

HEALTH AND SAFETY

<u>A Unique Child</u>	<u>Positive Relationships</u>	<u>Enabling Environments</u>	<u>Learning And Development</u>
1.3 Keeping safe 1.4 Health & Wellbeing	Parent's as partners	3.3 The Learning Environment	

Abacus Nursery School believes that the Health and Safety of children, staff, parents and visitors is of paramount importance.

Security and Safety of the Premises indoor and out

We have specific legal requirements to:

- only release children into the care of individuals named by the parents
- ensure the nominated person for collection is not under the influence of drugs or alcohol
- ensure that children do not leave the premises unsupervised
- take steps to prevent intruders entering the premises

We have regard to:

- general indoor and outdoor security, such as which doors are locked or unlocked, door alarms and name badges for staff.
- daily record of staff and children arrival and departure times
- a 'Visitors Procedure' (updated re coronavirus pandemic) including :
 - a visitors' book which records arrival and departure time and reason for visit
 - a list of expected daily visitors next to main entrance door

Outdoor and indoor spaces, furniture, equipment and toys, must be safe and suitable for their purpose

We have specific legal requirements to :

- conduct risk assessments which are regularly reviewed - at least once a year or more frequently where the need arises
- Health and Safety information is readily available to staff:
 - H&S poster in Library/Staff Room

- H&S Policy in Policies and Procedure file in office
- COSHH folder on shelf in Tiddlywinks Room
- H&S Certificates on shelf in Tiddlywinks Room
- Safe Lifting poster - on door in Resources Room
- Complete Risk Assessment folder on shelf in Tiddlywinks Room
- Room/Area Risk Assessments displayed in each room

We have regard to :

- risk assessments are constantly being updated (updated in May 2020 re Coronavirus pandemic)
- clean premises and equipment, and are aware of the health & safety legislation (including hygiene requirements). This should include informing and keeping the staff up to date
- a risk assessment which includes procedures for identifying, reporting and dealing with accidents, hazards and faulty equipment
- Health and Safety Checklists:
 - Opening up and Locking Down procedure - daily
 - Closing Down Kitchen - daily
 - Fridge Temperature - daily
 - Residual Current Device - monthly
 - First Aid Box contents - monthly
 - Fire Alarm System - monthly
 - Fire Drill - half termly
- Insurance Cover
 - We have Public Liability Insurance and Employers Liability Insurance with The Early Years Alliance. Certificates are displayed in the office
- Security of Building
 - Systems are in place for the safe arrival and departure of children. The times that children arrive and depart are recorded. Along with room registers.
 - The arrival and departure times of staff, students, volunteers and visitors are recorded.
 - Our visitor's policy prevents unauthorised access to the premises
 - We have an emergency bell push in the main entrance corridor which sounds in the playroom.

- Fire Safety
 - Fire doors are clearly marked and not obstructed
 - Smoke detectors/alarms, emergency lighting and firefighting appliances are fitted and checked regularly
 - Fire drills are practiced every half term, records and reports are kept
- **INFECTION CONTROL with regards to CORONAVIRUS PANDEMIC**
 - Updated Risk Assessments are attached to end of this policy

Adults looking after children are suitable to do so

We have specific legal requirements to :

- obtain an enhanced DBS in respect of all people who work directly with children
- allow only people who have undergone an enhanced DBS check to have unsupervised contact with children

We have regard to :

- Recruitment of staff - we will always find links to the current employment regulations
- the suitability of staff using evidence from -
 - references
 - full employment history
 - qualifications
 - health declaration
 - interviews
 - identity checks
- all staff should have a clear understanding of their roles and responsibilities
- expecting staff to declare all convictions and/or cautions; as well as court orders which may disqualify them from working with children or affect their suitability to do so.

Staffing arrangements must be organised to ensure safety and to meet the needs of the children

We have specific legal requirements to :

- meet the requirements for adult: staff ratios

- We have 2 owner/managers and 2 deputy managers who are able to take charge in the absence of the managers
- Awareness Raising
 - Induction for new staff includes a comprehensive Health and Safety tour of the premises both inside and out and they are given a copy of all the important and relevant policies and procedures to read. Staff are issued with amended policies etc as they are updated. This also applies to bank staff and students
 - Health and Safety and Safeguarding are discussed regularly at staff meetings
 - Staff Meetings take place regularly
 - Supervision Meetings take place termly and Staff Appraisals take place annually
 - We have a no smoking policy
 - Children are made aware of Health and Safety issues through discussion, planned activities and routines

We have regard to :

- supervising children at all times, with staffing arrangements organised to meet the needs of all children
- always 2 staff on the premises
- always a first aider on the premises
- children who are sleeping are checked regularly

CORONAVIRUS PANDEMIC UPDATE

- We will carry out a health and safety check of the nursery before opening on 2nd June 2020
- At all times we will take into account the relevant public health guidance to maximise the safety of Abacus
- Update Risk Assessments
- Update cleaning and hygiene routines - removing hard to clean items from the learning environment
- Look at space management
- Implement practical measures to reduce risk of Covid 19 transmission to reduce contact with others

- Ensure frequent handwashing/sanitisation and good respiratory hygiene practices
- Enhanced cleaning throughout the day and at the end of the day
- Reducing face to face contact with and between parents
- Risk Assess Personal Protective Equipment (PPE) in accordance with Government guidelines
- Review staff availability to work and communicate with parents if we have to limit the number of children able to attend
- Agree a protocol /risk assessment for responding to a suspected case of Covid 19
- Communicate with staff and parents as things become clearer or change
- Identify safeguarding, SEND, child/staff wellbeing and welfare requirements
- Plan what children should learn and how to adapt the EYFS including resources to help children to learn about Coronavirus and how to keep themselves and others safe
- Provide links to learning resources for children not returning to nursery
- Ensure parents are advised to keep children or anyone in their household with any coronavirus symptoms at home and not to enter nursery
- Ensure staff who are symptomatic do not attend work
- Minimise contact and mixing within the nursery
 - o Physical distancing between groups of children, staff and parents as far as possible
 - o Individual groups based in same area of the nursery (inside and out) throughout the day with their member of staff - except for lunch time when the children will be supervised by SW and JV (still in their groups and socially distanced tables)
 - o Staff should socially distance on their breaks

JUNE 2020