

## **Nursery Health and Safety Policy**

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At the EKC Group we provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees and a safe early learning environment in which children learn and are cared for. We aim to develop and promote a strong health and safety culture within each nursery for the benefit of all staff, children and parents. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

The allocation of duties for safety matters and the particular arrangements which we will make to implement our health and safety procedures are set out within this policy and we make sufficient resources available to provide a safe environment.

### **Legal Framework**

We follow all relevant legislation and associated guidance relating to health and safety within each nursery including:

- The requirements of the Statutory Framework for the Early Years Foundation Stage (EYFS) 2017
- The regulations of the Health & Safety at Work Act 1974 and any other relevant legislation
- Any guidance provided by the UK Health Security Agency, the local health protection unit, the local authority environmental health department, fire authority or the Health and Safety Executive

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## **Aims and Objectives**

The aim of this policy statement is to ensure that all reasonably practical steps are taken to ensure the health, safety and welfare of all persons using the premises.

To achieve this, we will actively work towards the following objectives:

- Establish and maintain a safe and healthy environment throughout each nursery including outdoor spaces.
- Establish and maintain safe working practices amongst staff and children
- Make arrangements for ensuring safety and the minimising of risks to health in connection with the use, handling, storage and transport of hazardous articles and substances
- Ensure the provision of sufficient information, instruction and supervision to enable all people working in or using each nursery to avoid hazards and contribute positively to their own health and safety and to ensure that staff have access to regular health and safety training
- Maintain safe entry and exit routes
- Formulate effective procedures for use in case of fire and other emergencies and for evacuating each nursery premises. Practice this procedure on a regular basis to enable the safe and speedy evacuation of each nursery.
- Maintain a safe working environment for pregnant workers or for workers who have recently given birth, including undertaking appropriate risk assessments
- Maintain a safe environment for those with special educational needs and disabilities and ensure all areas of each nursery are accessible (wherever practicable)
- Provide a safe environment for students or trainees to learn in
- Encourage all staff, visitors and parents to report any unsafe working practices or areas to ensure immediate response by the management.

We believe the risks in the EKC Group nursery environments are low and we will maintain the maximum protection for children, staff and parents.

Each nursery will:

- Ensure all entrances and exits from the building, including fire exits are clearly identifiable and remain clear at all times
- Regularly check the premises room by room for structural defects, worn fixtures and fittings or electrical equipment and take the necessary remedial action
- Ensure that all staff, visitors, parents and children are aware of the fire procedures and regular fire drills are carried out
- Have the appropriate fire detection and control equipment which is checked regularly to make sure it is in working order
- Ensure that all members of staff are aware of the procedure to follow in case of accidents for staff, visitors and children

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- Ensure that all members of staff take all reasonable action to control the spread of infectious diseases and wear protective gloves and clothing where appropriate
- Ensure there are suitable hygienic changing facilities (see infection control policy)
- Prohibit smoking on each nursery premises
- Prohibit any contractor from working on the premises without a permit to work, risk assessments and method statements for the work they are undertaking
- Encourage children to manage risks safely and prohibit running inside the premises unless in designated areas
- Risk assess all electrical sockets and take appropriate measures to reduce risks where necessary and ensure no trailing wires are left around each nursery
- Ensure all cleaning materials are placed out of the reach of children and kept in their original containers
- Wear protective clothing when cooking or serving food
- Prohibit certain foods that may relate to children's allergies, e.g. peanuts are not allowed in each nursery
- Follow the allergies and allergic reactions policy for children who have allergies
- Ensure risk assessments are undertaken on the storage and preparation of food produce within each nursery
- Familiarise all staff and visitors with the position of the first aid boxes and ensure all know who the appointed first aiders are.
- Provide appropriately stocked first aid boxes and check their contents regularly
- Ensure children are supervised at all times
- Ensure no student or volunteer is left unsupervised at any time.
- Ensure staff are appropriately trained in health and safety

### **Responsibilities**

Overall responsibility for Health and Safety in each EKC Group nursery is that of each nursery manager.

The deputy nursery manager will be responsible in the manager's absence.

All employees have the responsibility to co-operate with senior staff and the manager to achieve a healthy and safe nursery and to take reasonable care of themselves and others. Neglect of health and safety regulations/duties will be regarded as a disciplinary matter (see separate policy on disciplinary procedures)

Whenever a member of staff notices a health or safety problem which they are not able to rectify, they must immediately report it to the appropriate person named above. Parents and visitors are requested to report any concerns they may have to the senior member of staff in the area, deputy manager or manager as appropriate.

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Daily contact, monthly staff meetings and health and safety meetings provide consultation between management and employees. This will include health and safety matters.

### **Health and Safety Training**

Person responsible for monitoring staff training is each nursery manager or deputy manager in their absence.

Health and safety is covered in all induction training for new staff

### **Training table (example):**

<b>Area</b>	<b>Training required</b>	<b>Who</b>
First aid	Course	All staff
Dealing with blood	In house training/course	All staff and students
Safeguarding/Child protection	In house training/course	All staff and students
Risk assessment	In house training/course	All staff
Fire safety procedures	In house training	All staff and students
Use of fire extinguisher	In house training/course	All staff where possible
Manual handling	In house training/course	All staff and students
Stress awareness and management	In house training/course	All staff
Changing of nappies	In house training	All staff
Fire warden duties	External course	Fire Warden

At least one member of nursery staff on duty MUST hold a full paediatric First Aid at Work certificate in each nursery including when on outings. Local campus on site first aiders provide general first aid support to the nurseries.

### **Health and Safety Arrangements**

- All staff are responsible for general health and safety in each nursery
- Risk assessments will be conducted on all areas of each nursery, including rooms, activities, outdoor areas, resources and cleaning equipment
- These are reviewed at regular intervals and when arrangements change

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- All outings away from each nursery (however short) will include a prior risk assessment – more details are included in our outings policy
- All equipment, rooms and outdoor areas will be checked thoroughly by staff before children access them or the area. These checks will be recorded and initialled by the staff responsible. Unsafe areas will be made safe/removed from the area by this member of staff to promote the safety of children. If this cannot be achieved the manager will be notified immediately
- We provide appropriate facilities for all children, staff, parents and visitors to receive a warm welcome and provide for their basic care needs, e.g. easy to access toilet area and fresh drinking water
- Each nursery will adhere to the Control of Substances Hazardous to Health Regulation (COSHH) to ensure all children, staff, parents and visitors are safe in relation to any chemicals we may use on the premises.
- All staff and students will receive appropriate training in all areas of health and safety which will include risk assessments, manual handling and fire safety. We may also use benefit risk assessments for particular activities and resources for children
- We have a clear accident and first aid policy to follow in the case of any person in each nursery suffering injury from an accident or incident
- We have a clear fire safety policy and procedure which supports the prevention of fire and the safe evacuation of all persons in each nursery. This is to be shared with all staff, students, parents and visitors to each nursery
- We review accident and incident records to identify any patterns/hazardous areas
- All health and safety matters are reviewed informally on an ongoing basis and formally every six months or when something changes. Staff and parents will receive these updates, as with all policy changes, as and when they happen
- Staff and parents are able to contribute to any policy through the suggestion scheme and during the regular meetings held at nursery.
- EKC Group carries out an annual audit of health and safety within each nursery.

### **Nut Policy**

#### **Nuts at Nursery**

No food created on the premises will have nuts as an ingredient. All other food will be checked upon purchase.

Staff are to leave any nut produce in the staff room or staff kitchen. Staff are to wash their hands thoroughly, with soap, prior to returning to their rooms. Staff are to ensure that there are no nuts on their person

#### **Nuts and Parents**

At each nursery, we provide all snack and main meals for the children. Parents are asked to take any additional food home with them or inform a member of staff to

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remove it from the main room area. Parents are discouraged from bringing in any food substance, and particularly any nut substances.

When bringing in cakes for the children, i.e. for birthdays, parents are asked to bring 'nut free' cakes. Supermarket cakes are preferred, however, children will not be given any foods not produced by each nursery, until parents are available to give permission.

### **Visits and Outings**

The EKC Group Nurseries offer children a range of local outings including walks and visits off the premises. We believe that planned outings and visits complement and enhance the learning opportunities inside each nursery environment and extend children's experiences. We always seek parents' permission for children to be included in such outings.

### **Procedures**

Visits and outings are carefully planned using following guidelines, whatever the length or destination of the visit:

- A pre-visit checklist, full risk assessment and outings plan will always be carried out by a senior member of staff before the outing to assess the risks or hazards which may arise for the children, and identify steps to be taken to remove, minimise and manage those risks and hazards. We will endeavour to visit the venue prior to the visit. This will ensure that the chosen venue is appropriate for the age, stage and development of the children
- Written permission will always be obtained from parents before taking children on trips
- We provide appropriate staffing levels for outings dependent on an assessment of the safety and the individual needs of the children. At least one member of staff will hold a valid and current paediatric first aid certificate
- A fully stocked first aid box will always be taken on all outings along with any special medication or equipment required
- A completed trip register together with all parent and staff contact numbers will be taken on all outings
- Regular headcounts will be carried out throughout the outing. Timings of headcounts will be discussed in full with each nursery manager prior to the outing
- All staff will be easily recognisable by other members of the group; they will wear each nursery uniform.
- Children will wear hi-vis jackets clearly labelled with each nursery name, telephone number and email address.
- A fully charged mobile phone will be taken as a means of emergency contact

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- In the event of an accident, staff will assess the situation. If required, the group will return to nursery immediately and parents will be contacted to collect their child. In the event of a serious accident an ambulance will be called at the scene, as well as parents being contacted. One member of staff will accompany the child to the hospital, and the rest of the group will return to each nursery.

### **Risk Assessment/Outings Plan**

This plan will include details of:

- The name of the designated person in charge - the outing leader
- The name of the place where the visit will take place
- The estimated time of departure and arrival
- The number of children, age range of children, the ratio of staff to children, children's individual needs and the group size
- The equipment needed for the trip, i.e. first aid kit, mobile phone, coats, safety reins, pushchairs, rucksack, packed lunch etc.
- Staff contact numbers
- Method of transportation and travel arrangements (including the route)
- Financial arrangements
- Emergency procedures
- The name of the designated first aider and the first aid provision
- Links to the child's learning and development needs.

### **Use of Vehicles for Outings**

- All staff members shall inform parents in advance of any visits or outings involving the transportation of children away from each nursery
- The arrangements for transporting children will always be carefully planned and where necessary additional people will be recruited to ensure the safety of the children. This is particularly important where children with disabilities are concerned
- All vehicles used in transporting children are properly licensed, inspected and maintained. Regular checks are made to each nursery vehicle e.g. tyres, lights etc. and a logbook of maintenance, repairs and services is maintained
- Each nursery vehicle is to be kept in proper working order, is fully insured for business use and is protected by comprehensive breakdown cover
- Drivers of vehicles are adequately insured
- All vehicles used are fitted to the supplier's instructions with sufficient numbers of safety restraints appropriate to the age/weight of the children carried in the vehicle. Any mini buses/coaches are fitted with 3-point seat belts
- When we use a mini bus, we check that the driver is over 21 years of age and holds a Passenger Carrying Vehicle (PCV) driving licence. This entitles the driver to transport up to 16 passengers
- When children are being transported, we maintain ratios.

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When planning a trip or outing using vehicles, records of vehicles and drivers including licenses, MOT certificates and business use insurance are checked. If a vehicle is used for outings the following procedures will be followed:

- Ensure seat belts, child seats and booster seats are used
- Ensure the maximum seating is not exceeded
- All children will be accompanied by a registered member of staff
- No child will be left in a vehicle unattended
- Extra care will be taken when getting into or out of a vehicle
- The vehicle will be equipped with a fire extinguisher and emergency kit containing warning triangle, torch, blankets, wheel changing equipment etc.

### **Adverse Weather Conditions**

At the EKC Group Nurseries we have an adverse weather policy in place to ensure our nurseries are prepared for all weather conditions that might affect the running of each nursery such as floods, snow and heat waves.

If any of these incidents impact on the ability of each nursery to open or operate, we will contact parents via phone or text message.

We will not take children outdoors where we judge that weather conditions make it unsafe to do so.

### **Flood**

In the case of a flood we will follow our critical incident procedure to enable all children and staff to be safe and continuity of care to be planned for.

### **Snow or other severe weather**

If high snowfall, or another severe weather condition such as dense fog, is threatened during a nursery day then the duty manager will take the decision as to whether to close each nursery. This decision will take into account the safety of the children, their parents and the staff team. In the event of a planned closure during each nursery day, we will contact all parents to arrange for collection of their child.

In the event of staff shortages due to snow or other severe weather we will contact all available off duty staff and/or agency staff and group the children differently until they are able to arrive. If we are unable to maintain statutory ratio requirements after all avenues are explored we will contact Ofsted to inform them of this issue, recording all details in our incident file. If we feel the safety, health or welfare of the children is compromised then we will take the decision to close each nursery.

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## **Infection control**

At the EKC Group Nurseries we promote the good health of all children attending through maintaining high hygiene standards and reducing the chances of infection being spread.

Viruses and infections can be easily passed from person to person by breathing in air containing the virus which is produced when an infected person talks, coughs or sneezes. It can also spread through hand/face contact after touching a person or surface contaminated with viruses.

We follow the guidance below to prevent a virus or infection from moving around each nursery. Our staff:

- Encourage all children use tissues when coughing and sneezing to catch germs
- Ensure all tissues are disposed of in a hygienic way and all children and staff wash their hands once the tissue is disposed of
- Develop children's understanding of the above and the need for good hygiene procedures in helping them to stay healthy
- Wear the appropriate Personal Protective Equipment (PPE) when changing nappies, toileting children and dealing with any other bodily fluids. Staff are requested to dispose of these in the appropriate manner and wash hands immediately
- Clean and sterilise all potties and changing mats before and after each use
- Clean toilets at least daily and check them throughout the day
- Remind children to wash their hands before eating, after visiting the toilet, playing outside or being in contact with any animal and explain the reasons for this
- Clean all toys, equipment and resources on a regular basis by following a comprehensive cleaning rota and using antibacterial cleanser or through washing in the washing machine
- Wash or clean all equipment used by babies and toddlers as and when needed including when the children have placed it in their mouth
- Store dummies in individual hygienic dummy boxes labelled with the child's name to prevent cross-contamination with other children
- Immediately clean and sterilise (where necessary) any dummy or bottle that falls on the floor or is picked up by another child
- Ask parents and visitors to remove all outdoor footwear or use shoe covers when entering rooms where children may be crawling or sitting on the floor
- Follow the sickness and illness policy when children are ill to prevent the spread of any infection in each nursery. Staff are also requested to stay at home if they are contagious.

In addition:

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- Each nursery manager retains the right of refusal of all children, parents, staff and visitors who are deemed contagious and may impact on the welfare of the rest of each nursery
- Parents will be made aware of the need for these procedures in order for them to follow these guidelines whilst in each nursery
- Periodically each room in each nursery will be deep cleaned including carpets and soft furnishings to ensure the spread of infection is limited. This will be implemented earlier if the need arises
- Each nursery will ensure stocks of tissues, hand washing equipment, cleaning materials and sterilising fluid are maintained at all times and increased during the winter months or when flu and cold germs are circulating.

### **Accident and First Aid**

At the EKC Group Nurseries we aim to protect children at all times. We recognise that accidents or incidents may sometimes occur. We follow this policy and procedure to ensure all parties are supported and cared for when accidents or incidents happen; and that the circumstances of the accident or incident are reviewed with a view to minimising any future risks.

### **Accidents**

Location of accident files: Blank- classrooms – completed forms in main office

- The person responsible for reporting accidents, incidents or near misses is the member of staff who saw the incident or was first to find the child where there are no witnesses. They must record it on an Accident Form and report it to each nursery manager. Other staff who have witnessed the accident may also countersign the form and, in more serious cases, provide a statement. This should be done as soon as the accident is dealt with, whilst the details are still clearly remembered. Parents must be shown the Accident Report, informed of any first aid treatment given and asked to sign it as soon as they collect their child
- Each nursery reviews the accident forms monthly for patterns, e.g. one child having a repeated number of accidents, a particular area in each nursery or a particular time of the day when most accidents happen. Any patterns will be investigated by each nursery manager and all necessary steps to reduce risks are put in place
- Each nursery manager will report serious accidents to the registered person for investigation for further action to be taken (i.e. a full risk assessment or report under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR))
- The Accident File will be kept for at least 21 years and three months
- Where medical attention is required, a senior member of staff will notify the parent(s) as soon as possible whilst caring for the child appropriately

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- Where medical treatment is required each nursery manager will follow the insurance company procedures, which may involve informing them in writing of the accident
- Each nursery manager/registered provider will report any accidents of a serious nature to Ofsted and the local authority children’s social care team (as the local child protection agency), where necessary. Where relevant such accidents will also be reported to the local authority environmental health department or the Health and Safety Executive and their advice followed.

Organisation	Contact College Director
Ofsted	0300 123 1231
Local authority children’s social care team	03000 411111
Health and Safety Executive	01233 634827

**Transporting Children to Hospital Procedure**

Each nursery manager/staff member must:

- Call for an ambulance immediately if the injury is severe. DO NOT attempt to transport the sick child in your own vehicle
- Whilst waiting for the ambulance, contact the parent(s) and arrange to meet them at the hospital
- Arrange for the most appropriate member of staff to accompany the child taking with them any relevant information such as registration forms, relevant medication sheets, medication and the child’s comforter.
- Redeploy staff if necessary to ensure there is adequate staff deployment to care for the remaining children. This may mean temporarily grouping the children together
- Inform a member of the management team immediately
- Remain calm at all times. Children who witness an incident may well be affected by it and may need lots of comfort and reassurance. Staff may also require additional support following the accident.

**First Aid**

The first aid boxes are located in specific areas of each nursery. Please see individual nursery managers for exact locations.

First aid boxes are accessible at all times with appropriate content for use with children.

The appointed person responsible for first aid checks the contents of the boxes regularly (termly) and replaces items that have been used or are out of date.

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The staff first aid box is kept in the main office. This is kept out of reach of the children.

First aid boxes should only contain items permitted by the Health and Safety (First Aid) Regulations Act 1981.

All first aid trained staff are listed in every room. When children are taken on an outing away from our nursery, we will always ensure they are accompanied by at least one member of staff who is trained in first aid. A first aid box is taken on all outings.

### **Personal Protective Equipment (PPE)**

The EKC Group Nurseries provide staff with PPE according to the need of the task or activity. Staff must wear PPE to protect themselves and the children during tasks that involve contact with bodily fluids. PPE is also provided for domestic tasks. Staff are consulted when choosing PPE to ensure all allergies and individual needs are supported and this is evaluated on an ongoing basis.

### **Dealing with Blood**

We may not be aware that any child attending each nursery has a condition that may be transmitted via blood. Any staff member dealing with blood must:

- Always take precautions when cleaning wounds as some conditions such as hepatitis or the HIV virus can be transmitted via blood.
- Wear disposable gloves and wipe up any blood spillage with disposable cloths, neat sterilising fluid or freshly diluted bleach (one part diluted with 10 parts water). Such solutions must be carefully disposed of immediately after use.

### **Needle Puncture and Sharps Injury**

We recognise that injuries from needles, broken glass and so on may result in blood-borne infections and that staff must take great care in the collection and disposal of this type of material. For the safety and well-being of the employees, any staff member dealing with needles, broken glass etc. must treat them as contaminated waste. If a needle is found the local authority must be contacted to deal with its disposal.

### **Critical Incident**

At the EKC Group Nurseries we understand we need to plan for all eventualities to ensure the health, safety and welfare of all the children we care for. With this in mind we have a business continuity plan in place to ensure our nurseries are able to operate effectively in the case of a critical incident. These include:

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- Flood
- Fire
- Burglary
- Abduction or threatened abduction of a child
- Bomb threat/terrorism attack
- Any other incident that may affect the care of the children in each nursery.

If any of these incidents impact on the ability of each nursery to operate, we will contact parents via phone/email/text message at the earliest opportunity, e.g. before the start of each nursery day.

### **Fire**

Please refer to the Fire Safety Policy.

### **Abduction or Threatened Abduction of a Child**

We have secure safety procedures in place to ensure children are safe while in our care, including safety from abduction. Staff must be vigilant at all times and report any persons lingering on nursery property immediately. All doors and gates to each nursery are locked and cannot be accessed unless staff members allow individuals in. Parents are reminded on a regular basis not to allow anyone into the building whether they are known to them or not. Visitors and general security are covered in more detail in the supervision of visitor's policy.

Children will only be released into the care of a designated adult; see the arrivals and departures policy for more details. Parents are requested to inform each nursery of any potential custody battles or family concerns as soon as they arise so each nursery is able to support the child. Each nursery will not take sides in relation to any custody battle and will remain neutral for the child. If an absent parent arrives to collect their child, each nursery will not restrict access **unless** a court order is in place. Parents are requested to issue each nursery with a copy of these documents should they be in place. We will consult our solicitors with regards to any concerns over custody and relay any information back to the parties involved.

If a member of staff witnesses an actual or potential abduction we have the following procedures which are followed immediately:

- The police must be called immediately
- The staff member will notify management immediately and the manager will take control
- The parent(s) will be contacted
- All other children will be kept safe and secure and calmed down where necessary
- The police will be given as many details as possible including details of the child, description of the abductor, car registration number if used, time and

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direction of travel if seen and any family situations that may impact on this abduction.

### **Bomb Threat/Terrorism Attack**

If a bomb threat is received at each nursery, the person taking the call will record all details given over the phone as soon as possible and raise the alarm as soon as the phone call has ended.

Dependent on the risk level, the management will either evacuate to a safe place or invacuate to keep children and staff safe. In all such cases we will ensure the safety of all on the premises and will provide as much detail to the emergency services as possible.

### **Other Incidents**

All incidents will be managed by the manager on duty and all staff will co-operate with any emergency services on the scene. Any other incident that requires evacuation will follow the fire plan. Other incidents e.g. no water supply will be dealt with on an individual basis taking into account the effect on the safety, health and welfare of the children and staff in each nursery.

Each nursery manager will notify Ofsted in the event of a critical incident.

### **Equipment and Resources**

At the EKC Group Nurseries we believe that high-quality care and early learning is promoted by providing children with safe, clean, stimulating, age and stage appropriate resources, toys and equipment.

To ensure this occurs within each nursery, including in our outdoor areas, we will:

- Provide play equipment and resources which are safe and, where applicable, conform to the European Standards for Playground Equipment: EN 1176 and EN 1177, BS EN safety standards or Toys (Safety) Regulation (1995)
- Provide a sufficient quantity of equipment and resources for the number of children registered in each nursery
- Provide resources to meet children's individual needs and interests
- Provide resources which promote all areas of children's learning and development
- Select books, equipment and resources which promote positive images of people of all races, cultures, ages, gender and abilities, are non-discriminatory and do not stereotype
- Provide play equipment and resources which promote continuity and progression, provide sufficient challenges and meet the needs and interests of all children
- Store and display resources and equipment where all children can independently choose and select them

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- Check all resources and equipment before first use to identify any potential risks and again regularly at the beginning of every session and when they are put away at the end of every session. We repair and clean or replace any unsafe, worn out, dirty or damaged equipment whenever required
- Evaluate the effectiveness of the resources including the children’s opinions and interests
- Encourage children to respect the equipment and resources and tidy these away when play has finished. This is into a designated place via the use of silhouettes or pictures the children can match the resource to.

**Fire Safety**

At the EKC Group Nurseries we make sure each nursery is a safe environment for children, parents, staff and visitors through our fire safety policy and procedures.

Each nursery Manager makes sure each nursery premises are compliant with fire safety regulations and seeks advice from the local fire safety officer as necessary, including following any major changes or alterations to the premises.

The manager/designated fire marshal has overall responsibility for the fire drill and evacuation procedures. These are carried out and recorded for each group of children every three months or as and when a large change occurs, e.g. a large intake of children or a new member of staff joins each nursery. These drills will occur at different times of the day and on different days to ensure evacuations are possible under different circumstances and all children and staff participate in the rehearsals.

The college appointed fire marshal checks fire detection and control equipment and fire exits in line with the timescales in the checklist below.

**Fire Checklist**

	Who checks	How often	Location
Escape route/fire exits (all fire exits must be clearly identifiable)	Manager/room supervisor	Daily	Nursery
Fire extinguishers and blankets	Manager	monthly	nursery
Evacuation pack	Manager /room supervisors	monthly	nursery
Smoke/heat alarms	Manager	weekly	nursery
Fire alarms	Manager	weekly	Nursery

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Fire doors closed, in good repair, doors free of obstruction and easily opened from the inside	All staff	Daily	Nursery
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### **Registration**

An accurate record of all staff and children present in the building must be kept at all times and children/staff must be marked in and out on arrival and departure. An accurate record of visitors must be kept in the visitor's book. These records must be taken out along with the register and emergency contacts list in the event of a fire.

### **Fire Drill Procedure**

On discovering a fire:

- Calmly raise the alarm by breaking the alarm glass
- Immediately evacuate the building under guidance from the manager on duty/fire marshal
- Using the nearest accessible exit lead the children out, assemble at; Each nursery main garden; or The college Welcome building if needing to have further distance
- Close all doors behind you wherever possible
- Babies should be evacuated in the fire evacuation cot
- Do not stop to collect personal belongings on evacuating the building
- Do not attempt to go back in and fight the fire
- Do not attempt to go back in if any children or adults are not accounted for
- Wait for emergency services and report any unaccounted persons to the fire service/police.

If you are unable to evacuate safely:

- Stay where you are safe
- Keep the children calm and together
- Wherever possible alert the manager of your location and identity of the children and other adults with you.

The manager/fire marshal is to:

- Pick up the children's register, staff register, mobile phone, keys, visitor book and fire bag/evacuation pack (containing emergency contacts list, nappies, wipes and blankets)
- Telephone emergency services: dial 999 and ask for the fire service

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- In the fire assembly point area – (*main garden or Welcome Building*) check the children against the register
- Account for all adults: staff and visitors
- Advise the fire service of anyone missing and possible locations and respond to any other questions they may have.

### **Remember**

- Do not stop to collect personal belongings on evacuating the building
- Do not attempt to go back in and fight the fire
- Do not attempt to go back in if any children or adults are not accounted for.

### **Lost Child Procedure from Outings**

At the EKC Group Nurseries we are committed to promoting children's safety and welfare. This includes where children are on outings and visits. We carry out regular head counts of children throughout any outing or visit. In the unlikely event of a child going missing whilst on an outing we have the following procedure which we implement immediately:

- All staff will be aware of the procedure when a child goes missing and supply information to support the search, e.g. a recent photograph and a detailed description of clothing
- The organiser will be informed immediately and all staff present will be informed. Some staff will be deployed to start an immediate thorough search of the area, ensuring that all other children remain supervised, calm and supported throughout
- If appropriate, on-site security will also be informed and a description given
- The designated person in charge will immediately inform the police
- The designated person in charge will then inform each nursery who will contact the child's parents giving details of what has happened. If the whole nursery is on an outing, all contact details will be taken on the trip by the person in charge
- During this period, staff will be continually searching for the missing child, whilst other staff maintain the safety and welfare of the remaining children
- It will be the designated person in charge or the manager's responsibility to ensure that there are adequate staff to care for the children and get them back safe, a member of staff to meet the police and someone to continue the search (this may mean contacting relief staff)
- Any incidents must be recorded in writing as soon as practicably possible including the outcome, who was lost, time identified, notification to police and findings
- In the unlikely event that the child is not found each nursery will follow the local authority and police procedure
- Ofsted must be contacted and informed of any incidents
- With incidents of this nature parents, carers, children and staff may require support and reassurance following the traumatic experience. Management will provide this or seek further support where necessary

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- In any cases with media attention staff will not speak to any media representatives
- Post-incident risk assessments will be conducted following any incident of this nature to enable the chance of this reoccurring being reduced.

## **No Smoking**

At the EKC Group Nurseries we are committed to promoting children's health and well-being. This is of the utmost importance for each nursery. Each nursery operates a strict no smoking policy within its buildings and grounds. It is illegal to smoke in enclosed places.

All persons must abstain from smoking while on the premises. This applies to staff, students, parents, carers, contractors and any other visitors to the premises.

Staff accompanying children outside each nursery are not permitted to smoke. We also request that parents accompanying nursery children on outings refrain from smoking while caring for the children.

Staff must not smoke while wearing nursery uniform as it is essential that staff are positive role models to children and promote a healthy lifestyle. If staff choose to smoke during breaks they are asked to change into their own clothing and smoke only in the designated smoking area of each campus.

We respect that smoking is a personal choice, although as an organisation we support healthy lifestyles. We aim to help staff and parents to stop smoking by:

- Providing factsheets and leaflets
- Providing information of local help groups
- Providing details of the NHS quit smoking helpline - [www.smokefree.nhs.uk](http://www.smokefree.nhs.uk)
- Offering information regarding products that are available to help stop smoking
- Offering in-house support.

This policy also applies to electronic cigarettes.

## **Overall Responsibility for Risk Assessments**

### **Risk Assessments**

Risk assessments document the hazard/aspects of the environment that needs to be checked on a regular basis, who could be harmed, existing controls, the seriousness of the risk/injury, any further action needed to control the risk, who is responsible for what action, when/how often will the action be undertaken, and how this will be monitored and checked and by whom.

Each nursery carries out written risk assessments regularly (at least annually). These are regularly reviewed and cover potential risks to children, staff and visitors

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at each nursery. When circumstances change e.g. a significant piece of equipment is introduced; we review our current risk assessment or conduct a new risk assessment dependent on the nature of this change.

All staff are trained in the risk assessment process to ensure understanding and compliance.

All outings away from each nursery are individually risk assessed. For more details refer to the visits and outings policy.

### **Hints and Tips**

Please refer to the Health and Safety Executive's 'Five Steps to Risk Assessment' [www.hse.gov.uk/risk/fivesteps.htm](http://www.hse.gov.uk/risk/fivesteps.htm) for further support with the risk assessment process. The Five Steps to Risk Assessment publication and risk assessment templates can be downloaded from the Health and Safety Executive's website at [www.hse.gov.uk](http://www.hse.gov.uk)

Citation Plc can also offer further support with risk assessments at [www.citation.co.uk](http://www.citation.co.uk)

### **Sun Care**

At the EKC Group Nurseries we are committed to ensuring that all children are fully protected from the dangers of too much sun/UV rays. Severe sunburn in childhood can lead to the development of malignant melanoma (the most dangerous type of skin cancer) in later life.

We follow guidance from the weather and UV level reports and use the following procedures to keep children safe and healthy in the sun:

- Key persons will work with the parents of their key children to decide and agree on suitable precautions to protect children from burning, including more sensitive skins types and those that may be more tolerant to the sunshine, e.g. black and/or of Asian ethnicity
- Children must have a clearly labelled sun hat which will be worn at all times whilst outside in sunny weather. This hat will preferably be of legionnaires design (i.e. with an extended back and side to shield children's neck and ears from the sun) to provide additional protection
- Parents are requested to supply light-weight cotton clothing for their children suitable for the sun, with long sleeves and long legs
- Children's safety and welfare in hot weather is each nursery's prime objective so staff will work closely with parents to ensure all appropriate cream and clothing is provided
- Staff will make day-to-day decisions about the length of time spent outside depending on the strength of the sun.
- Children will always have sun cream applied before going outside in the hot weather and at frequent intervals during the day

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- Children are encouraged to drink cooled water more frequently throughout sunny or warm days and this will be accessible both indoors and out
- Children are made aware of the need for sun hats, sun cream and the need to drink more fluids during their time in the sun
- Shade will be provided in the form of a gazebo to ensure children are able to still go out in hot weather, cool down or escape the sun should they wish or need to.
- Specific brand sun cream will be supplied by each nursery and permission gained from parents before application. Parents may supply their own sun cream if they wish.

### **Supervision of Children**

At the EKC Group Nurseries we protect and support the welfare of the children in our care at all times. Each nursery manager is responsible for all staff, students and relief staff receiving information on health and safety policies and procedures in each nursery in order to supervise the children in their care suitably.

### **Supervision**

We ensure that children are supervised adequately at all times, whether children are in or out of the building through:

- Making sure that every child is always within the sight and/or hearing of a suitably vetted member of staff. Monitoring staff deployment across the setting regularly to ensure children's needs are met
- Ensuring children are fully supervised at all times when using water play/paddling pools as we are aware that children can drown in only a few centimetres of water
- Taking special care when children are using large apparatus e.g. a climbing frame, and when walking up or down steps/stairs, including having one member of staff supervising large outdoor play equipment at all times
- Making sure staff recognise and are aware of any dangers relating to bushes, shrubs and plants when on visits/outdoors
- Supervising children at all times when eating; monitoring toddlers and babies closely and never leaving babies alone with a bottle. Babies are always bottle fed by a member of staff
- Supervising sleeping babies/children and never leaving them unattended
- Never leaving babies/children unattended during nappy changing times
- Supervising children carefully when using scissors or tools including using knives in cooking activities
- Increasing staff: child ratios during outings to ensure supervision and safety (please refer to Outings policy)
- Strictly following any safety guidelines given by other organisations or companies relating to the hire of equipment or services e.g. hire of a bouncy castle and a member of staff MUST supervise the children at all times.

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### **Preventative Maintenance**

The Nursery will comply with its statutory duties to carry out compliance testing and maintenance of buildings and work equipment. Specifically, this includes a programme of planned preventative maintenance and inspection covering the following key areas:

- Asbestos Management
- Air conditioning
- Automated doors and shutters
- Electrical testing (portable appliances and fixed hard wire)
- Emergency lighting
- Fire detection systems, fire doors and firefighting equipment
- Gas safety checks and servicing
- Lifts and lifting equipment e.g. hoists where fitted
- Lightening conductors where fitted
- Working at height equipment (ladders, platforms etc)
- Water hygiene testing and maintenance

### **Food Hygiene**

Please refer to main EKC Group Policy for each individual nursery with reference to the campus it is located on

### **Security**

Please refer to main EKC Group Policy for each individual nursery with reference to the campus it is located on

### **Word Standards and Contractors**

The Nursery will comply with EKC Group's procedures for managing contractors and Permits to Work.