



#### 4.1 Health and safety policy

Brockham Green Nursery is committed to securing the Health, Safety and Welfare of all children and staff, and will take all reasonable steps to ensure personal injuries and hazards relating to Manual Handling are reduced or eliminated so far as is reasonably practicable.

In order to ensure personal injuries and hazards relating to Manual Handling are reduced or eliminated so far as is reasonably practicable, a minimal lifting policy will be implemented.

Following the implementation of the Manual Handling Operations Regulations 1992, the procedures set out below must be adhered to by all employees, when lifting, lowering, pulling, carrying or moving animate loads (i.e. people) and inanimate loads.

The nursery promotes a healthy lifestyle and a high standard of hygiene in its day to day work with children and adults. The safety of young children is of paramount importance.

The Nursery has Public Liability Insurance/Employer Liability Insurance and is displayed in the Nursery.

#### Health & Hygiene

- The nursery will pay due attention to children's particular dietary requirements.
- When cooking with children as an activity, the adults will provide a variety of food and aim to extend the children's understanding of a healthy diet.
- To prevent the spread of all infection, adults in the group will ensure that the following good practices are observed:
  - Hands washed after using the toilet.
  - a large box of tissues is available, and children are encouraged to blow and wipe their noses when necessary. Soiled tissues to be disposed of hygienically.
  - individual towels are available and washed daily.
  - Hygiene rules related to bodily fluids are followed with particular care and all staff and volunteers are aware of how infections including HIV infection can be transmitted.
- Children are not allowed in the kitchen at any time.

#### Cleaning and Clearing Away

- Any spills of blood, vomit or excrement are wiped up and disposed of in the toilet.
- Rubber gloves are always used when cleaning up bodily fluids.
- Fabrics contaminated with bodily fluid will be wrapped in a plastic bag and sent home.
- Spare clothing is held at nursery for such incidences.
- All surfaces are wiped every day with an appropriate disinfectant.

#### Food

- Always wash hands under running water with soap before handling food and after using the toilet.
- Use different cleaning cloths for toilet and kitchen areas.
- Milk is refrigerated until required.

- Waste is disposed of properly and out of the reach of children. Keep a lid on the dustbin and wash hands after use.
- Tea towels will be kept scrupulously clean and washed between each session.
- All utensils will be kept clean and stored in a dust-free place.
- The nursery kitchen has a refrigerator thermometer to ensure that foods are being stored at the correct temperature.

### Outdoor

- A risk assessment of the garden area is done before the garden is open for each session.
- Children will have the opportunity to play in the fresh air throughout the year.
- The outside play area will be securely fenced.
- Outdoor sandpits will be covered at night to avoid fouling.

### Illness

- Parents are asked to keep children at home if they have any infection and to inform the nursery as to the nature of the infection so that other parents can be alerted and make careful observations of any child that seems unwell.
- If a child has been vomiting, had diarrhoea or a temperature, parents are asked not to bring the child to nursery until at least 48 hours has lapsed since the last attack.
- A correctly stocked first aid box is available at all times.
- Should a child become ill at nursery the parents will be contacted immediately. If they cannot be contacted, then the list of emergency numbers will be called.
- All accidents will be recorded in the Accident/Incident file. Parents will be informed and asked to sign the book.
- If a child needs medication during their time at nursery, then a form is filled in and signed by the parent authorising the Supervisor and Staff to administer the medicine e.g. Asthma, Epilepsy, Diabetes. When medication given, the date, time and dosage is recorded on the form then initialled by the staff member who administered the medication and the member of staff who witnessed it. If children need medication after an illness then parents are asked to fill in and sign the form, when administered it is recorded on the form and witnessed.
- All medication will be kept out of the reach of children.

### Information Sources

- Parents will have the opportunity to discuss health issues with the staff and will have access to information available to the nursery.

### Safety

- All equipment is checked regularly, and any dangerous items repaired/discarded.
- Impact absorbing mats will be used under equipment.

### Smoking

There is no smoking at nursery.

### Alcohol

There is no alcohol consumed during nursery hours.

### Risk Assessment

Regular risk assessments are completed by Supervisor and Staff.

Useful websites:

RIDDOR: [www.riddor.gov.uk](http://www.riddor.gov.uk)

All incidents can be reported on line. Telephone service for reporting Fatal and Major Injuries – call incident contact centre on **0345 300 9923** (opening hours 8.30am-5pm)

Department of Health: [www.doh.gov.uk](http://www.doh.gov.uk)

NHS online: [www.nhsdirect.nhs.uk](http://www.nhsdirect.nhs.uk)

Surrey Health Protection Unit: [www.hpa.org.uk](http://www.hpa.org.uk)

Meningitis trust: [www.meningitis-trust.org](http://www.meningitis-trust.org)

## Procedure relating to the Manual handling of Inanimate Objects

### Manual Handling Assessment Forms

- Risk Assessments must be carried out on all manual handling tasks or activities that could pose a hazard to health and action taken in accordance with the Manual Handling Operations Regulations, 1992.
- All completed Risk Assessment forms will be kept in the policy folder where all staff can have access to them.
- All manual handling Risk Assessments will be reviewed and updated as things change and at least annually.

### Moving A Load

- All staff must wear appropriate clothing and footwear.
- Staff should never manually handle, unless there is no other option.
- Before commencing the lift, the handling area should be prepared.
- Staff should make a good stable base with their legs and feet.
- The object being moved should be kept as close to the body as possible.
- Before commencing the manoeuvre, staff should make sure of a good hand grip and should test the grip and weight if necessary.
- Staff should avoid static stooping.
- Staff should know their own handling capacity and should not exceed it.
- If team lifting is employed (i.e. two or more lifting an object) a team leader must be identified and give clear, precise instructions - such as ready, steady, lift.
- Where appropriate, staff should use rhythm and timing when team lifting.
- When doing a manoeuvre, staff should bend their knees and aim to keep their spine in line.
- Staff should never twist during a manoeuvre.

