



## **Health and Safety**

### **Slips, Trips and Falls Prevention Policy**

Slips and trips resulting in falls are one of the most common causes of major injuries in the workplace. They are not inevitable, and their likelihood can be reduced, with associated risks mitigated, through effective housekeeping, suitable footwear and correct selection of flooring.

The purpose of this policy is to enable Domi Domingo Ltd to ensure that it provides a safe working environment, free from slip and trip hazards as far as reasonably practicable by ensuring, where necessary, that the appropriate risk assessments and risk reduction methods are in place.

The aim of this policy is to ensure that workplaces are kept free from obstructions and where spills occur they are managed to minimise the risks to all those in the vicinity.

#### **Manager**

The manager is responsible for ensuring that all employees within their area of control are aware of the potential hazards and the safe systems of work in place to prevent slips and trips. The manager is to make sure all staff have read all of the nursery policy and procedures.

They will also undertake investigations on accidents and near miss incidents; implementing and monitoring the effectiveness of measures put in place to prevent reoccurrence. The manager should ensure that all employees are familiar with the nursery's housekeeping procedures and their duties and responsibilities in relation to slips and trips. The manager should also monitor standards, ensure adherence and provide support to ensure that slip/trip hazards are effectively dealt with in areas such as internal corridors/stairs etc.

#### **Employees**

All employees are accountable to their manager, to assist with making the nursery a safe and healthy place in which to work by ensuring:

- Adherence to measures set out in Domi Domingo Ltd's policies and procedures which describe measures put in place to prevent accidents and ill health to themselves and others;
- Any slip and trip hazards that they are aware of are reported to their manager as a minimum requirement;
- They appropriately clear up any spillages that they are witnesses to, or come across, or ensure that the area is made as safe as possible;
- They do not carry drinks around work areas if they are likely to create a hazard;
- They report incidents appropriately;
- They wear suitable footwear for the task they are carrying out;
- Nursery external pathways are suitably treated during adverse weather conditions (e.g. snow and ice) in order to reduce the risk of slips and trips.

### Nursery Directors

Ensure:

- Assessments of all internal 'non-designated/public' floor surfaces are undertaken with respect to their condition and potential for slip/trip incidents;
- There is an effective, planned, preventative maintenance programme for the nursery outdoor pathways to reduce slips and trips;
- There is a suitable provision of appropriate lighting in general areas, to reduce the risk of individuals misjudging floorings or not seeing contaminants;
- Appropriate handrails are fitted particularly on slopes and stairs.

### Risk Assessments

It is the responsibility of the manager to ensure that all slips and trips hazards are risk assessed, documented with identified controls implemented in the required time frame to mitigate or reduce the risk to an 'acceptable level'. Risk assessments should be reviewed annually or after an incident to identify if further controls can be implemented to eliminate or mitigate the risk.

### Cleaning Advice

Use the right amount of the right cleaning products. When mopping use a well wrung mop so the floor is not left overly wet. Wet floor signs must be used for communal areas such as reception and the corridor should be cleaned after opening hours with no parents or children in the building to reduce the risk of slips and trips. If there has been a spillage at dinner time for example, remove the spillage, clean the area and you must block that area off until safe. Wet floor signs should still be used.

### Obstacles

Ensure there is a suitable walk way through the workplace. Keep it clear, with no trailing wires and no obstructions, for example shoes and coats on the floor. In the children's rooms make sure they are kept tidy and toys are suitably stored.

### Footwear

Footwear must be practical, safe and sensible with a rubber non-slip heel and rubber non-slip sole. They must be closed over the foot and must be in a clean condition. As an exception baby room staff can wear a soft shoe (only in the baby room) which must be removed when exiting this room and replaced with non-slip shoes before proceeding elsewhere in the building. We request that all staff members check their own footwear to make sure they are non-slip and have reasonable grip, on a weekly basis to make sure they are adequate. It is not permissible to wear flip flops, high heels etc.

## **Health and Safety Policy:**

Domi Domingo Ltd believes that the health and safety of children and nursery practitioners is a matter of paramount importance. Domi Domingo Ltd has developed procedures and safe practices to ensure children's health and safety is maintained, promoted and the spread of infection is prevented. Nursery practitioners are committed to providing a safe, healthy environment where children can learn and develop. Practitioners work closely with parents and health care professionals to ensure all children access nursery facilities safely.

### **Procedure:**

In order to ensure the nursery maintains a high standard of health and safety, the nursery has several policies and procedures that are followed on a daily basis. The following table outlines the Health and Safety responsibilities and who is responsible for their implementation.

<b>Responsibility</b>	<b>Person(s) responsible</b>
Overall responsibility	Emma Murphy
Fire Safety and Regulations	Indre DeksnYTE
Re-stocking First Aid Equipment	Indre DeksnYTE
Registering Children's Attendance	All staff
Registering Group Attendance	All staff
Monitoring staff, student and visitor attendance	Lynval Edmeade
Dealing with emergency situations	Emma Murphy
Ensuring Practitioners have relevant up to date training i.e. 1 <sup>st</sup> Aid and Food Handling qualifications	Emma Murphy/Emma Jessop
Reporting to OFSTED	Emma Murphy/Indre DeksnYTE
Manual Handling and Lifting	Chantelle Bradbury

From 1st September 2016 newly qualified early years practitioners (with a full and relevant level 2 or 3 childcare qualification) must also hold a current Paediatric First Aid (PFA) or emergency PFA certificate in order to

be included in the ratios in our setting. There is a 3 month grace period from the new employee's start date for this training to be provided.

### First Aiders at Work:

Dale Lucciarini, Emma Murphy, Lynval Edmeade

**All other relevant staff have their paediatric first aid.**

### Raising Awareness of Health and Safety to Staff, Children, Parents, Carers and Other Users of the Setting

On commencing employment all staff are expected to read and become familiar with this policy. Where amendments have been made a copy of the policy will be circulated for all staff to read.

Staff training records are regularly reviewed and training needs identified at the beginning of each term. Copies of certificates are located electronically.

Signs are used throughout the nursery to ensure parents and carers are kept informed of the relevant health and safety issues.

Health and Safety is incorporated into children's everyday experiences. Children are encouraged to look after themselves, their peers and their environment. Relevant topics are discussed at an age appropriate level.

It is the responsibility of all practitioners to inform parents and carers of the health and safety regulations which affect their visit to the nursery.

### Insurance

Domi Domingo Ltd has insurance which covers public liability, employer's liability, outings, student and volunteer placements etc. The certificate of insurance is displayed in the hallway.

### **Supervision of children**

Nursery practitioners ensure all children are supervised at all times; this includes children sleeping on mats in quiet areas. Children in cots/prams must be checked every 10 minutes. Babies/children are never left unattended during nappy changing times. Older children may take themselves to the pre-school bathroom once they are able to do so

independently thereby preparing them for the transition to school. However a practitioner must be aware of the child's whereabouts and remain in the main playroom at all times in readiness to assist the child if necessary.

Children are supervised at all times when eating; toddlers and babies are monitored closely and babies never left alone with a bottle. Babies are always bottle fed by a member of staff. Children are supervised carefully when using scissors or tools including using knives in cooking activities.

The manager or person in charge must ensure staff to child ratios and required space per child is maintained at all times when grouping children and deploying practitioners. It is essential that there are always two nursery practitioners present when children are on the premises.

Children are fully supervised at all times when using water play/paddling pools as we are aware that children can drown in only a few centimetres of water. Special care is taken when children are using large apparatus e.g. a climbing frame, and when walking up or down steps/stairs, including having one member of staff supervising large outdoor play equipment at all times. We strictly follow any safety guidelines given by other organisations or companies relating to the hire of equipment or services e.g. hire of a bouncy castle and a member of staff MUST supervise the children at all times. Staff recognise and are aware of any dangers relating to bushes, shrubs and plants when on visits/outdoors.

In the event of children leaving the nursery for an outing, a risk assessment must be carried out prior to the outing. Practitioners must take a first aid kit and a mobile phone on outings. Small groups of children may be taken on outings providing there are a sufficient number of practitioners remaining on the premises to maintain appropriate staff to child ratios. Practitioners must seek written permission from parents to take children out of the nursery.

Adults can only be left unsupervised with children once all relevant checks have been cleared. This includes an Enhanced Disclosure and Barring Service check for regulated activity, health checks, identification checks and references.

The nursery has many visitors and students visiting the nursery. In order for the nursery to be able to ensure all visitors are accounted for, the

nursery maintains a visitors book that all visitors must sign themselves in and out of and provide details of the purpose of their visit.

Children must never be left unsupervised with a student or visitor that has not been cleared of all relevant checks, therefore will be accompanied by a nursery practitioner at all times.

### **Security**

The building is secured by a buzzer system on the front entrance. Signs are in place to remind parents not to let anybody into the building with them even if they know who they are.

Staff, volunteers, students and visitors must sign in at the reception area and wear an appropriate identification badge at all times, if required.

All internal doors are fitted with elevated handles to prevent children leaving the building without an adult. Outdoor play areas are locked and secured at all times.

Parents are reminded not to allow their children to bring toys etc into the nursery and Domi Domingo Ltd does not accept responsibility for any personal belongings which get lost or damaged whilst on the premises.

Domi Domingo Ltd provides storage for staff and student belongings. Mobile phones however must be handed into the nursery office or kept in lockers and must not be taken into the rooms.

### **Risk assessments**

Nursery practitioners identify and manage risks to children and adults through carrying out risks assessments. A risk is a likelihood of a hazard occurring and the hazard is anything that could cause harm to others. All activities need to be considered, significant risks are identified, measures are put in place to control or eliminate risks and all hazards and measures are recorded. Other risks that are identified must be controlled appropriately. For example a child standing on a chair is a risk and must be controlled; however this would not necessarily be recorded.

Risk assessments are required to be 'suitable and sufficient.' Risk assessments will be set up initially by the nursery manager and it is the responsibility of the room leader to conduct these checks throughout the day and report any concerns to the nursery manager.

Each room is checked at the beginning of the day by the nursery manager or at the start of the group for hazards, in accordance with each room's risk assessment. If the manager is not available, these checks will be carried out by the deputy or a senior nursery nurse. These assessments are reviewed once a year or as a result of change to the room.

In the event that a risk is identified throughout the day or when opening the nursery, a risk assessment is carried out to determine the severity of the risk and an appropriate course of action to control or eliminate the hazard.

The garden area is checked for hazards before children go out for outdoor play. This check is carried out in accordance with the nursery outdoor play risk assessment that is reviewed once a year or as a result of change to the area.

A risk assessment must be carried out prior to practitioners taking children on outings.

### **Monitoring and Review**

The Health and Safety officer (Emma Murphy) will monitor the results of assessments, the application of health and safety procedures, and risk control.

Consultation with employees on health and safety issues will take place through the health and safety items on meeting agendas. Urgent matters will be reported directly to the manager.

### **Safety Checks**

At Domi Domingo Ltd we make sure that the nursery is a safe environment for children, parents, staff and visitors by carrying out safety checks on a regular basis in accordance with the timescales set out in the nursery checklists. These include daily checks of the premises, indoors and outdoors and all equipment and resources before the children access any of the areas. These checks are recorded to show any issues and solutions.

This policy should be read in conjunction with the fire safety, risk assessments, visits and outings and the equipment and resources policy.

All staff should be aware of potential hazards in the nursery environment and monitor safety at all times.

### **Dangerous substances**



All dangerous substances including chemicals must be kept in areas out of children's reach. All substances must be kept in their original containers with their original labels attached. Safety Data Sheets (Control of Substances Hazardous to Health (COSHH)) and risk assessments must be kept for all substances and the appropriate personal protection taken e.g. gloves, apron and goggles.

#### Transport and outings

The nursery has a comprehensive documented policy relating to outings, which incorporates all aspects of health and safety procedures including the arrangements for transporting and the supervision of children when away from the nursery.

#### Water supplies

A fresh drinking supply is available and accessible to all children, staff and visitors.

All hot taps accessible to children are thermostatically controlled to ensure that the temperature of the water does not exceed 40°C.

#### Room temperatures

All radiators have appropriate coverings to prevent hot surfaces coming into contact with the children.

Each room has a thermometer which is used to monitor the temperature and measures taken if the room becomes too hot or too cold. Staff should be aware of room temperatures in the nursery and should ensure that they are suitable at all times and recorded on the appropriate sheet.

Staff must always be aware of the dangers of babies and young children being too warm or too cold. Temperatures should not fall below 18°C in the baby rooms and 16°C in all other areas.

Where fans are being used to cool rooms, great care must be taken with regard to their positioning.

#### **Gas and Electrical Equipment**

Electric appliances are PAT tested in accordance with current legislation and each appliance displays its own PAT test sticker.

All gas appliances are checked annually by a registered Gas Safety Register engineer. The boiler is maintained on a yearly basis. Carbon Monoxide

detectors are fitted. There is a gas isolation unit located in the kitchen which is turned off every evening.

Electrical sockets are all risk assessed and any appropriate safety measures are in place to ensure the safety of the children. All electrical cables are kept out of the reach of children wherever possible and shielded by furniture where they need to be at floor level.

### **Windows and Doors**

All rooms where children have access have fully opening windows to ensure adequate light and ventilation. Opening windows have been located above child's height and have appropriate safety catches.

Windows are either made with safety glass or have safety film placed over their surfaces to prevent shattering in the event of breakages.

Doors are fitted with finger guards and elevated handles for children's safety.

Fire doors are clearly marked and are never left propped open.

### **Floors and Stairs**

All floors are covered with materials which are fit for purpose.

Floors are checked regularly to ensure they are free of dirt, damage and trip hazards. Any issues are rectified immediately or reported to the nursery office if they require further attention.

### **Indoor Areas**

Domi Domingo Ltd ensures that our premises, including the overall floor space is fit for purpose and suitable for the age of children cared for and the activities provided on the premises. Our indoor space meets the requirements of the EYFS which are:

- Children under two years – 3.5 m<sup>2</sup> per child
- Children two years – 2.5 m<sup>2</sup> per child
- Children aged three to five years – 2.3 m<sup>2</sup> per child

### **Stacked Furniture and Storage**

Children's toys and resources are kept at a height which is appropriate for the age range of the children in each room. We encourage children to self

select toys and resources and ensure they can do this safely and without risk of harm. Low storage units and shelving help us to achieve this aim.

Resources which are not for children's use are kept in separate areas away from children's play areas and are stored in a neat and tidy manner to prevent injury to staff.

### **Sleeping Children**

Space is provided for children who require a rest or sleep whilst at nursery.

Sleeping children are provided with and will use their own bed and bedding which is stored in a named basket and cleaned regularly.

Practitioners sit with children while they go to sleep and continue to supervise them whilst they are asleep. Regular checks are made and recorded every 15 minutes.

Parents and carers of babies and young children are consulted about how their children prefer to sleep and this is taken into account when settling children.

(See Sleep and Rest Policy).

### **Outdoor Areas & Outdoor play**

Through the planning of children's interests, needs and progress, children have the opportunity to explore and discover the outdoors and use a variety of equipment. This will encourage children to make good progress in their development whilst getting physical exercise and fresh air.

Outdoor areas are risk assessed before children enter them and resources are set up keeping the safety of the children in mind at all times. The risk assessment also includes fences and gates to ensure the perimeter is secure.

Any damaged equipment is removed and is either repaired or disposed of.

All plants are selected and grown in accordance with relevant guidelines.

We have water/weatherproof clothing for all ages of children and these are worn when playing out in wet weather. Parents are also reminded to bring appropriate playing out clothes for their children when coming to nursery.

(See Sun Protection Policy and Outdoor Policy & Procedure)

### **Poisonous plants**

Trees, flowers and other plants can enhance the childcare environment, both inside and outside, and can provide wonderful learning opportunities for children. Many plants are colourful and children are attracted to the leaves, flowers and fruits. However many plants can prove to be harmful or hazardous and care must be taken to ensure that children do not come into direct contact with them.

Plants can prove to be harmful in the following ways:

- Ingestion – causing poisoning;
- Handling- causing irritation of the skin;
- Physical injury – from thorns and brambles;

Any part of a plant must be considered hazardous, particularly:

- Berries
- Seeds
- Leaves
- Flowers

### Action to be taken

The list of more common hazardous plants that may be encountered can be found in the appendix. The keeping of hazardous plants as indoor shrubs should be discouraged. Children should not be able to reach any leaves or flower petals etc that may drop from the plant.

Outdoor play areas must be monitored on a weekly basis for the continued absence of hazardous plants. Where such plants are discovered they should be removed immediately. Such checks will be performed as part of on-going risk assessments of the outdoor play areas.

### First aid matters

In the event that a child becomes injured or poisoned then this must be treated as a medical emergency. Interim First Aid may be indicated in cases of skin irritation but in all cases specialist medical help must be sought, summoning an ambulance if necessary.

Where possible, staff should retain a part of the plant thought to have caused the skin reaction or poisoning to show medical staff. A record of all such incidents must be made in the relevant Accident Form.

### **Pets and Other Animals**

Ensure animals' living quarters are kept clean and away from food areas. There will be a named person responsible for the care of each animal. Waste should be disposed of regularly, and litter boxes not accessible to children. Children should not play with animals unsupervised.

### **Food**

In order to ensure the food children are offered has been stored, prepared and served safely, nursery practitioners attend training in Basic Food Hygiene and ensure they follow hand washing and food handling procedures.

In the event of a member of staff having suffered from food poisoning, occupational health must be informed to determine the period of time that the person cannot handle food.

Nursery practitioners are committed to promoting healthy eating with children. This is reflected through learning experiences and the food that children are offered on a daily basis.

Fresh fruit and vegetables will be washed thoroughly before use. Tea towels will be stored in a dust free area such as a cupboard.

The nursery offers children cow's milk or water at snack times and children have access to water throughout the day.

(See Nutrition, Meals & Healthy Eating Policy and Food Safety Policy).

### **Hot drinks**

In order to safeguard the welfare of the children, staff, parents/carers, and anyone else who is present in the nursery, there are strict guidelines on the consumption of hot drinks.

The drinking of hot drinks by children (including warm milk) will only be permitted in cups with lids or bottles. This is to ensure that no other child could be burnt or scalded if the cup were to tip. Children's hot drinks will only ever be 'luke-warm'.

The consumption of hot drinks by staff will be limited to areas that children do not have access to.

The consumption of hot drinks by parents/carers are restricted in our nursery due to health and safety, therefore we ask parents not to bring any hot drinks on to the premises.