

Policy on Health and Safety

- It is our policy to provide a healthy and safe environment for staff and children. Risk assessments are undertaken and reviewed regularly and should be read by all staff.
- At all times our staff members will cooperate fully in implementing health and safety initiatives/not interfere with anything provided to safeguard their Health and Safety. They will do everything possible to make sure injuries do not occur to themselves or to others.
- We expect our staff members to be responsible for their own health and safety and that of their colleagues at all times and to report anything causing concern to the most senior member of staff.
- Senior staff will identify equipment that needs maintenance and remove, if possible, from the area. A regular visual check should be carried out on a regular basis including electrical equipment and cables.
- Manual Handling should not be carried out if a staff member believes this will cause injury to themselves. Staff must be aware that when moving and handling items they can be held responsible and legally accountable for their actions.
- When attempting to reach up chairs/tables or any other equipment should not be used to stand on, A sturdy stepladder that must be erected correctly can be used.
- Staff members who have a contagious illness or sickness that would result in it being transferred to other occupants of the nursery will be excluded until they are no longer infectious.
- Nearly all staff will be qualified paediatric first aiders so there will always be more than one on duty during the hours of nursery operation.
- A first aid box is always available which is stocked with the items stated on the Contents list kept in the box. The nursery manager is responsible for maintaining contents of the first aid boxes to the minimum contents level. Other supplementary boxes containing first aid items are provided but this is for convenience only and is not part of the formal provision.
- An accident book will be maintained. An entry must be made if any child or member of staff sustains an injury within the nursery setting or during a nursery outings. It will state the date, time, how and to who the accident happened. The treatment given and what actions nursery staff took must also be recorded. The report will also contain a Primary signature, Secondary (witness) signature and once the report details have been read the child's Parent/Guardian is required to sign the report. A copy of the information is given to the Parent/ Guardian and a copy is kept for nursery records.
- A current list of notifiable diseases will be kept by the nursery. This can be found on the Health Protection Agency website <http://www.hpa.org.uk/>

- The responsible person is in charge of identifying all substances that come under COSHH (Control of Substances Hazardous to Health) they will store them in an area away from children, such as the kitchen area. All staff must place items out of the reach of children while in use and return them to their correct storage place immediately after use.

Actions to be taken in the event of an accident causing injury

1. If a child or a member of staff has an accident causing an injury they will receive first aid by a qualified first aider possessing a current first aid certificate.
2. Personal protective clothing must be worn when dealing with blood or any other bodily fluids.
3. The seriousness of any injury must be assessed to determine if further action is required. The decision to take further action will be made jointly between the most senior member of staff present and the first aider tending to the injury.
4. If further action is required and the injury is to a child, the parents will be informed immediately.
5. If hospital attention is needed then the most senior member of staff present will take the necessary action to get that person to hospital.

Information sharing with other agencies

All contacts and notifications must be made as soon as reasonably practical but within eight working hours of occurrence or knowledge at a maximum.

Ofsted (03001231231) will be advised if it is considered that a “significant event” has occurred to a child while in nursery care or a staff member while on duty. Advice obtained from Ofsted (27/01/2010) defined a significant event as “any event where the resulting injury, or circumstance, requires medical attention”. Examples of this could be admission to hospital or the nursery or parent taking the child to a GP, hospital A&E or walk-in centre, no matter how much time has elapsed from the time of injury.

In the event of a serious accident or injury to, or the death of, any child while in nursery care the local child protection agency (Children’s Multi-Agency Safeguarding Hub (03001261000) must be advised alongside OFSTED.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) all accidents and incidents should be recorded in writing by the staff member injured, or if not possible the person it was reported to. This will then be investigated to ensure it does not reoccur. All major injuries resulting from accidents at work must be reported to the Local Authority Environmental Health Office.

This policy was reviewed and amended 16th October 2020.