Surrey County Council, and is obtainable via SCC website.**

Reference is made to Surrey County Council Health and Safety Policy. Where Surrey County Council is the employer i.e. Community and Voluntary Controlled Schools, this policy must be followed.

- Part 1: Statement of General Policy on Health, Safety and Welfare
- Part 2: Organisation and Responsibilities for Health, Safety and Welfare
- Part 3: Arrangements and Procedures for Health, Safety and Welfare

# **Part 1:**

## **Statement of General Policy on Health, Safety and Welfare**

1. The Governing Bodies & Leadership Teams of Chertsey and Dorking Nursery Schools and Mole Valley Family Centre:

- Recognise that the safeguarding of all our children is of paramount importance and that this policy is in accordance with our safeguarding/child protection policy
- Recognise and accept their responsibilities to provide a safe and healthy working environment for all employees, students and visitors,
- Act in accordance with the general health H&S policy of Surrey County Council.
- Require all managers, in the community, to act in accordance with SCC/School H&S policy and procedures, and require same of persons that they supervise and take responsibility for.

2. The Governing Bodies & Leadership Teams will, provide as necessary, policy, procedures, arrangements and supervision, sufficient to ensure to comply with all relevant H&S legislation, and will, so far as is reasonably practicable ensure:

- A workplace in a safe condition.
- A safe working environment
- Safe systems of work
- Safe plant and equipment
- Safe access and to and from all areas
- The safety of articles and substances for use at work
- Sufficient Instruction and Training Supervision.

3. In support of the above, the Governing Bodies & Leadership Teams will ensure an adequate process for all necessary risk assessments to be carried out and communicated to all relevant persons, and for the significant findings to be properly incorporated into the H&S procedures.

## **Part 2:**

# **Organisation and Responsibilities for Health, Safety and Welfare**

The following H&S organisational structure, and roles and responsibilities are approved by the Governing Bodies & Leadership Teams of Chertsey and Dorking Nursery Schools and Mole Valley Centre.

### **1. The Governing Body**

The Governing Body approves the H&S Policy and monitors its successful implementation. The Governing Body further ensures, as administrators of the delegated budget that sufficient and appropriate resources are allocated to implement the H&S Policy. The Governing Body will specifically:

- 1.1 Include Health and safety targets in the Centre Development Plan.  
Targets may include,
  - Provision of facility for health and safety purposes.
  - Reductions in accidents/incidents.
  - Training for Governors/staff, and volunteers
  - Revision of policy/procedure
- 1.2 The Resources Committee will act as a delegated link regarding all H&S matters and the FGB. Minutes of meetings will be provided to the FGB from Resources Meetings. Any matters that require FGB approval or attention will be raised by a member of the Resources Committee. At least one member of the Resources Committee will have up to date H&S Training at any time.
- 1.3 Be informed and updated of Surrey County Council's H&S Policy, and receive advice and support from relevant Officers of SCC or Advisers acting on SCC behalf.
- 1.4 Ensure that Resources Committee (including H&S) is an agenda item on full Governing Body termly meetings, and H&S reports will be provided to the Resources Committee. This report should include information on:
  - Progress of the H&S targets in the Centre Development Plan
  - Accident/incident analysis
  - Relevant H&S information received from SCC or its Advisers
  - Suggestion on future H&S initiatives.
- 1.5 Facilitate any necessary review of the H&S policy and procedure as may become apparent via the strategies above.

### **2. Executive Headteacher**

As Senior Manager for the premises, and of all on & off site centre related activities, the Executive Headteacher is responsible for the day to day management of H&S. The Executive Headteacher will advise SCC/Governors of any H&S issue where their support or intervention, either via system or finance, is necessary & appropriate in order to effect the requirements of this policy. In

particular the Executive Headteacher will ensure that:

- 2.1 The contents of this policy are brought to the attention of all relevant persons.
- 2.2 There is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy.
- 2.3 Appropriate staffing levels for safe supervision are in place.
- 2.4 An adequate schedule of inspection & maintenance is in place to ensure a place of work in a safe condition and a safe working environment. Inspection and maintenance will include:
  - The fabric of the building
  - Play equipment
  - Fire appliances
  - Boiler/heating systems
  - Portable electrical appliances
  - Water systems
  - Pond/other areas where static water is part of the outside provision
  - First Aid/medical facility and equipment
  - Premises staff equipment
  - Curriculum specific e.g. gardens and soft playroom.
- 2.5 An adequate needs analysis of H&S training is undertaken for centre staff, and sufficient resources are put in place to ensure appropriate training is carried out. Appropriate training may include:
  - Executive Headteacher H&S awareness
  - H&S Induction training (all new and temporary staff)
  - Emergency/Fire Training for the whole staff community through fire drills
  - First Aid
  - Risk Assessment
  - H&S Coordinator
  - Lifting and Handling training on induction and reviewed at intervals deemed appropriate by the Leadership team
  - Working at heights
  - Display Screen.

Any further specific H&S training identified by the training needs analysis as being necessary and appropriate.
- 2.7 Adequate and easily retrievable health and safety training records are available and up to date.
- 2.8 The organisation secures and maintains an arrangement for obtaining competent H&S advice as required by the management of H&S regulations.
- 2.9 The organisation cooperates and participates in the County's H&S monitoring arrangements.

- 2.10 An Educational Visits Co-ordinator is appointed and trained accordingly.
- 2.11 Contractors (including catering, cleaning and grounds staff) and other authorised visitors to the centre are appropriately managed and monitored.
- 2.12 Appropriate procedures are in place for the reporting, recording, investigation and follow-up of accident and incidents.
- 2.13 Emergency/Fire arrangements are formulated and reviewed as necessary and tested at least termly.
- 2.14 The fire risk assessment is updated annually and/or whenever significant changes or building works might affect the mean of escape.
- 2.15 An appropriate Deputy is suitably instructed to take day to day responsibility for H&S in the absence of the Executive Headteacher. This is the Bursar/Assistant Bursar.

Functions may be delegated to the H&S Coordinator, The Bursar or Assistant Bursars, who may be tasked with the H&S administrative arrangements for ensuring the above responsibilities are complied with. The Executive Headteacher will in any event retain the overall responsibility for ensuring that these responsibilities are carried out.

### **3. Line Managers**

Managers in charge of staff are responsible to the Executive Headteacher for ensuring the application of this policy within the individual areas that they control. In particular line managers will ensure that:

The risk assessment process is applied within their area and that control measures are implemented in accordance with the assessment and monitored and reviewed accordingly.

All accidents and incidents occurring within their areas are reported, recorded & investigated in accordance with the procedure.

All persons they manage, or are responsible for, are aware of their specific roles in case of fire emergency.

Any equipment/appliance which has been identified as being unsafe is removed from service.

H&S inspections are carried out within their areas of responsibility within a timescale agreed with the Executive Headteacher, and a report to the Executive Headteacher is provided where necessary.

The H&S training needs of staff are identified and the Executive Headteacher informed accordingly.

Staff are properly consulted on any matters that may affect their health or safety whilst at work.

New transferred and temporary staff receive appropriate H&S induction training.

First aid provision is adequate.

Pupils are given relevant H&S information and instruction.

#### **4. Staff (Including supply)**

Nursery staff are responsible for the H&S of all children under their care and in particular must ensure:

- 5.1 Effective and appropriate supervision of the children
- 5.2 That appropriate safety instructions are given to all children prior to commencing practical sessions.

All staff must ensure:

That they are conversant with the centres' H&S policy and any arrangements specific to their own department.

They know the emergency procedures.

Where relevant, that all personal protective equipment is suitable and in good condition prior to issue.

That, where relevant, safety devices such as machinery guards are in good condition and are used in accordance with good practice.

That they report any defective equipment to the relevant person.

All accidents and incidents are reported and reviewed or investigated.

#### **5. Caretaker**

The Caretaker is responsible to the Executive Headteacher/Bursar, and in particular will ensure:

The removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe.

That any identified hazard is appropriately removed, isolated or contained as necessary to prevent danger.

That periodic H&S inspections are carried out at a timescale agreed by the Executive Headteacher, paying particular attention to the building structure, services, access to/from the centres, and the main circulation areas. (These may be carried out with others such as governors, H & S Co-ordinator etc)

That persons they supervise only undertake work for which they are competent.

## **6. Health and Safety Co-ordinator**

The Executive Headteacher may appoint or nominate a Health & Safety Coordinator to carry out H&S functions and maintain an overview of the H&S organisation & management of the organisation, and report to the Executive Headteacher accordingly. Specific functions of the H&S Coordinator may include:

- Having an overview of the H&S Policy and Arrangements, bringing amendments to the attention of the Head where necessary.
- Overseeing & supporting the centres' Risk Assessment/Risk Management process and advising the Head of any deficiencies.
- Carrying out, with the Head and others as appropriate, the accident/incident recording, reporting, and investigation arrangements.
- Arrange for termly evacuation drills and weekly fire alarm tests etc.
- Advising the Head and/or County Council of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, and take whatever local action is necessary to minimise the risk until repairs can be arranged.
- Arranging for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.
- Co-ordinating regular health and safety inspections, ensuring all areas of the establishment and all activities are covered.
- Reporting to the Head any situation which is unsafe or hazardous to health and which cannot be remedied from readily available resources.
- Liaising with and monitoring, as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum.
- Ensuring that all Senior Managers (team leaders) are kept informed of the names and details of those persons appointed to provide competent health and safety assistance.

## **7. All Employees** (including temporary & volunteers)

All employees are required to take care of their own safety and health whilst at work and that of others who may be affected by their actions.

Employees must also co-operate with the management to ensure that all parties comply with their H&S responsibilities. In particular all employees must:

Participate in the risk assessment process and comply with findings.

Report any defects in the condition of the premises or equipment of which they become aware.

Report all accidents/incidents in accordance with the procedures.

Be familiar with the procedure to be followed in the event of a fire/emergency.

Make use, where relevant, of personal protective equipment provided for safety or health reasons.

To follow all relevant codes of safe working practice and local rules.

To report any unsafe working practices to their Line Manager.

There are opportunities at each team/staff meeting to report any concerns regarding Health and Safety, and staff are encouraged to report any concerns to the Bursar or Assistant Bursar.

## **8. Health and Safety Committee**

Health and Safety is a delegated responsibility of the Resource's Committee. There will be an annual Health and Safety check by a Governor and termly inspections by the Bursar, who is the Health and Safety Co-ordinator.



# Part 3:

## Arrangements and Procedures for Health, Safety and Welfare

The following procedures and arrangements have been established within our organisation to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

### 1. Access Control/Security

All visitors to sign in at the entrance and to be issued with a visitor badge. Identity to be checked when applicable. Visitors to wait in the entrance area or library, and not in the secure nursery areas. Push button alarm in reception at both sites linked to security centre. Staff are expected to wear their name badges at all times.

### 2. Accident Reporting, Recording & Investigation

For reporting of accidents of children – see Medical Needs Policy. For accidents involving users and staff plus more serious accidents involving children, we use Surrey's on line accident/incident reporting system. The office will submit the report in consultation with the person affected and any witnesses. The Senior Member of staff onsite will be immediately informed and undertake the investigation.

### 3. Asbestos

The health and safety co-ordinator is responsible for the asbestos survey and ensuring that all contractors and other site supervisors have sight of the survey prior to any work starting on the premises. There is a copy of the asbestos register kept in the nursery front office for the use of contractors. Caretakers, the Bursar and Assistant Bursar are aware where there is a risk of asbestos, and thus unsafe to drill or affix anything to walls.

### 4. Contractors

All contractors are informed of any health and safety arrangements before work commences and safe working arrangements are agreed beforehand. Work is regularly monitored and risk assessments undertaken if necessary by SCC or the health and safety co-ordinator as appropriate. Hot work permits are checked by SCC prior to any work being commenced.

### 5. Curriculum Safety [including out of school learning activity/study support]

Daily risk assessments are carried out and recorded at all sites in all areas before the start of the session, these are located on clip boards in classrooms/playrooms.

Trips out of the school are subject to a real-time risk assessment using Evolve and all risk assessments are checked by the Educational Visit Coordinator.

### 6. Drugs & Medications

See Medical Needs Policy. It is the responsibility of all staff to check with their doctor that if they are on medication they are fit to work with children. Medication of children follows pupil health and administration of medicine guidelines.

### 7. Electrical Equipment [fixed & portable]

Any faults on portable electrical equipment noticed by users are reported to the health & safety co-ordinator as required. Portable appliance testing is carried out annually. Fixed wiring inspections are carried out every 5 years by a Surrey approved contractor.

## **8. Fire Precautions & Procedures (and other emergencies)**

The Resources Committee is responsible for:

- undertaking & reviewing fire risk assessment

The Bursar is responsible for:

- Ensuring fire extinguishers, emergency lighting and fire alarms are regularly checked and tested

The Caretaker/Assistant Bursar is responsible for:

- Testing the fire alarms and emergency lights regularly and recording the information in the fire safety file

The Executive Headteacher is responsible for:

- The frequency and arrangement of drills
- Training of staff

### Fire Safety

- All staff and volunteers to have induction on evacuation procedures on induction.
- Termly fire drills to take place
- All persons hiring the premises/leading courses and groups to be given fire evacuation instructions and to ensure that a register is taken and that persons attending are informed of fire exits
- Fire evacuation notices to be displayed in all rooms

Fire Evacuation procedures - for details read notices in each room.

## **9. First Aid**

A number of staff from all sites are trained in paediatric first aid every 3 years. Lists of staff who are trained can be obtained from the office on each site. First Aid boxes are in a number of locations on each site.

## **10. Glass & Glazing**

All replacement glass meets national safety standards. Glass is monitored as part of the termly health and safety inspection.

## **11. Hazardous Substances**

Hazardous substances are kept to an absolute minimum, but where used the following rules are applied:

To be kept where they cannot be accessed by children

Suitable protective equipment to be worn

Training to be given where necessary

Hazard data sheet available where appropriate

## **12. Health and Safety Advice**

Health and safety advice will be sought where necessary from Strictly Education or Surrey County Council.

## **13. Housekeeping, cleaning & waste disposal**

All classroom/play areas and toilets are cleaned daily and other areas regularly. Wet floor signs are always put up when needed. There are nappy bins and these are disposed of

appropriately. All glass to be recycled or wrapped before being disposed of. Salt for snow and ice is stored in bins in various locations on all sites. The caretaker is responsible for ensuring the premises are kept clean, safe and waste is disposed of properly.

**14. Handling & Lifting**

Risk assessments undertaken when deemed appropriate. Staff undertake manual handling courses or the manual handling online course as part of their induction and this is updated as deemed appropriate. They are instructed to only lift children where there has been a risk assessment or medical care plan out in place, and staff will have been taught to use the correct techniques.. As part of induction staff are encouraged to recognise their own limits and operate within these. Equipment is available on site for moving heavy objects.

**15. Jewellery**

Parents are informed in the nursery brochure that their children are not to wear jewellery to nursery for health and safety reasons – they sign on the registration form to show that they understand and agree to this. Parents at the drop in groups need to take responsibility for their child's safety if they wish them to wear jewellery.

**16. Lettings/shared use of premises**

This information is given in the lettings agreement.

**17. Lone Working**

See Lone working and Home Visiting Policy.

**18. Long Term Evacuation Plan**

See emergency plan

**19. Maintenance / Inspection of Equipment**

All equipment and maintenance of equipment will be checked when used by staff, and the Bursar will organise the annual checks of larger equipment to be completed.

**20. Monitoring the Policy**

Members of the leadership team undertake daily workplace inspections

The health and safety committee do termly inspections

The health and safety co-ordinator monitors the checks undertaken by the caretaker

**21. Personal Protective Equipment (PPE)**

Risk assessments undertaken as required and implemented. Protective aprons and gloves provided in nurseries and for use in the gardens. Instructions on use given to staff and areas regularly checked to ensure there are sufficient supplies.

**22. Playground Safety**

A daily risk assessment is undertaken and recorded each day before the beginning of the session. At least one adult must supervise the children in the garden at all times. It is the responsibility of the supervising adult to request extra adult help when needed. Please also refer to Rules for Outdoor Play below. Playground equipment is checked by SCC annually.

**23. Reporting Defects**

Defects should be reported to the Health and safety Co-ordinator

**24. Risk Assessments**

Risk assessments are carried out by the Leadership Team and approved by the Resources Committee.

**25. School Trips/ Off-Site Activities**

Educational visits Co-ordinator – Pam Lawrence (Dorking) / Anita Cheeseman(Chertsey)  
See educational visits policy. All off site trips are recorded on Evolve and authorised by the

EVC.

**26. School Transport**

Where minibuses are used, they are only driven by authorised drivers. Risk assessments are undertaken and appropriate supervision and seating arrangements made. Taxis that transport children remain the responsibly of the Surrey Transport Team.

**27. Smoking**

No smoking anywhere on sites

**28. Staff Consultation**

The Resources Committee meets at least termly. Regular health and safety updates at staff meetings enable staff to raise concerns. Staff to inform health and safety co-ordinator and senior staff of concerns/ideas as they arise.

**29. Staff Health & Safety Training and Development**

Induction of all staff includes health and safety procedures. Other training arranged as needed.

**30. Staff Well-being/Stress**

The wellbeing of staff is a high priority, staff are encouraged to speak to their line managers or the Executive Headteacher if they feel under stress. The organisation pays into Surrey County Council's Employee Assistance programme which offers confidential advice and counselling for all staff. Staff also have regular appraisal meetings with line managers and all Family Centre staff have supervision internally (outreach also have external supervision). Patterns of sickness and return to work meetings are a priority to ensure that staff are supported and risks can be assessed.

**31. Supervision [including out of school learning activity/study support]**

On nursery trips we follow the statutory requirements of the Early Years Foundation Stage and have a minimum of one adult to every 2 children. Within the nursery we keep to the statutory ratios at all times including during lunch time. All staff, governors and regular volunteers are required to have an enhanced DBS check

**32. Swimming Pool Operating Procedures**

N/A

**33. Use of VDU's/Display Screens**

Staff will complete relevant training for their role. Health concerns to be reported to line managers.

**34. Vehicles on Site**

Parents are encouraged to walk if possible. Parents reminded of health & safety concerns regarding traffic and the car park in newsletters. Staff are reminded to be vigilant when using staff car parks. During building works contractors are instructed to avoid busy times for deliveries.

**35. Violence to Staff / School Security**

All visitors to sign in at entrance and to be issued with visitor badge – and only to be allowed through the door if they are expected and/ or identity verified. Notices are in reception areas to remind visitors about conduct.

**36. Working at Height**

See attached health and safety procedures

**Approved by the Governing Body:** March 2020

**To be reviewed:** March 2021

<b>Family Centre:</b> Yes	<b>Nursery:</b> Yes	<b>Parents:</b> Yes
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Based on Surrey Model Policy April 2014.

## Health and Safety Procedures for the safeguarding of children and adults

### Appendices

#### 1. Rules for the safety and security of children and adults in the Centre:

- Visitor procedures
- Registration for groups/ courses/ conferences
- Registration of Staff and Students
- Registration procedures for nursery children
- Bringing and collecting children including procedures for uncollected children
- Safety Rules in the Nursery
- Preparing and cooking food
- Use of Soft Play Room
- Earrings
- Food allergies

#### 2. Hygiene

#### 3. Intimate care:

- Nappy changing procedure
- Use of potties
- Shower

#### 4. Outdoor play

#### 5. Fire evacuation procedures

#### 6. Taxis

#### 7. Lifting

#### 8. Staff Safety

- Staff and student registration
- Lone Working

#### 9. Use of portable heaters

#### 10. Use of Portable Personal Electrical Appliances

#### 11. Smoking and illegal substances

#### 12. Ladder Safety

#### 13. Mobile Phones

#### 14. Photographs

See also separate policies on:

- Medical Needs Policy

- Lost Children
- Safeguarding - Child Protection
- Healthy Eating
- Managing Staff Absence
- Educational Visits
- Recruitment and Selection
- Lettings
- Emergency Plan
- Lone Working and Home Visiting
- Woodland and Forest School
- Volunteers
- Positive handling Policy

**At all times, all staff adhere to the Statutory Framework for the Early Years Foundation Stage and to Surrey County Council requirements.**

These rules apply to all users including all children who attend our nurseries and centre groups. All new staff, volunteers and students should be informed of health and safety guidelines and fire procedures on their first day.

### **1. Rules for the Safety and Security of Children and Adults in the Centres**

There is one entrance which is used by all users – this has a security lock which is controlled by the office staff. Internal gates and doors are to be shut at all times. Unless absolutely necessary key fobs not to be given to anyone other than staff. Office staff must record any key fobs given to visitors e.g. a contractor who needs access – and ensure that the key fobs are returned when person leaves building. Any key fobs that go missing must be disabled.

#### **Visitor procedures**

All visitors must report to the office in the entrance immediately on arrival.

All visitors and students must sign the visitors' book, identification may be requested and the following must be recorded:

- Date
- Time of arrival and departure
- Name
- Purpose of visit.

All visitors must wear a visitors' badge throughout their visit. All expected visitors should be recorded on the weekly office diary – if this is not the case their visit must be verified by a member of staff before they are allowed to come in. Visitors must wait in the reception area or be taken by a member of the reception staff to the person they have come to meet.

#### **Registration for groups/courses/conferences**

On both sites, parents/carers attending groups to sign in at the front desk and sign out when they leave.

All external groups, courses and conferences to have a register in the room of all those attending – and the office staff to have a list of those attending.

Staff and tutors of conference courses to ensure that all registers and the white board are taken to the fire assembly points in case of emergency or fire drill – see fire procedures.

All exits should be unlocked and no doors should be dead locked when there are people in the building.

### **Registration of Staff and Students**

All staff, volunteers and students to complete a registration form on their first day giving information about emergency contact numbers, health requirements/conditions

Confidential records are kept in a locked cupboard. A copy of the single list is available at both sites and on secure cloud access.

A list of all staff in the office at both sites. All staff to ensure they sign in and out of the building.

### **Registration procedures for nursery children**

All parents complete a registration form prior to their child starting which includes the following information:

1. Emergency contact numbers
2. The child's special dietary requirements, food allergies
3. The child's special health requirements
4. Information about who has legal contact with the children and who has parental responsibility for the child
5. Parental permission for emergency medical advice or treatment to be sought by the nursery when appropriate
6. A password to be used when a child is not collected by their normal person.

### **Bringing and Collecting Children**

The term parent includes all carers as well as taxi escorts.

On arrival parents and carers must stay with their child until the nursery is open. Before departing, the parent must accompany the child whilst they take off their coats, find and put their name card /photograph card on the registration board, and ensure their child's presence is recorded in the register by a member of staff (following Surrey County Council policy).

Written or verbal permission must be given by a parent/guardian and the name of the person before a child can be collected by another person. If the person collecting is unknown to staff then the person will be required to give a pre agreed password or show written proof of identity as appropriate. (Passwords must never be passed on to others by staff - it is solely the parent's responsibility to give the password to those they have given permission to collect). In the event that permission by the parent has not been given the child will stay at nursery supervised by nursery staff until parental permission has been obtained or a person who has got parental permission arrives to collect the child.

If a child is not collected, the nursery will endeavour to contact the parents or other people on the child's emergency contact list, and the child will be supervised by nursery staff until he/she is collected. In the event that a child has not been collected and no one on the emergency list is available, after 45 minutes the police and social services will be contacted.

Parents are encouraged to hold children's hands at all times when they leave and in the car park.

Taxi children must hold the hands of the SCC approved taxi escorts at all times when they arrive at/leave the centre. A member of staff will help with this if more adults are needed.



## **Safety Rules in the Nursery**

- The correct staff/child ratios need to be adhered to at all times according to the EYFS
- Walk at all times when indoors
- Children are not to go outside the secure nursery area unless accompanied by a member of staff
- The wooden blocks may only be built to a height which is safe for the children. If an adult is closely supervising the activity the structure may be made higher but within safe limits
- Making bead necklaces – the children are to leave them on the table when they have finished threading and not walk round the classroom wearing them – the same applies to staff who have been made a necklace (to set an example)
- Supervising staff must always inform another member of staff when they leave the classroom
- Children are expected to develop independence and an understanding of safety within their capabilities; therefore they will be taught safe use of scissors, how to carry items safely, to pick up items from the floor etc.
- Certain items are not to be used for art activities e.g. toilet rolls, polystyrene pieces
- Warning signs to be put up when the floor is wet
- Staff to ensure all equipment is safe before the children use them.

## **Preparing and cooking food**

- Children must be closely supervised at all times when using knives, graters etc. and taught safe use of all tools
- Children and staff must wash hands before the activity
- Staff must ensure that all cooking utensils and surfaces are clean and hygienic using anti-bac washing up liquid.
- The children must be supervised at all times when engaged in a cooking activity in the group room and the door secured when the adult and children leave the room to ensure no children use the room whilst the cooker is in use or cooling down
- Whenever the cooker is in use the cooker guard must be securely hooked up and closely supervised at all times. The children are not allowed inside the cooker gate
- All cooking equipment to be washed thoroughly and returned to place of storage – children to be encouraged to help with this
- At all meal times and for cooking activities always check the list of allergies and diets to make sure children are given the right food
- All food must be stored in the refrigerator or in sealed plastic boxes
- Lunches are not prepared on the premises but hot food is served by trained staff. Specific staff in the nursery are trained in food hygiene. The servery is inspected regularly by Environmental Health.

## **Rules for the use of the soft playroom (Dorking) (which must be displayed in the room)**

1. A minimum of 2 adults must be supervising at all times (babies and very young children will need a minimum of 1 adult for 2 children)
2. A maximum of 8 children to use the soft play at any one time
3. All shoes/boots etc to be removed but socks worn
4. The ball pool must be closely supervised at all times (be aware that children can be out of sight under the balls) – normally there should be no more than 4 children in there at any one time
5. Ensure children are not touching the ceiling when jumping off the high platform
6. If a child wets himself/is sick etc in the ball pool – the ball pool must be vacated and not used until the balls have been washed - please inform a member of staff
7. Accidents must be reported to a member of staff and recorded in our accident book

8. The soft play must be checked after each session to ensure that it is safe and hygienic – tick, sign and date checklist on clipboard on window sill to show this has been done.

Please teach the children:

- To be considerate of others and the equipment
- To be aware of the safety of themselves and others
- To know their own limitations.

Please make sure the extractor fan, heater, lighting and CD players are all switched off before vacating the room.

### **Earrings**

Earrings are not to be worn by children attending the nursery at any time. They must be removed, not taped. In exceptional circumstances, ie due to cultural reasons, a child's ears have been pierced, then this must be discussed with a member of senior staff and a risk assessment made. Parents may be asked to sign that they are aware of the risks of wearing earrings at nursery.

### **Food allergies**

Due to the large number of children with food allergies, we do not allow nut products to be used in at any time. This includes the use of boxes and other materials that could be used for art and design which may have come into contact with nuts.

## **2. Hygiene**

We aim to provide a hygienic environment for both children and staff. To enable the children to understand and practise good hygiene is an essential part of the curriculum and the daily routines. Staff will ensure the areas that children are accessing are hygienic and in an appropriate condition. Any concerns will be raised with a senior member of staff.

Staff will be made aware of the different uses and colours of cloths and mops for hygiene reasons.

The buildings are cleaned daily by cleaners following a set schedule.

Disposable aprons and gloves are provided for staff to use as protection when clearing up blood, faeces, etc.

All nappies, blood/faeces contaminated wet wipes/kitchen towels need to be sealed in nappy sacks and disposed of in the designated nappy bins. Nappy changing procedures are displayed in each changing area.

The organisation must be informed of any children /staff suffering from a notifiable disease. Ofsted must be informed of any food poisoning affecting 2 or more children looked after on the premises

## **3. Intimate Care**

### **Nappy Changing Procedure**

Each child has their own named basket (or in the case of Creches, their own bag) with nappies, wipes and cream (supplied from home) plus we provide a change of clothes, disposable aprons, gloves and nappy sacks.

1. Adult to take basket/ bag down, put on disposable gloves and disposable apron

2. Encourage child to climb up steps and onto changing mat – do not lift them unless this is essential – in which case use correct lifting techniques and get another member of staff to help if necessary. Ensure that you stay with the child at all times and supervise them closely for safety. For creches, the mat is laid on the floor in sight of other staff, and the child is helped to lie on the mat
3. Ensure you clean each child thoroughly – wiping girls in a downwards motion
4. Put nappy and dirty wipes in sack
5. Put clean nappy on. Encourage child to climb down steps/ get off the mat and then help them get dressed, encouraging the child to do as much of this as possible (again do not lift unless it is essential as detailed above)
6. Encourage child to wash their hands
7. Wipe the changing mat with anti-bac and kitchen roll and put in nappy sack
8. Place nappy sack into the designated nappy bin and replace the ladder back/ pick up the changing mat.
9. Please refill the child's basket if you have used the last item.
10. For creches, make a note of the nappy change on the feedback sheet for parents
11. Take your time over all this – use this as an opportunity to have some quality one to one time with the children e.g. sing songs, "This little piggy".

### **Pottie Procedure**

1. Potties to be kept in the toilet next to give children some privacy
2. Adults to empty potties – not children
3. Potty to be rinsed in shower immediately after use and then sprayed with Milton and dried with a kitchen towel. Towel to be disposed of in hamper bin in changing trolley

### **Showers/Hoses**

Run the shower and outdoor hoses before using for several minutes. Make sure you are outside the cubicle or on the other side of the room whilst doing this. Stay with the child at all times when being showered.

Ensure shower is clean when you have finished.

These procedures will only be undertaken by staff, or under particular agreed circumstances by the child's own parent.

## **4. RULES FOR OUTDOOR PLAY**

A daily risk assessment is undertaken and recorded each day before the beginning of the session  
All gates and doors are shut and secured

- The garden (including the sand pit) is free of hazards e.g. broken glass, outdoor perimeters, animal faeces, tree branches
- Check the climbing equipment is safe and that the area under the apparatus is free of objects and that the free standing equipment on the safety surface is away from the hard surface of the playground.

At the beginning of each session the designated supervising adult must do a visual risk assessment of the play areas and an on-going dynamic risk assessment throughout the session. At least one adult must supervise the children in the garden at all times. It is the responsibility of the supervising adult to request extra adult help when needed. When the children are not using the garden the door to the garden must be hooked/secured shut and a sign put up demonstrating that the garden is closed. If you are unsure of the rules please check with the supervising adult.

Please teach the children:

- To be considerate of others and the equipment

- To be aware of the safety of themselves and others
- To know their own limitations.

If you are unsure whether an activity is safe – use the above statements to make a decision – what is safe for one child is not necessarily safe for others. Be particularly aware about:

- Children can bring items onto the safety surface e.g. they might have a picnic under the platforms – but be vigilant for any hard items left in the drop zone of the climbing apparatus and remove
- If children are pushing others on wheeled toys – be aware about the speed, extent of control and the wishes of the child steering – and stop if necessary
- Children may go down slide head first – if the end of the slide is clear and you are confident they have the skills to do so
- Children may paint with water – but not if it is making climbing apparatus unsafe
- The climbing frame when wet - ensure the children are able to use it safely. Dry it as soon as it is practical to do so.

The rules we need to teach the children for the playground are:

- The sand must stay in the sandpit and soil in the digging area and must not be thrown
- No crashing bikes, buggies etc.

We are able to use the garden in all weathers, as we have covered areas and a trolley with waterproof clothing and wellington boots. Please ensure children are wearing appropriate clothing for the weather (a sign must be put by the door to show children what they need to wear) and safe footwear for climbing apparatus e.g.:

- Coats etc. in cold or wet weather
- Sun hats and shoulders covered when sunny
- Waterproof clothing and wellington boots for wet days and dungarees for messy play e.g. digging, outdoor painting (clothing provided on trolley – Blue- large, red – medium, green - small)
- No earrings or necklaces
- No shoes that are dangerous on apparatus or impede running about e.g. jelly shoes, high heeled shoes etc.
- Sun block cream should be applied by parents before nursery and parents are asked to provide a named sun cream tube for full-time/extended day children so that staff can reapply it after lunch
- Sunglasses are not to be worn by children unless they are prescription sunglasses.

## **5. Fire Safety**

- All staff and visitors leading courses, lettings etc to have information on evacuation procedures
- Termly fire drills to take place
- All persons hiring the premises/ leading courses and groups to be given fire evacuation instructions and to ensure that a register is taken and that persons attending are informed of fire exits
- Fire evacuation notices to be displayed in all rooms

**Fire Evacuation procedures (for details read notices in each room)**

Register to be taken immediately and quickly. Staff and visitor registers to be checked. All to stay at the assembly point until a senior manager has given permission to leave.

**DO NOT STOP TO COLLECT BELONGINGS.  
DO NOT RE-ENTER THE BUILDING.**

**Information on Calling the Fire and Rescue Service**

For an outside line press **9** and then dial **999**

Do not assume that the call has been received until it has been acknowledged by the Fire and Rescue Service

Designated member of staff to go to front of building to give information to fire fighters.

**6. Transportation of Children by Taxi**

- All personnel must follow Surrey County Councils rules for the transportation of children in taxis
- The ID of all taxi escorts is checked and recorded on their first day. They are introduced to key staff and are given an information sheet with instructions for bringing and collecting children from the Nursery
- Taxi escorts must wear their identification badges at all times
- No more than two children to be accompanied by one adult
- The taxi escorts are asked to follow the same procedures for bringing and collecting children as the parents (i.e. at the beginning of the session they ensure the child is properly registered). If this is not possible staff will collect the children from an agreed place on the premises
- The children's hands are to be held at all times
- The taxi escort must ask for help from staff if they have difficulty managing any children
- Staff will always accompany children to the taxi if needed
- Taxi escorts must ensure that they supervise children closely at all times from the moment that staff hand over the child to them
- The taxis must park in the designated taxi spaces and bring the children into the nursery via the adjacent steps.

**7. Lifting**

**Lifting Children**

**Lifting a child is the last resort – you are at risk of hurting the child or yourself – and should only be used when the child is at risk of hurting him/herself or others.**

**Students, work experience and volunteers must never lift a child under any circumstances in the nurseries. When supporting a parent or nappy changing, then lifting children is permitted.**

**Guidelines:**

Before attempting to lift a child in any situation:

## **STOP, LOOK AND THINK**

Look carefully at what is happening

Think before you act and speak – try to calm situation before it deteriorates

Work out what the problem is – and think how best to deal with it

Even in situations when a child may be in danger of hurting themselves or others - think first e.g. is it possible to move equipment or other children rather than lifting the child.

A staff member may occasionally lift a child if it is considered absolutely necessary to comfort them but should quickly try to sit with the child.

Do not lift a child who has hurt themselves unless it is absolutely necessary for their own safety. Get down to their level and comfort them and encourage them to get up themselves.

In crèches children should only be carried when it is essential to their well being and if possible staff should comfort a child when sitting down.

**For more information read the Positive Handling Policy**

### **Lifting Equipment**

**Staff should follow health and safety guidelines when lifting equipment. Staff should only lift equipment if they are fit to do so. Staff should take responsibility for their own health and safety and not lift a load unless they can safely do so. Staff should never lift a load which is heavy, bulky or awkward. If it is not safe for two people to carry then they must ask for help.**

When assessing whether to lift:

- Don't lift unless you really have to. Roll or slide the load wherever possible
- Use mechanical aids wherever possible, using handles and pushing rather than pulling
- Avoid stooping to move a load
- Don't rush when moving a load – split loads where possible
- Get help to move equipment which is heavy bulky or difficult – e.g. rocker boat, wooden bench, wooden steps
- Check the floor is free from trip hazards and mop up any spillages

Remember the rules for safe lifting:

- Position your feet to have a stable base, getting as close to the load as practicable
- Maintain the natural inward curves of your spine – lumbar and neck area
- Bend your knees when lifting so that you can use your strong leg muscles
- Push or pull loads to get them close to your body
- Get a good grip with your spine in line and lift and move with a smooth rhythmical action
- Move your feet to avoid twisting your back when lifting or carrying

All staff should make sure they have completed the Manual Handling course.

### **8. Staff safety**

Staff should endeavour to ensure their personal safety and that of others at all times

1. Staff must sign in and out at all times.
2. Electrical tools must be used with circuit breakers outside e.g. lawnmower
3. All tools must be stored safely out of the reach of children
4. Staff can always ask for another adult to be present when speaking to a parent
5. All staff accidents must be recorded according to SCC procedures
6. Staff must follow Surrey County Council procedures for health and safety at all times.

#### Staff safety after dark

There is emergency lighting if there is a power cut which will enable them to walk to the exits.

If staff are working off site they must put the following details in the diary i.e. where they are, what they are doing and the date and times they are out.

#### **Lone working**

Lone working is discouraged except in exceptional circumstances but we do understand there may be the need for this at the Family Centre where there are far fewer staff. It is the responsibility of each staff member to be proactive in ensuring their own safety at all times. When closing the building after an evening event, the staff member must ensure a member of the SLT is aware of them being alone and contact them when the building is secure.

If a staff member is alone in either building they must take measures to ensure their own safety:

1. They must inform a member of the SLT or their line manager, as appropriate, that they are in the building and what time they are expecting to leave. They must also inform a friend or relative at home who is able to check they have arrived home safely (this person must be given local SLT contact numbers for them to phone in an emergency)
2. They should ensure external doors cannot be opened from outside and that they know all the possible exits.
3. They must ensure they know where the emergency panic button is sited
4. If there is no one at home to check they have arrived safely – they must arrange to contact a member of the SLT to inform them of this.

Meetings with parents on site - Staff can always ask for another adult to be present when speaking to a parent

Lone home visiting - please read the safe practices and procedures listed in the Lone Working and Home Visiting policy

### **9. Use of Portable Heaters**

The use of portable heaters should be avoided if possible, and radiant bar heaters and portable fuel burning heaters should not be used under any circumstances. Other types of heaters may be used if necessary, in an occupied room and the heater should be switched off and unplugged when the room is vacated. All heaters should be kept well clear of combustible materials and should not cause an obstruction. When not in use, heaters should be unplugged and stored safely where they do not obstruct the classrooms, escape routes or obscure signage.

### **10. Use of Hand Held Electrical Appliances**

Portable electric appliances used should be subject to the usual inspection and tests (i.e. annual electrical testing)

Electric appliances which are brought into the centre on a temporary basis should be subject to a visual inspection by the user before they are used. This inspection should include the following visual checks:

- Cable: Signs of mechanical damage, overheating or corrosion  
Hardening of outer insulation  
Kinking of cable  
Coiling of long lengths of cable  
A situation where future mechanical damage or corrosion is likely
- Plug: Signs of mechanical damage or corrosion  
Signs of overheating, e.g. discolouration or distortion  
Cable clamp holding cable securely, where appropriate
- Appliance: Metal casing damaged  
Grommet, or other protection, at place where cable passes through the casing, damaged or missing  
Plastic casing of double insulated equipment damaged  
Damaged or defective switches

If there is any doubt as to whether the appliance is faulty, the appliance should not be used.

### **11. Smoking, Alcohol and Illegal Substances**

Surrey County Council forbids smoking and the use of any illegal substances by any person within the buildings and all exterior areas including car park, drive and gardens at any time. The partaking of alcohol is forbidden throughout the day when the nursery is in session and whenever any child is in our care on the premises.

If a member of staff, student or volunteer is under the influence of drugs or alcohol they will be asked to leave immediately and disciplinary procedures may be considered for staff.

If staff are concerned that a parent/carer who is bringing or collecting a child is under the influence of drugs or if a child is found to be in possession of alcohol or drugs - the Designated Safeguarding Lead must be immediately informed. They will then decide on the appropriate course of action according to the Child Protection - Safeguarding Children policy. Where an illegal act is suspected to have taken place the police should be called.

### **12. Ladder Safety**

**Please do not use a step ladder unless it is absolutely necessary and then check with Senior Leader. No one should use a step ladder unless they consider themselves competent and fit to do so. Always make sure 2 people are in the room when the ladder is in use, and the 2<sup>nd</sup> person should hold the ladder.**

#### **When using a stepladder**

- Check it is safe to use (feet included)
- Ensure there is space to fully open
- Use any locking devices
- Ground should be firm and level
- Floors should be clean, not slippery

#### **Stepladders in-use**

- Short duration work (maximum 30 minutes)
- Light work - do not carry anything awkward or heavy on the ladder



- Do not work off the top two steps (top three steps for swing-back/double-sided stepladders) unless you have a safe handhold on the steps
- Avoid side-on working
- Do not overreach – make sure your belt buckle (navel) stays within the stiles and keep both feet on the same rung or step throughout the task. Always make sure someone is holding the ladder

The loft ladder is not to be used by anyone unless permission has been given by the head teacher – as the ladder is heavy we need the Caretaker to open it up and get the ladder down

**Visual inspection of ladders to be undertaken by caretaker at regular intervals and by governors at their inspection annually.**

### **13. Mobile Phones**

Mobile phones must not be used in the nurseries, reception, meeting or play rooms and should be switched off at all times during working hours – except in exceptional circumstances as agreed with your line manager. Mobile phones should be kept in areas away from children, preferably in lockers. Personal mobile phones must not be used to take photographs under any circumstances, however, on occasion the Bursar/Assistant Bursar may take a photograph of a Health and Safety concern to show evidence to contractors. This will be at the discretion of the Executive Headteacher and must not contain any images of children. Mobile phones should normally be kept on when working away, e.g. on home visits, so that staff can easily be contacted. All other images of children, must be taken on centre owned cameras and tablets following the e-Safety Policy.

There may be occasions, where staff will have their personal mobile phones with them when off-site or at Forest School for example so that the office can be contacted in an emergency. This will be written within the risk assessment and the Headteacher will be aware.

### **14. Photographs**

Written permission is required from parents for the use of any photographs for public/external use.

Staff are only to take photographs to be used for purposes linked to their role and on organisation owned tablets/cameras.

Visitors are not allowed to take any photographs of children and can only take photographs of the environment for professional purposes with the permission of a member of the SLT.

Parents and carers are not allowed to take any photographs, except at special events, such as Christmas celebrations, with the consent of the head teacher. These photographs are only for personal use and not to be put on any websites.