

Health and Safety

At Little Munchkins nursery and preschool we take the maintenance of health and safety extremely seriously as a matter of both legal and moral importance. The staff will always go beyond the minimum statutory standards to ensure that health and safety remains very important.

Little Munchkins Nursery and Preschool aims to ensure the health and safety of all staff, children and visitors through the Health and Safety at Work Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992 and their associated Approved Code of Practice (ACoP) and guidance will be complied with at all times.

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed on the brown unit next to Managers Desk.

It is vital to ensure that all members of staff take health and safety matters seriously. Staff are responsible for ensuring that the provisions of the health and safety policy are adhered to at all times.

- Our induction training for staff and volunteers includes a clear explanation of health and safety issues, so that all adults are able to adhere to our policy and procedures as they understand their shared responsibility for health and safety. The induction training covers matters of employee well-being, including safe lifting and the storage of potentially dangerous substances.
- We keep records of these induction training sessions and new staff and volunteers are asked to sign the records to confirm that they have taken part.
- Staff are responsible for their own health and safety as well as other persons who may be affected by their acts at work.
- Staff have to report any accidents, incidents or dangerous occurrences that have led to injury or damage and assist in the investigation of any such events.
- Staff undergo relevant health and safety training when instructed to do so by the manager.
- Staff maintain an environment that is safe and without risk to health.
- We operate a no-smoking policy.
- We make children aware of health and safety issues through discussions, planned activities and routines.

Safety of the Premises

We operate from St Barnabas Church however have our own policies and procedure which complies with all health and safety regulations. Our side of the building is maintained by the owner of Little Munchkins, a chef who is also our cleaner and also members of staff on a daily basis. We have regular contact with the church to report any necessary repairs and faults that need to be dealt with and if we are not the reason they are broken/faulty as it is the landlords responsibility to repair it. The building is cleaned by the caretaker twice a day in addition to our daily cleaning routines. We carry out our own risk assessments daily, weekly and monthly to help minimise any risks.

Health

Staff will make sure there is a regular supply of water available to children and themselves at all times, especially in hot conditions. In such circumstances, staff will also ensure that children are adequately protected from the sun by applying sun cream, ensuring there is as much shade as possible. In the winter we will ensure that the children have coats, hats, gloves and scarves on whilst being outdoors, we will also ensure that the building is kept warm. All staff and parents must follow

exclusion periods for illnesses and medications. We will also ensure that toys and equipment are cleaned/sterilised regularly to help prevent the spread of flu's and other infectious illnesses.

Hygiene

All staff will be vigilant of any potential threat to good hygiene at Little Munchkins Nursery and Preschool and a generally clean environment will be maintained at all times.

Toilets are cleaned daily and there is always an adequate supply of soap and hand drying facilities for both staff and children. This is monitored throughout the day.

Staff administering first aid treatment to children will be mindful of the need to observe the highest standards of personal hygiene. **As such, they will wash their hands thoroughly both before and after giving first aid, and ensure that plasters or disposable gloves cover any cuts, wounds or skin damage (see First Aid Policy).**

Personal Hygiene

In all circumstances, staff will adhere to and ensure that children carry out the same routines.

- Washing hands before and after handling food.
- Washing hands after using the toilet.
- Covering cuts while at Little Munchkins Nursery and Preschool.
- Taking any other steps that are likely to minimise the spread of infection.
- Tissues are always available and children are encouraged to blow their noses and dispose of tissues in an appropriate manner.
- Washing hands prior to and following first aid.

Dealing with spillages

Our staff are committed to taking all practical steps to prevent and control the spread of infectious germs, and to uphold high standards of personal hygiene to minimise the risk of catching or spreading infections.

All spillages will be dealt with rapidly and carefully. Blood, vomit, urine and faeces will be cleaned up immediately and disposed of safely and hygienically by double bagging and taking out of the setting. Staff will wear disposable gloves while using bleach and disinfection solution, and wash themselves afterwards. Children will be kept well clear while such substances are being used. All cleaning solutions will be kept out of reach of children and are stored in either the kitchen or staff toilet unless needed to clean up spillages.

Illnesses

Parents are given an infectious and communicable disease sheet when starting so they know what to do if their child is sick. If a child becomes unwell while at Little Munchkins School the parent/carer will be called and asked to collect their child. With regard to administering lifesaving medication such as an EPI pen or inhaler, staff will undertake the relevant training. A care sheet will be kept with the relevant medication in a box in a cupboard within the relevant age group room. All staff will be made aware of the care plan and where the medication is stored.

Kitchen Hygiene

All areas where food or drink are stored, prepared and eaten are prone to the spread of infections. Therefore, staff must be particularly careful to observe high standards of hygiene in such instances.

- If cooking is done as an activity, all surfaces and equipment involved will be thoroughly cleaned before and after the session.
- Food storage facilities will be regularly and thoroughly cleaned.
- Kitchen equipment will be thoroughly cleaned after every use.
- Waste will be disposed of safely and all bins will be kept covered.
- Never cough or sneeze over food.

Storage

- All resources and materials which are used by the children are stored safely.
- All resources and equipment are stored or stacked safely to prevent them accidentally falling or collapsing.

Outdoor Area

- Our outdoor area is securely fenced. All gates and fences are childproof and the gate is locked when we are in the garden.
- Our outdoor area is checked for safety and cleared of rubbish, animal droppings and any other unsafe items before it is used.
- Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides.
- Our outdoor sand pit is covered when not in use and is cleaned regularly.
- We supervise outdoor activities at all times.
- We check that children are suitably attired for the weather conditions and type of outdoor activities; ensuring that sun cream is applied and hats are worn during the summer months.

Sun Protection

- We understand the dangers to children by over exposure to the sun.
- In hot weather, parents/carers are encouraged to provide sun hats for their children. We are happy to provide sun cream however if parents do not wish for their child to use the sun cream then they are encouraged to provide sun cream for us to apply to their child which will be clearly labelled.
- Staff may apply sun cream to the children however must check the children's registration documents to see if parents have given consent.
- In hot weather staff will encourage children to drink water frequently.
- Staff should ensure that all children wear a hat when playing outside, and shady areas are always available.

Activities, resources and repairs.

- Before purchase or loan, we check equipment and resources to ensure that they are safe for the ages and stages of the children currently attending the setting.
- 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 dangerous items are repaired or discarded.
- We separate from general use any areas where repair is needed.

- All materials, including paint and glue, are non-toxic.
- We ensure that sand is clean and suitable for children's play.
- Any form of play is constantly supervised.
- We teach children to handle and store tools safely.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.

Jewellery and accessories.

- Staff do not wear jewellery or fashion accessories, such as belts or high heels, which may pose a danger to themselves or children.
- Parents must ensure that any jewellery worn by children poses no danger; particularly earrings which may get pulled, bracelets which can get caught when climbing or necklaces that may pose a risk of strangulation.

Staff safety.

- We ensure that adults are provided with guidance about the safe storage, movement, 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 ensure that all warning signs are clear and in appropriate languages.
- 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

- Our staff implement the current guidelines of the *Control of Substances Hazardous to Health Regulations (COSHH)*.
- We keep a record of all substances that may be hazardous to health - such as cleaning chemicals or gardening chemicals if used, and where they are stored.
- 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 they have contact with eyes or skin or are ingested.
- We keep all cleaning chemicals in their original containers.
- All members of staff are vigilant and use chemicals safely.
- Members of staff wear protective gloves when using cleaning chemicals.

Reporting of injuries, diseases and dangerous occurrences regulations 2013.

An accident is a separate, identifiable unintended incident that causes physical injury, This specifically includes acts of non-consensual violence to people at work. Not all accidents need to be reported, a RIDDOR report is only required when the accident is work related and it results in an injury of a type which is reportable.

Types of reportable injury:

Death

All deaths to workers and non-workers must be reported if they arise from a work-related incident, including an act of physical violence to a worker. Suicides are not reportable as the death does not result from a work-related incident.

Specific injuries to workers

A list of 'specified injuries' in RIDDOR include:

- A fracture, other than to fingers, thumbs or toes.
- Amputation of an arm, hand, finger, thumb, leg, foot or toe.
- Permanent loss of sight or reduction of sight.
- Crush injuries leading to internal organ damage.
- Serious burns (covering more than 10% of the body or damaging eyes, respiratory system or other vital organs).
- Scalping's (Separation of skin from head) which requires hospital treatment.
- Unconsciousness caused by head injury.
- Any other injury arising from working in an enclosed space which leads to hyperthermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

Over-seven-day injuries to workers.

Where an Employee or self-employed person is away from work or unable to perform their normal work duties for more than 7 consecutive days (not counting the day of the accident).

Injuries to non-workers (visitors/parents)

Accidents involving members of the public who are not at work must be reported if a person is injured, and is taken from the scene of the accident to hospital for treatment to that injury. There is no requirement to establish what hospital treatment was provided and no need to report incidents where people are taken to hospital purely as a precaution when no injuries apparent.

Reportable occupational diseases.

Employers and self employed people must report diagnosis of certain occupational diseases, where these are likely to have been caused or made worse by their work, these diseases include:

- Carpel Tunnel Syndrome
- Severe cramp of the hand/forearm
- Occupational dermatitis
- Hand-arm vibration syndrome.
- Occupational Asthma
- Any occupational Cancer
- Any disease attributed to an occupational exposure to a biological agent.

If any of the above happens then the 'reporting of incidents, diseases or dangerous occurrences' form must be completed and handed to either Jodie Thrower or Anna Clark.

In effect as of 16 th April 2018	Signed by: Jodie Thrower
To be reviewed on 04/12/2018	Signed by: S Wilkinson
To be reviewed on/....../....	Signed by:
To be reviewed on/....../....	Signed by: