

Blackhall Nursery

Health & Safety Policy

INTRODUCTION

The Board of Directors will provide and maintain a safe and healthy environment for all our employees and for children and other people who attend our Nursery.

In providing a safe and healthy place of work, Blackhall Nursery and its staff will meet the obligations laid down by the Scottish Social Services Council Codes of Practice. We intend to provide such training and information as is required for this purpose and to allocate duties for safety matters to ensure the policy is carried out.

This policy will be kept up to date throughout the year by the Blackhall Nursery Board's Health and Safety Representative and the staff Health and Safety Officer and a practice review will be carried out by the staff team at the start of each academic year.

RESPONSIBILITIES AND KEY PEOPLE

The Board of Directors has overall responsibility for health and safety in the organisation and for ensuring that this policy is fully implemented at Blackhall Nursery. To this end, the Board has designated one board member as a Health and Safety Representative. However responsibility for the day-to-day management of health and safety is delegated to the staff Health and Safety Officer, who will be the Nursery Manager, or in their absence, the designated person-in-charge. (The designated person-in-charge is identified on the Parent/Carer notice board in the cloakroom.)

The Nursery has a legal duty to display the HSE poster 'Health and Safety Law; What you need to know' to inform staff about their own and their employer's responsibilities. This is displayed in the snack area and shows the names of the staff Health and Safety Officer and the Board Health and Safety Representative.

It is also the duty of every employee to take reasonable steps to ensure the health and safety of themselves and of other people who may be affected by their acts or omissions at work.

The Nursery Manager, or in their absence, the designated person-in-charge, will hold **overall** responsibility for the following particular areas of safety:

- First Aid Box
- Fire Safety
- Safety of play equipment
- Recording of accidents

All employees must be vigilant for health and safety problems and if they identify a problem, which they are not able to put right, they must immediately tell the appropriate person as named above and log the issue in the Maintenance Log Book (kept in the Small Office) which provides a mechanism to record the problem, how it will be solved and a record of completion. If a member of staff is not satisfied with the procedure in place for resolving an issue, they may contact the designated health and safety board rep as identified on the HSE poster (contact details shown in the Maintenance Log Book).

KEY BLACKHALL NURSERY DOCUMENTS

Maintenance Log Book

Equipment Log Book

Accident and Incident Record Book

Fire Safety Folder

Child Collection Book

GENERAL ARRANGEMENTS

Accidents and Incidents

At all times there must be at least one trained First Aider on the premises. Staff must be aware of this and take it into account when organizing trips. In such cases a First Aider should be in attendance on a trip and another First Aider should remain at Nursery.

The Nursery Manager and all permanent Early Years Practitioners will be trained First Aiders and will have their accreditation renewed on a 3 yearly basis as part of the Nursery's mandatory training schedule.

The First Aid box is located in the kitchen cupboard above the dishwasher. The appointed person responsible for ensuring the First Aid box is adequately stocked at all times is the Nursery Manager or in their absence, the designated person-in-charge.

Should an accident occur, staff should consider whether there is a resulting injury that requires immediate/urgent medical attention, and/or parent contact.

Recording of accidents and incidents

An Accident and Incident Record Book serves the following purposes:

- Parents are properly notified of any accident, however slight, which happens to their child in their absence. An apparently minor injury can sometimes cause more serious symptoms later. Staff should complete the accident and incident book where the child has had any kind of head bump, or the accident has resulted in broken skin/bleeding, or they have been bitten. Providing parents with a copy of the Accident Record will ensure that they have relevant information to hand if this should happen. For minor incidents such as trips and falls resulting in bumps to hands/knees etc staff should note this on the daily incident sheet and inform parents at collection time. An accurate factual account of what happened is recorded permanently, avoiding the need to depend on memories of the event.
- The manager will monitor accident and incident records at least termly as this will alert staff to any danger areas in the playroom or times in the session at which the children are more at risk of hurting themselves. Regular scrutiny of completed Accident and Incident Records will enable you to identify the changes needed to ensure that the setting is offering a safe environment for children and adults.

It is important that all Accident and Incident Reports are factual and should not include any indication that the accident/incident was the fault of any individual or the setting. For insurance reasons there should be no admission of liability.

The Nursery Manager, or in their absence, the designated person-in-charge, holds ultimate responsibility for reporting accidents, but the actual recording/reporting on a daily basis will be the responsibility of the member of staff present at the accident / incident who must inform the Nursery Manager (or designated person-in-charge) of the details of the accident / incident and that an Accident and Incident Report has been completed.

The following steps should be taken in the event of an accident/incident:

- All accidents / incidents resulting in a head bump, bleeding or from a bite will be recorded in duplicate in the Accident and Incident Record Book.
- For minor incidents such as trips and falls resulting in bumps to hands/knees etc staff should note this on the daily incident sheet.
- The Report will be signed by the member of staff who has completed it.
- The parent/carer will be shown the report at the earliest opportunity and asked to sign it.
- Where incidents involved another child/children, their names MUST NOT be disclosed.
- Parents of the other child/children must also be advised of the incident and again, names of children involved must not be disclosed.
- One copy (the duplicate) will be given to the parent / carer.
- Related discussions must be factual, concise, and remain sensitive to children's right to confidentiality.
- Staff should also record accidents/incidents that happen at pick-up time **if they occur on the Nursery premises**, even if the parent has to leave in a hurry. A signature can be requested the following day if necessary.
- For insurance reasons there should be no admission of liability.

The Accident and Incident Record book is kept in the filing cabinet in the Main Office area. All completed Accident and Incident Record Books will be kept permanently in the archives.

Where an accident / incident relates to an adult or a member of staff, this should also be recorded, following the procedures described in the Accident and Incident Record Book, by the Nursery Manager or if appropriate by the designated person-in-charge, with the necessary confidentiality procedures respected.

IMPORTANT HAZARDS & PROCEDURES

Administration of medication - *See Administration of Medicine Policy*

Arrival/departure of children

Parents/carers are responsible for their child(ren) until they have spoken to and been acknowledged by the member of staff completing the register at the gate at drop off and once their child has been handed back to them in the cloakroom at the end of the day. The Nursery has no responsibility for siblings or other children not attending the Nursery. A register will be taken at the start of each day . At collection time children must be collected by their parent/carer or by a Nominated Adult who the Nursery have been advised will be collecting the child. If the early years practitioner does not recognise the adult who is collecting a child they must ask to see identification.

For any adult not listed on the registration form as authorised to collect a child, a parent should inform staff of their full name and ID should be shown at pick up. No child will be permitted to leave with an unknown adult unless contact can be made with a parent

Contagious/ Infectious Diseases – *see Infection Control Policy and related Covid appendix*

Staff will, where possible, take steps to minimize the spread of contagious diseases. Where it is suspected that a child may have a contagious disease this will be discussed with the parent/carer who will be advised of the recommended period of absence from Nursery. When appropriate all other parents /carers will be advised of the disease and the symptoms to look out for.

Cooking and baking – see *Food Safety Policy and Infection Control Policy*

Staff should ensure they clean surfaces and hands thoroughly before any baking. Children should not be allowed near the oven when in use and staff should ensure that the oven lock is used

Dangerous substances

Although no dangerous substances will knowingly be stored at Nursery, some substances like bleach, glue, washing up liquid could be dangerous if misused. All such substances will be locked in the cleaning cupboard and washing up liquid will be kept out of the children's reach in an area to which they do not have access.

Dealing with bodily fluids - See *Infection Control Policy*

Electrical Equipment Checks

A qualified electrical engineer should carry out portable appliance testing annually. This is evidenced on all plugs tested. The electrical wiring system should be checked every 5 years. This will be evidenced in a report kept in the Fire Safety Folder.

Fire Safety - See *Fire Safety Policy*

Heavy Equipment

This must not be stored on overhead shelves or in the loft. If heavy equipment is in the Nursery, staff should be aware of appropriate lifting techniques, undergoing manual handling training as necessary. Staff members should refer to the HSE guidance:

- 'Manual Handling at Work: A Brief Guide at <http://www.hse.gov.uk/pubns/indg143.pdf>
- <http://www.hse.gov.uk/msd/manualhandling.htm>

Housekeeping

Spillages will be cleaned up immediately by a member of staff. The Nursery will be cleaned by the employed cleaner five times a week. Staff are responsible for cleaning resources and generally keeping the Nursery clean and tidy throughout the day. The kitchen bin will be used for all non-compostable kitchen waste. Compostable waste will be put into the green recycle caddies. Waste caddies will be cleaned weekly. There is a paper recycling box which is emptied as necessary into the large green recycling bin in the garden. This green bin should be emptied regularly by the Council. Waste bins will be emptied daily into the wheelie bin. Food waste from lunch and snack provision will be placed in the 'Changeworks' food collection bin and collected fortnightly.

Loft Access and storage

The ladder must always be used to retrieve equipment from the loft and two members of staff should work together, using the crate as appropriate. Staff with any recent episode of back complaints should not retrieve loft equipment. Staff members should give consideration to the safe storage of items in the loft. Items should be stored clear of the hazard tape and the floor space around the ladder area should be kept clear.

Outdoor play - see *Outdoor Play Policy*

Outings – see *Outings and Excursions Policy*

On all outings, the following adult to child ratio will be maintained at all times: 1 to 4.

Play Equipment

Outdoor play equipment is covered by the Outdoor Play Policy. However, as a general policy all play equipment, indoors and outdoors, will be checked before each daily use for safety and damage. Any damage or maintenance requirements must be recorded in the Maintenance or Equipment Log Book as appropriate and reported to the Nursery Manager or designated person-in-charge.

The piece of equipment should be taken out of use until the damage is repaired.

Preparing and storing snacks – see *Food Safety Policy*

Security/Fire Alarm

The Security /fire alarm will be tested and maintained in accordance with the maintenance agreement with Secom. All key holders (as per the key holder list) will be instructed in its use. The Board's Health and Safety Representative will be responsible for ensuring that these checks have been completed no later than the end of October in each year. The manual alarm on the side entrance door will be tested whenever a fire drill is carried out and the battery changed as necessary.

Smoking

Smoking or vaping is not permitted in any part of the Nursery or Nursery grounds.

Water Management and Legionellosis Control – see *Water Management Policy*.

The Nursery's Water Management Policy will be L8 compliant and will assess and monitor the risk of legionellosis. The staff Health and Safety Officer will be responsible for carrying out the necessary checks within the Nursery on a weekly basis, outside contractors from City of Edinburgh Council will carry out monthly, 6 monthly and annual checks and the Nursery Manager will have overall responsibility for ensuring that remedial work is carried out where these checks show that there is a potential problem. These tasks will be supported by the Business Manager.

In order to ensure that the drinking water available within the Nursery is as free from impurities as possible, all staff will ensure that the drinking water tap in the kitchen is run for at least 1 minute before water is poured for the children to drink at snack time. See ***Food provision and Nutrition Policy***

Water Play

Any water spills must be wiped up immediately. A member of staff must supervise water play at all times.

Workstation assessments for regular computer users should be carried out by the user using the HSE guidance <http://www.hse.gov.uk/pubns/ck1.pdf> and corrective action taken as appropriate. Such assessments should be carried out annually, or sooner if necessary to respond to changing circumstances (e.g. a new health condition, pregnancy etc.)

HEALTH AND SAFETY POLICY

All employees will be given a copy of the policy and should make themselves aware of its contents.

All new employees will be given a copy of the policy and will be made aware of its contents by the staff Health and Safety Officer or Nursery Manager.

All parents will be allowed access to a copy of the policy on request.

This policy links to:
Curricular area(s): HWB
Quality Indicator (s): 1.4, 2.1
Health & Social Care Standard(s): 3.14, 3.20, 3.21, 5.17, 5.22
UNCRC Articles: 3

Adopted on: 21/06/2023

Signed: Position: Director

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