



# Oscar Bears' Day Care

## Oscar Bears Day Care - Health and Safety policy

### Introduction

The health and safety of all Children, parents staff and visitors is of paramount importance. This policy has been developed to ensure that safe practices are maintained and promoted.

This policy must be read alongside:

- Fire evacuation procedure
- Nappy and toilet training policy
- Sickness policy and procedure
- Medication policy and procedure
- Arrivals and collection policy and procedure
- Accident and incident policy and procedure
- Cross infection policy and procedure
- Cleaning policies and guidance

The person responsible for Health and Safety is Laura Mills

### Child Supervision

There is always a minimum of two staff members on the premises at any one time when there is a child/children present.

The following ratios are maintained at all times:

0-2 years – 1:3

2-3years – 1:4

3-5 years-1:8

Children are never left unsupervised with a practitioner who has not undergone all relevant checks. Including CRB, health checks, ID checks and Oscar Bears Day Care are in receipt of two satisfactory references.

At least one qualified first aider will be present at all times. Oscar Bears Day care strives to ensure that all staff have a relevant and up to date first aid training.

### Equipment

All equipment is regularly checked and maintained. Any equipment not meeting our high standards due to breakage or hygiene issues will be removed and isolated immediately so that no one comes to any harm.

All equipment provided meets EU Safety regulations and British safety standards.

Staff ensure that all equipment is age appropriate at all times.



Equipment is cleaned with Milton or put in the washing machine/dishwasher on a regular basis to prevent cross contamination. Baby toys will be cleaned on a regular basis; children at this age use all their senses to explore including their mouths.

### Electrical equipment

All electrical equipment is subject to PAC testing by a qualified electrician at least once a year.

Staff visually analyses electrical equipment before using i.e. looking for loose wires. Any equipment deemed unsafe will be isolated and labelled.

All loose wires will be tidied and kept away from children.

All plug sockets not in use will have plug blanks put in them.

Heating, electrical sockets and wires are appropriately covered and children are taught the importance of not touching them.

There are sufficient sockets to prevent overloading.

The hot water is blended to ensure that it is never too hot for the children.

### Lighting and ventilation

Lighting and ventilation is adequate in all areas.

### Risk assessments

Risk assessments are completed for:

- Fire Safety
- COSHH
- General operation of the nursery
- Nursery environment
- Outings
- Pregnant workers (specific to the individual worker)
- Young workers (Under 18)
- General jobs around the nursery

Risk assessments are completed by the manager. Risk assessments are reviewed once every six months or if there have been any changes within the nursery.

Staff are expected to carry out their own daily visual checks. A reminder sheet is in each room reminding staff of these. If staff are required to make any major changes to make the environment safe it is asked that this is documented and placed in the risk assessment file. An example of something that may need to be documented would be discarding a toy, mopping a spillage would not need to be documented.

At the start of each the person in charge must complete the visual checks and sign that that the checks have been made on the daily risk assessment form.

### Security

Safe and robust systems have been put in place to ensure the safe arrival and departure of children (please see policy).



Parents are asked to sign their child in and out of the setting and if they are unavailable to collect their child a password system will have been put in place.

All visitors will be asked to sign in, no visitor will be left unaccompanied. A visitor's identity will always be verified prior to allowing access to the setting.

### Fire Safety

Please refer to the Fire evacuation procedure and Fire risk assessment document.

Guidance has been sought from the local fire safety officer.

Fire evacuation drills will take place once every three months. This will be documented in the fire safety file. Any findings through carrying out the evacuation will be documented and any relevant changes to the fire drill procedure will be made.

Fire evacuation drill will also take place upon employment of new staff, new trainees, new volunteers or students attending the setting.

Management will also ensure that fire evacuation drills take place if any changes happen within the nursery which may affect evacuation (i.e. building work, change of use of rooms/areas etc...).

Fire safety equipment is provided as identified in our fire risk assessment, these include fire extinguishers and fire blankets.

### Windows and doors

Windows are above floor level thus preventing children falling or attempting to climb out.

All glass at child level has been covered in a protective film.

All doors have a hook so that staff are able to hook them open to prevent them being played with when left open.

All doors have finger guards fitted to prevent fingers being trapped.

### Kitchen

The kitchen door is always shut and children do not have unsupervised access to the Kitchen.

There is a separate sink provided for hand washing.

The bin is emptied on a daily basis and a clean bag put in.

### Garden area

Prior to using the garden area staff will ensure that all exits are securely locked.

Prior to using the garden area staff will ensure that there is no animal faeces.

When in the garden staff will ensure that they are able to see all children at all times. Staff may need to consider asking for another member of staff to assist or closing off a part of the garden.

There are no poisonous berries/plants in the garden area and this will be continually monitored and reviewed.

Children are still able to access fresh drinking water when in the garden area.

Staff must consider the weather conditions before taking the children outside (i.e. too hot in the midday sun).

Children and staff must be wearing appropriate clothing for garden time.

On sunny days during the summer month's sun cream must be worn. If a child is allergic/ sensitive to our brand of sun cream parents must provide this.

Sandpits and digging areas are covered when not in use.



Water trays are emptied when the activity has finished.

### Sleep room

The sleep room is checked on a regular basis.

The sleep room is free of any hazards when the children are placed in there i.e no small toys that the children may put in their mouths.

There is a temperature gauge in the sleep room ensuring that the sleep room is optimum temperature for sleeping (between 16 and 20 degrees).

Babies are put at the bottom of the cot (feet to bottom).

Staff will ensure the correct type of blankets/covering are used dependant on the weather, inside temperature and clothing that the child/baby is already wearing. Staff will also consider if a child/baby needs less clothes on before being put to sleep.

### Storage

All equipment is stored appropriately. Staff are warned about the dangers of overloading shelves or placing heavy items high up high.

Children are encouraged to assist with tidy up time.

### Food and drink

Staff who prepare and handle food receive appropriate training and understand and comply with food safety regulations.

Food hygiene documentation i.e. fridge temperatures are kept up to date and recorded as required. Oscar Bears Day Care makes use of the document 'Safer food better business'.

A probe will be used to ensure that all hot food is served at an appropriate temperature

Oscar Bears Day Care operates a no hot drinks policy.

Children are appropriately supervised at meal times, and children do not walk around with food. Food provided is age appropriate (please see menus) and food such as grapes, cherries, cherry tomatoes are sliced in half in order to reduce the risk of choking. Nuts are never given at nursery.

Food provided is age and stage appropriate.

All staff are made aware of children's allergies and sensitivities. Written information on this is kept in the kitchen area to assist at meal times.

Oscar Bears Day Care will work closely with parents and carers to ensure that all dietary needs are met.

Drinks provided are cow's milk and water. Parents should provide formula if required. It is not encouraged to bring any juice or fizzy drinks into nursery.

Children are permitted to help themselves to a drink of water from the water dispenser at any time throughout the day. Babies will be regularly offered drinks of water from there preferred drinking cup throughout the day.

Oscar Bears Day Care is able to make bottles of formula. Bottles will be made according to instructions on the packet. Milk will be stored according to the instructions on the packet.

Oscar Bears Day Care is able to sterilise bottles and other feeding equipment. The steriliser must be used according to instructions. Bottles and equipment only remain sterile for three hours. So after this the process must begin again.

### Cross infection/personal hygiene procedure



There is alcohol gel rub positioned around the nursery to ensure staff, children, parents and visitors can regularly clean their hands quickly and conveniently.

The staff at Oscar Bears Day Care lead by example and encourage all children to wash their hands after toileting, prior to meal times and when finished playing in the garden.

Tables are washed prior to meal and snack times with anti bacterial spray and a clean disposable cloth.

Children are provided with their own flannels on a daily basis. Dirty flannels will be placed in the washing bin.

If you leave your Child's dummy at nursery this will be washed and placed in the steriliser ready for next time your child attends nursery.

Oscar bears day care provides all your Child's bedding whilst attending nursery. Fresh bedding will be put on the cot/bed for each child. The bedding that has been removed will be placed in your Child's bedding bag ready for use next time. All bedding in Children's bed bags will be washed at least once a week.

All cooking utensils, cutlery, cups plates and bowls are washed in a dishwasher.

The kitchen area has two sinks, one for food preparation and one for hand washing.

Noses will be wiped immediately and children from a young age will be encouraged to demonstrate independence in this. Dirty tissues will be placed straight in the bin.

Parents will be consulted in the event that a child is showing signs of an infectious illness and may be asked to remove them from the setting until symptoms have disappeared. Under no circumstances will any child be admitted to Oscar Bears if displaying symptoms of sickness and diarrhoea. Please see illness and injury policy.

The kitchen area has two sinks, one for food preparation and one for hand washing.

Parents are asked to not bring their child to nursery if they have an infectious illness or disease. Children who become ill during the day will be sent home. Please see Illness policy for further information.

OFSTED and the Health protection authority will be informed of any child within the setting whom has a notifiable disease.

### Outings and visits

We have an agreed procedure for outings and risk assessments are undertaken prior to the outing or visit taking place. Staff will also make a visit prior to an outing taking place.

Parents must sign a consent form allowing their child to go on an outing or participate in a visit.

The outing risk assessment will document the appropriate adult:child ratio for that particular outing. Where the outing is, which children are attending and the ages of these children will be taken into account.

Adult: child ratios for those children left behind will be upheld in accordance with the EYFS.

Staff have an agreed route that is documented in the risk assessment when taking the children out for a local walk.

Children and staff must sign out and back into the nursery when going on a outing.

Staff must take with them a first aid kit any appropriate care items for the children in their care.

A charged mobile phone that is able to make outgoing and accept incoming phone calls must also be taken on any outings. The number of this phone must be left with the staff who have remained within the nursery.

### Cleaning products

Oscar Bears day care ensures that COSH regulations are adhered to at all times. Where possible we will not use hazardous substances for cleaning, ensuring that we use water based substances rather than solvent based.

Hazardous cleaning substances will never be used in the vicinity of the children and then only by a trained staff member (please see staff induction).



The instructions on cleaning products will be adhered to at all times.

Staff will use the Personal protective equipment provided when using cleaning products.

Cleaning products and equipment will be stored on a high shelf in the adult bathroom.

Cleaning products and cleaning tasks will be included in the nursery risk assessment.

### Medication

Medication must be kept in a locked box in the office.

Staff must not keep medication in their bags.

Medication will only be given in accordance with Oscar Bears Day Care medication policy and procedure.

### Heavy lifting and carrying

As part of staff induction safe and proper ways to lift and carry will be demonstrated. Staff will also have their name put down for the local authority course entitled 'Safe manual handling'.

For details please see staff handbook.

As with any job within the nursery staff must never attempt to undertake a job that they are unable to do or feel uncomfortable with in anyway.

### Lone working

There must always be at least two staff members present when there are children are on the premises.

Oscar Bear recognises that there may be occasions when just one staff member wishes to stay late in order to write up learning journals or complete a display. In this instance Oscar Bears operates a buddy system, this means that the manager or deputy must be informed that you are planning on staying late and that upon leaving the premises a text message must be sent informing the manager that you have left the premises. Upon leaving the premises you must also sign out.

### First aid kit

The first aid kit can be found in the office.

The kit complies with the Health and safety (First aid) regulations (1981).

There is a mini first aid kit kept for outings etc...

The contents of the first aid kit is regularly checked by the manager and replenished if required.

The kit is kept out of reach of children.

### Accidents

Accidents will be dealt with and recorded in accordance with accident and incident procedure.

### Staff

This policy will be shared with all new staff at their staff induction.

All employees have a responsibility to ensure that the health and safety of every nursery user is of utmost priority at all times.

Any breaches of health and safety must be reported to the manager who will then deal with the incident appropriately.

We ask all staff to share responsibility in ensuring that the following is upheld at all times...



- Fire exits are not blocked.
- External doors and gates are kept closed and secured or locked
- Medication and cleaning materials are stored safely and appropriately in their designated space.
- Broken equipment is isolated or removed immediately.
- Floors are mopped after spillages or accidents.
- Trip hazards are removed immediately.

### Parents and carers

Our Policies and procedures are shared with parents and carers during their settle sessions and made available to them throughout their Child's time at Oscar Bears.

We would ask parents to observe this document and other policies and procedures at all times.

It is particularly important that parents/carers:

- Sign their child in and out.
- Close all doors and gates securely behind them.

Ensure that they do not allow anyone to follow them into the nursery. Even if another parent/carer is known to them.

Your children will be taught simple strategies for looking after their own health and safety and the health and safety of others. For example hand washing.

Written by :Laura Mills

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