



The Burrow

Policies and Procedures



2. Health

The Burrow is committed to Safeguarding and Promoting the Welfare of Children and Young People and expects all staff, students and volunteers to do the same. Safeguarding children is everyone's responsibility.

2.1 Health and Safety

Policy statement

We believe that the health and safety of children is of paramount importance. We strive to make our setting a safe and healthy place for children, parents, carers, staff and volunteers.

We aim to make everyone aware of health and safety issues and to minimise hazards and risks, to enable the children to thrive in a healthy and safe environment.

The Manager is responsible for health and safety in the setting, is competent to carry out these responsibilities, and has undertaken health and safety training and regularly updates knowledge and understanding.

Procedures

Raising awareness

- Our induction training for staff includes a clear explanation of health and safety issues as included in this policy, so they understand their shared responsibility for health and safety
- We explain health and safety issues to the parents of new children, so that they understand the part played by these issues in the daily life of the setting
- As necessary, health and safety training is included in the staff annual training plans, and health and safety is discussed regularly at our staff meetings
- We carry out regular **Risk Assessments (App 3.9a)** of areas which we have identified could be potentially hazardous
- We make children aware of health and safety issues through discussions, planned activities and routines.

Insurance cover

The Burrow has Public Liability insurance and Employers' Liability insurance. The certificate for public liability insurance is displayed in the setting.

Emergency Evacuation

- Emergency evacuation arrangements are in place and reviewed as necessary. **Emergency Evacuation Procedures (App 2.8a)** are tested at least half termly to ensure that all children attending the setting are included in the practice and familiar with the procedure
- All staff have an allocated role in the evacuation procedures and are made aware of these
- An on-going log of these practices is kept ensuring any issues arising are addressed and monitored **Fire Procedure Practice Log (App 2.8b)**.

Windows and Doors

- Low level windows are made from materials that prevent accidental breakage or we ensure that they are made safe
- We take precautions to prevent children's fingers from being trapped in doors.

Floors and walkways

- All our floor surfaces are checked daily to ensure they are clean and not uneven, wet or damaged
- Any wet spills are mopped up immediately
- Walkways and stairs are left clear and uncluttered
- Stair gates are in place at the top and foot of the stairs and children are not allowed to go upstairs at any time unless with a member of staff for nappy changing.

Electrical/gas equipment

- We ensure that all electrical/gas equipment conforms to safety requirements and is checked regularly
- Our boiler/electrical switches/meter cupboard are not accessible to the children
- Fires, heaters, electric sockets, wires and leads are properly guarded, and we teach the children not to touch them
- There are sufficient sockets in our setting to prevent overloading
- We ensure all electrical devices are switched off after use
- We ensure that the temperature of hot water accessible by children is controlled to prevent scalds
- Lighting and ventilation is adequate in all areas of our setting, including storage areas.

Storage

- All our equipment, resources and materials are stored safely and appropriately.

Outdoor area

- Is private and securely fenced. All gates and fences are childproof and safe
- Is checked each day for safety and cleared of rubbish, animal droppings and any other unsafe items before it is used
- Adults and children are alerted to dangers of poisonous plants and taught how to manage them safely
- Pond is securely covered and otherwise guarded
- We ensure receptacles do not collect rainwater unless intentional and managed safely. Where water can form a pool on equipment, it is emptied and cleaned before children start playing outside
- Outdoor sand pit is covered when not in use and is cleaned regularly
- We check that children are suitably attired for the weather conditions and type of outdoor activities, including ensuring that parents apply sun-cream, and hats are worn as appropriate
- We supervise outdoor activities at all times

Hygiene

- Our daily routines encourage the children to learn about personal hygiene
- We have a daily cleaning routine for the setting, which includes the activity rooms, kitchen, toilets and nappy changing areas, as well as an employed daily cleaner.
- We have a **Kitchen Opening/Closing Check List (App 2.1a)** to ensure food preparation areas are always clean and conform to hygiene standards
- We ensure resources, equipment and furnishings are deep-cleaned as necessary
- The toilet area has a high standard of hygiene, which is followed daily, including hand washing and drying facilities and disposal facilities for nappies
- We implement good hygiene practices by:
 - cleaning tables between activities with colour coded cloths
 - cleaning and checking toilets regularly
 - wearing protective clothing, such as disposable gloves, as appropriate
 - requesting parents provide sets of clean clothes
 - providing tissues, hand-gel, and wipes.

Activities, resources and repairs

- We check equipment and resources to ensure that they are safe for the ages and stages of the children currently attending the setting
- We keep a full inventory of all items in the setting for audit and insurance purposes
- The layout of our play equipment allows adults and children to move safely and freely between activities
- All equipment is regularly checked for cleanliness and safety, and any faulty or dangerous items are repaired or discarded
- All our materials, including paint and glue, are non-toxic
- We ensure that sand is clean and suitable for children's play
- Physical play is constantly supervised
- We restrict access to any areas that are unsafe because repair is needed
- We teach children to handle and store tools safely
- Children who are sleeping are monitored
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.

Jewellery and accessories

- Our staff do not wear jewellery or fashion accessories that may pose a danger to themselves or children
- Children are only permitted to wear jewellery for cultural/religious reasons, and parents must ensure that any jewellery worn by children poses no danger eg earrings which may get pulled, bracelets which can get caught when climbing or necklaces that may pose a risk of strangulation.

Smoking

- The Burrow Nursery has a strict no-smoking/vaping policy for all staff, parents and any visitors to the premises. The policy extends to all the interior and exterior boundaries of the Nursery including the garden, wood, and car park, and applies to all staff and visitors
- Any member of staff or visitor arriving at the nursery wearing clothes smelling significantly of cigarette smoke will be asked to return home to change their uniform if a member of staff or vacate the premises if a visitor.

Safety of adults

- We ensure that adults are provided with guidance about the safe storage, movement, handling, lifting and erection of large pieces of equipment
- We provide safe equipment for adults to use when they need to reach up to store equipment or to change light bulbs
- We record the sickness of staff and their involvement in accidents. The records are reviewed termly to identify any issues that need to be addressed.

Control of substances hazardous to health

- Hazardous substances are stored safely away from the children
- We carry out a risk assessment for all chemicals used in the setting. This states what the risks are and what to do if chemicals have contact with eyes, skin or are ingested
- We keep all cleaning chemicals in their original containers and out of reach of the children
- We keep the chemicals used in the setting to the minimum in order to ensure health and hygiene is maintained
- When used, anti-bacterial spays are sprayed on to cloths, not directly on to the surface, when children are in the area
- Environmental factors are taken into account when purchasing, using and disposing of chemicals
- All members of staff are vigilant and use chemicals safely
- Protective gloves are available when using cleaning chemicals.

Signed: *L.B. Mee*

Name: Lynn Mee

On behalf of The Burrow Nursery