

## General Welfare Requirement: Suitable premises, environment and equipment

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



### Health and safety

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#### Policy statement

(Incorporating Administration of Medication, First Aid; Missing Child & Uncollected Child Procedures & No Smoking)

Hollyfield Preschool Nursery provides a welcoming, stimulating and secure environment where children and families from all backgrounds and cultures are valued. We respect children's rights, listening to children and putting their needs at the heart of our work. Our inclusive nursery community works together to promote equality, encouraging and supporting each child to develop their potential and sense of identity. We develop our children's curiosity and challenge them to achieve their best and become self-confident and independent learners. We are committed to safeguarding and promoting the well-being of all children and expect our staff and volunteers to share this commitment.

#### EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe 1.4 Health and well-being		3.3 The learning environment	

#### Our Nursery Values 'SPARKLE'

**S** – We provide **Security** which enables **Self-belief**. This in turn makes each child feel **Special** which gives **Strength** of character.

**P** – **Practitioners** teach with **Passion** and support children in being **Playful, Persistent** and **Proud** learners

**A** – We help children to successfully **Adapt** to new environments and routines. This means children feel secure to **Actively Achieve** their goals.

**R** – Practitioners strive to have positive and open **Relationships** with all families who come to nursery. We support our children to be **Responsible** and **Resilient** learners

**K** – Our children are **Keen** learners who show **Kindness** to all around them with support from our positive behaviour systems. Children are **Knowledgeable** about their rights and help each other to stay safe as well as express their feelings.

**L** – Our **Leadership** is robust and fosters a **Loving** environment both for practitioners and children to have a **Love for Learning**

**E** – We ensure **Equality** which supports **Empowerment** in taking steps in our own learning. Children and staff are **Enthusiastic** and **Eager** to keep learning

The UN Convention on the Rights of the child

This policy is in accordance with the 1989 United Nations Convention on the Rights of the Child (UNCRC)

**UNIVERSAL** – Rights are for all children all over the world

**INHERENT** – All children are born with these rights

**INALIENABLE** – Rights cannot be taken away

**UNCONDITIONAL** – Rights do not have to be earned

**INDIVISIBLE** – All rights are equally important

### **Article 3 (best interests of the child)**

The best interests of the child must be a top priority in all decisions and actions that affect children.

### **Article 6 (life, survival and development)**

Every child has the right to life. Governments must do all they can to ensure that children survive and develop to their full potential.

### **Article 12 (respect for the views of the child)**

Every child has the right to express their views, feelings and wishes in all matters affecting them, and to have their views considered and taken seriously. This right applies at all times, for example during immigration proceedings, housing decisions or the child's day-to-day home life.

### **Article 19 (protection from violence, abuse and neglect)**

Governments must do all they can to ensure that children are protected from all forms of violence, abuse, neglect and bad treatment by their parents or anyone else who looks after them.

### **Article 23 (children with a disability)**

A child with a disability has the right to live a full and decent life with dignity and, as far as possible, independence and to play an active part in the community. Governments must do all they can to support disabled children and their families.

### **Article 24 (health and health services)**

Every child has the right to the best possible health. Governments must provide good quality health care, clean water, nutritious food, and a clean environment and education on health and well-being so that children can stay healthy. Richer countries must help poorer countries achieve this.

### **Article 28 (right to education)**

Every child has the right to an education. Primary education must be free and different forms of secondary education must be available to every child. Discipline in schools must respect children's dignity and their rights. Richer countries must help poorer countries achieve this

## **Procedures**

### **Insurance cover**

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed outside the office. The health, safety and welfare of all the people who work or learn at Hollyfield Preschool Nursery are of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone that uses or visits our premises. The senior management team, along with the LA, takes responsibility for protecting the health and safety of all children and members of staff.

The management team is responsible for the strategic overview of health & safety, including considering the best means of developing and progressing of, and ensuring the full implementation of this policy. This will be achieved by ensuring that there is an effective plan for safety that sets clear areas of responsibility and achievable standards for all nursery staff.

### **The Curriculum**

We teach the children about health and safety in order to equip them with the skills, knowledge and understanding that will enable them to live positive, successful and healthy lives. Staff take every opportunity to educate children in this regard as a part of the normal nursery school curriculum.

We actively encourage and teach children to become independent and look after their own personal needs. Children also learn about healthy eating and hygiene and how to move and play safely.

We allow children to take appropriate risks in their play. We encourage children to risk assess and manage their own risk, by encouraging them to consider whether an activity is safe and what they need to do to keep themselves safe. Health and safety issues also arise when we teach care for the environment, and awareness of the dangers of litter.

We believe that everybody in our nursery can and should promote everybody else's safety, so we teach children to spot hazards in the classroom and corridors or around the outside spaces and inform adults nearby.

Our nursery promotes the spiritual welfare and growth of the children through the PSED curriculum, through special events and celebrations

All children can discuss problems or issues of concern with their key person. Staff use group time and general emotional well-being discussions during free play and through stories. We use conflict resolution to

discuss feelings and work through problems, to help children discuss and overcome any fears and worries that they may have. These concerns are handled with sensitivity.

The nursery school adopts Safe Practice in Education Guidelines

### **Mealtime**

If parents are in receipt of Early Years Pupil Premium, they may claim free hot meals for their children. Hot meals are available to all children that attend nursery at a cost, providing they are attending full days or a morning session. Grapes and tomatoes are halved to reduce the risk of choking by the dinner staff when providing hot meals.

Our nursery provides the opportunity for children to have a packed lunch at lunchtimes. Children's packed lunches are refrigerated to ensure food safety and parents are asked to cut grapes and tomatoes in half to reduce the risk of choking. Parents are also given guidance on choking hazards for young children in their starting pack.

Healthy snacks are also provided at nursery which are free of charge.

### **Child Protection**

The named people with responsibility for child protection (Designated Senior Leads) in our nursery are the Manager, Lydia Enefer. The Deputy Designated Senior Leads are Deputy Managers Lindsay Beech and Donna Morgan and Out of School Coordinators Natalie Page and Eve Tristram. We will follow the procedures for child protection set out in our Safeguarding & Child Protection Policy, which is in line with up to date information from BSCB and government guidelines.

If any member of staff suspects that a child may be the victim of abuse, they should immediately inform the people named above about their concerns.

The Designated Senior Leads (DSLs) responsible in the nursery for child protection works closely with children's social care. We handle all such cases with sensitivity, and we attach paramount importance to the interests of the child.

We require all adults employed in nursery to have their application vetted, in order to check that there is no evidence of offences involving children or abuse. We then expect that staff pay yearly to keep their DBS live for the management team to carry out spot checks on DBS.

Our induction training for staff and volunteers includes a clear explanation of health and safety issues so that all adults can 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.

All the adults in our nursery share responsibility for keeping our children safe. We may on occasion report concerns, which, on investigation, prove unfounded. We will always seek advice from children's social care if we are unsure.

### **Nursery Security**

We will do all we can to ensure that the nursery is a safe environment for all who work or learn here. We review security measures regularly, and draw upon the advice of experts (e.g., police officers, fire officers and other consultants).

We require all adult visitors to book an appointment where possible, to provide identification at the gate, to sign the visitors' book in the reception area, and to always wear an identification badge whilst on the nursery premises.

Security arrangements should not allow any adult to enter the premises unnoticed. The gates have a magnetic lock and must be released by a member of staff to open the gates and close circuit television operates at the entrance gates.

If any adult working in the nursery has suspicions that a person may be loitering by the nursery site, they must inform the manager or a deputy immediately. If the manager/deputy has any concerns that this person may cause harm to anyone on the nursery site, she will contact the police.

### **Safety of Children**

It is the responsibility of each member of staff to ensure that all curriculum activities are safe. Staff will always be vigilant for hazards concerning equipment or activities related to their area of responsibility. If an adult has any concerns about children's safety, they should bring them to the attention of senior staff before that activity next takes place.

### **Risk assessment**

There is a programme of risk assessments co-ordinated by the senior management team which take place throughout the nursery. A risk assessment is conducted following a serious accident/incident and policies altered appropriately. Our risk assessment process covers adults and children and includes

- Checking for and noting hazards and risks indoors and outside, and in our premises and for activities
- Assessing the level of risk and who might be affected
- Deciding which areas need attention
- Developing an action plan that specifies the action required, the timescales for action, the person responsible for the action and any funding required.

Where more than five staff and volunteers are employed the risk assessment is written and is reviewed regularly. We maintain lists of health and safety issues, which are checked daily before the session begins as well as those that are checked on a weekly and termly basis when a full risk assessment is carried out.

## **First aid**

We can take action to apply first aid treatment in the event of an accident involving a child or adult. The first aiders at Hollyfield Preschool Nursery are: All senior management team and key people as well as most support staff and paediatric first aid training is completed every 3 years. Information about who has completed first aid training and the location of the first aid box is provided to all our staff and volunteers. A list of staff and volunteers who have current PFA certificates is displayed in the setting for visitors and parents to see

## **The first aid kit**

Our first aid kit is fully stocked according to suggestions made by the first aid trainer and the booklet they provide the nursery. In addition, the following equipment is kept near to the first aid box:

2 pairs of disposable plastic (PVC or vinyl) gloves.

1 plastic disposable apron.

A children's thermometer.

A supply of ice is kept in the freezer.

If an accident does happen, and it results in an injury to a child, the staff will do all they can to aid the child concerned. We keep a first aid kits on the lockers which is central to each room, which includes thermometers.

If necessary, emergency assistance will be called for and the parents contacted. If the parents are not available and the ambulance service suggest that the child should be taken to hospital, then a member of staff should accompany the child, taking with her

- the child's details (DOB, address, home phone number),
- their mobile phone - in order to contact the nursery on arrival at the hospital and some money

We do not take any child off the nursery site without the permission of the parent. In this scenario, a report will be written on CR8&CR10 and kept in the child's file.

We record in the Tapestry care diary all general accidents. A PDF copy of this is then downloaded into individual children's files on the computer which are kept for the required length of time. Parents let us know that they have received the form.

Head bumps have their own separate form, and a phone call is always made to parents, offering the option to collect their child providing staff feel it is the appropriate course of action. If the bump is serious, staff will ask parents to collect their child and take them to hospital. Copies of the head bump forms are sent home with parents with signs and symptoms of concussion clearly stated on them as a guide for parents.

With incidents involving injury, we inform parents via a phone call and ask them to sign the incident form. We update contact numbers as parents inform us of their contact details change.

## **Procedure for reporting to HSE, RIDDOR**

We follow the guidelines of the 'Reporting Injuries, Diseases and Dangerous Occurrences Regulations' (RIDDOR) for the reporting of accidents and incidents. Child protection matters or behavioural incidents between children are NOT regarded as incidents and there are separate procedures for this.

When there is any injury requiring a general practitioner or hospital treatment to a child, parent, volunteer or visitor or where there is a death of a child or adult on the premises, we make a report to the Health and Safety Executive using the format for the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations and to Ofsted.

## **Dealing with incidents**

We meet our legal requirements for the safety of our employees by complying with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations). We report to the Health and Safety Executive:

- Any accident to a member of staff requiring treatment by a general practitioner or hospital; and
- Any dangerous occurrences. This may be an event that causes injury or fatalities or an event that does not cause an accident but could have done, such as a gas leak.
- Any dangerous occurrence is recorded in our incident book.

Information for reporting the incident to Health and Safety Officer is detailed in the Early Years Alliance's *Accident Record* publication.

We have ready access to telephone numbers for emergency services, including local police. For areas of the premises we are responsible for, we have contact numbers for gas and electricity emergency services, carpenter and plumber. For the areas of the premises we rent, we ensure we have access to the person responsible and that there is a shared procedure for dealing with emergencies.

In the unlikely event of a child dying on the premises, for example, through cot death in the case of a baby, or any other means involving an older child, the emergency services are called, and the advice of these services are followed. The incident book is not for recording issues of concern involving a child. This is recorded in the child's own file.

## **Serious incidents**

We record incidents including those that are reportable to the Health and Safety Executive as above.

These incidents include:

- break in, burglary, theft of personal or the setting's property
- an intruder gaining unauthorised access to the premises
- fire, flood, gas leak or electrical failure
- attack on member of staff or parent on the premises or nearby
- any racist incident involving staff or family on the centre's premises
- death of a child

- a terrorist attack, bomb or threat of one

In the incident book we record the date and time of the incident, nature of the event, who was affected, what was done about it - or if it was reported to the police, and if so a crime number. Any follow up, or insurance claim made, should also be recorded. In the unlikely event of a terrorist/bomb attack we follow the advice of the emergency services regarding evacuation, medical aid and contacting children's families. Our standard Critical Incident policy will be followed, and staff will take charge of their key children. The incident is recorded when the threat is averted.

If a child went missing, the Missing Child procedure would take place (See Missing and Uncollected Child Procedure in Appendix 3 and in Safeguarding and Child Protection Policy)

There may be rare occasions where it is necessary for staff to restrain a child physically, to prevent them from inflicting injury to others or themselves. In such cases only the minimum force necessary will be used, and any action taken must be only to restrain the child. If restraint has been required, a written report will be made on CR8 & CR10, a discussion will take place with parents and deciding how to proceed with support in place moving forwards (also see main SG policy)

### **Staff uniform**

Staff should always arrive at nursery appropriately dressed although uniform is not mandatory. Staff should always be aware that they represent the nursery from the time they leave the home until the time they return home and should dress and behave appropriately with this in mind.

Staff must not wear fashion and jewellery accessories, such as belts or high heels, that may pose a danger to themselves or children and must keep fingernails rounded and short to prevent unintentionally catching or hurting children in any way.

Staff are expected to always wear appropriate footwear. If staff choose to wear open toe or 'Flip Flops' the company is not liable for any accidents that occur whilst wearing them. If staff chooses to wear open-toe sandals, they must have a strap across the back to keep the sandal on the foot in times of running to get to a child quickly. It is preferred that you wear flat shoes or trainers. High heels are not acceptable at any time.

### **Staff attire and belongings**

Each staff member will be provided with a locker in which to store his/her personal possessions while s/he is on duty. Mobile phones and devices other than those belonging to the nursery are never to be taken into the children's rooms and MUST be stored in lockers. Staff may use their mobile phone in the staff room when on their break.

At all times, our staff will attend work dressed in a way which is comfortable, but appropriate to the work environment, and is in keeping with the role which they will undertake. Staff will not dress in a manner that

contravenes health, hygiene, safety or decency, and Nursery reserves the right to ask staff members to change/vary their attire if inappropriate.

### **Children's uniform**

Uniform is not mandatory but preschool aged children are encouraged to wear it. 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. We ensure that hair accessories are removed before children sleep or rest. Children's uniform is royal blue polo shirt, grey trousers/shorts/skirt/pinafore dress, blue/white checked girls summer dresses, royal blue sweatshirt/sweatshirt cardigan, enclosed Velcro fastening shoes.

### **Children's attire and belongings**

We feel that by having a uniform it:

- Promotes a sense of pride in the nursery.
- Creates a feeling of community and belonging.
- Is practical and smart.
- Identifies the children with the nursery.
- Is not distracting in room (as fashion clothes might be).
- Makes children feel equal to their peers in terms of appearance.
- Is regarded as suitable, and good value for money, by most parents.
- Has been designed with health and safety in mind.

### **Children's footwear**

The nursery wants all children to grow into healthy adults. We believe that it is dangerous for children to wear shoes with platform soles, slip on shoes, laced up shoes, open toed sandals, knee length boots or high heels in nursery, so we do not allow this. We require all children to wear sensible flat shoes, preferably those which are smart and practical and with suitable grips for playtimes. Children must be able to do their own shoes up so Velcro is preferred as fasteners.

### **The role of parents regarding uniform**

We ask all our parents and carers who send their children to our nursery to support the nursery uniform policy. We believe that parents/carers have a duty to send their children to nursery correctly dressed and ready for the day. Parents should ensure that their child has the correct uniform and that it is clean and in good repair. If any parent would like the nursery to modify the uniform policy, they should make representation, in the first instance, to the nursery manager. The nursery welcomes children from all backgrounds and faith communities. If there are serious reasons, for example religious objections, why parents want their child to wear clothes that differ from the nursery uniform, the nursery will look sympathetically at such requests. Similarly, should an item of nursery uniform prove problematic for a child with disabilities, then parents are invited to draw this to the attention of the Nursery Manager. The nursery will not treat children with disabilities unfavourably. If parents choose not to adhere to the nursery uniform

policy, the nursery will not be liable or be held responsible for any accidents that may occur, such as equipment falling onto toes, tripping up in open toed sandals, laces getting caught in equipment and sliding on sand. This is to include staining of clothes due to paint etc.

All uniform guidelines for children's uniform are also set out for parents in the 'Starting' booklets under organisation.

## **COSHH**

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. The COSHH cupboard at the top of the stairs locked with a key (also stored in kitchen key coded lock, no access for 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. We keep the chemicals used in the setting to the minimum in order to ensure health and hygiene is maintained.

We do not use bleach unless specifically advised during an infection outbreak such as Pandemic flu, except in the toilets, nappy changing area and food preparation areas. Anti-bacterial sprays are not used when children are nearby. Environmental factors are considered when purchasing, using and disposing of chemicals. All members of staff are vigilant and use chemicals safely. Members of staff wear protective gloves when using cleaning chemicals.

Low level windows are made from materials that prevent accidental breakage or are made safe. Windows are protected from accidental breakage or vandalism from people outside the building. Windows above the ground floor are secured so that children cannot climb through them. We take precautions to prevent children's fingers from being trapped in doors, where appropriate finger guards have been fitted. All floor surfaces are checked daily to ensure they are clean and not uneven, wet or damaged.

## **Walking to the school dinner hall**

All children must be counted before leaving the nursery building. To recount again at the nursery gate, school gate at the end of the infant playground and when stopping at the end of the blue fence before going across the car park. Members of staff must position themselves at the front and the end of the line. Any additional staff must position themselves at regular intervals down the line.

Once at the end of the pedestrian area, the children are taught to look for any potential hazards of moving cars etc., whilst standing against the blue fence. A staff member from the middle/back of the line must come to the front and walk along the front of the car park to check for any hazards, including looking in cars across the front of school to see if there is anybody in them who could potentially start moving.

Children must be counted into the dinner hall as well as be counted before leaving the dinner hall. Repeat the process above in the returning journey. The route through the infant playground should always be used to always ensure children's safety unless a hazard in that area outweighs the hazards of a different approach. The decision to use a different approach to the school dinner hall will not be taken lightly and will only be made by a member of the management team. Extra precautions may then be put in place to support the decision made. See also the dinner hall risk assessment

### **Outdoor area**

Our outdoor area is fenced off from the road as well as Hollyfield Primary School, making the building secure and gates to the playground are locked and checked before children go out. Our outdoor area is checked for safety and cleared of rubbish before it is used. Risk assessments are carried out daily to ensure the environment is safe for children. Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides. Our pond (nursery garden) is securely gated, and children supervised when in the area.

Where water can form a pool on equipment, it is emptied before children start playing outside. Our outdoor sand pit is covered when not in use and is cleaned regularly. All outdoor activities are always supervised. See also the outside area risk assessment.

### **Fire and other emergency procedures (Critical incidents)**

Procedures for fire and other emergency evacuation are displayed prominently in all rooms. Fire drills are held at least once each term and in line with Hollyfield Primary School. Arrangements are made to monitor the condition of all fire prevention equipment regularly. This includes the annual visual inspection of fire extinguishers, and the testing of the fire alarm system every term. Fire drills are recorded and actions for the next evacuation are put into place immediately, where necessary.

In the event of an evacuation, children and staff would evacuate the nursery to either the nursery garden (Explorers room) or Hollyfield Primary School infant playground (Discoverers room). If there is a threat of harm from either of our assembly points, we would use St Chad's Church car park. (See Critical Incident Policy for all evacuation procedures)

### **Educational Visits**

The nursery takes very seriously its responsibilities for ensuring the safety of children whilst on trips. The Educational Visits Coordinators are Lydia Enefer, Lindsay Beech, Donna Morgan for nursery and Natalie Page and Eve Tristram for Go Wild Club. (See trip risk assessments and Transportation and supervision of children on outings and visits policy).

A risk assessment is carried out prior to each trip. We use coaches and minibuses only when seat belts are provided, and we require the company's own risk assessment for travel. We instruct the children and parents to always use seat belts when the bus is moving.

## **Illness & Medicines**

### **Giving medication to children in registered childcare January 2013**

You must only give medication when asked to do so by a parent and if there is an accepted health reason to do so. The Statutory Framework states that children should only be given medicines containing aspirin when prescribed by a doctor. You should make this clear to parents and take account of this when putting in place your medication policy. If you already have written permission to give a particular over-the-counter medication to a child, and you need to, you do not have to get written permission every time you give it. However, you may consider it good practice to ask the parent to sign the written record, which you must complete to confirm that you have told them that you have given the agreed medication. This will allow you to prove you have informed parents that you gave the medication, as shown in the Statutory Framework.

While it is not our policy to care for sick children, who should be at home until they are well enough to return to the setting, we will agree to administer prescribed medication as part of maintaining their health and well-being or when they are recovering from an illness. Only medication prescribed by a General Practitioner for an ongoing condition can be administered by staff.

If a child has been prescribed antibiotics, they must be kept at home for at least the first two days of taking any medication for the first time, and longer if still unwell.

Parents will be asked to fill in and sign an Administration of Medication form, detailing the medicine, dosage and times to be given. Medication will be stored in a labelled box, in a secure place. A witness must always be present when medication is administered, and a form signed by staff, staff witness and parents with the date, time and dosage.

### **Over-the-counter medication**

The Statutory Framework allows us to give over-the-counter medication such as pain and fever relief or teething gel. However, you must get written permission beforehand from parents and, you must follow the same recording procedures as those for prescribed medication.

### **Procedures for children who are sick or infectious**

- If children appear unwell during the day, have a temperature, sickness, diarrhoea or pains, particularly in the head or stomach, staff will call the parents and asks them to collect the child or send a known carer to collect on their behalf, immediately but if not within the hour at most.
- If a child has a temperature, they are kept cool, by removing top clothing, sponging their heads with cool water, but kept away from draughts.
- Temperature is taken using a thermometer which is kept near to the first aid box.
- In extreme cases of emergency, the child should be taken to the nearest hospital and the parent informed.

- Parents are asked to take their child to the doctor before returning them to nursery. The nursery can refuse admittance to children who have a temperature, sickness and diarrhoea or a contagious infection or disease.
- Parents are given a booklet on starting at nursery outlining infectious diseases that are common amongst young children. It also states (according to the 'Public Health England Centre' and Guidance on infection control in schools and other childcare settings), the time that children should remain at home during these illnesses (if at all). These include diseases such as measles, scarlet fever, chickenpox and Covid.
- After sickness or diarrhoea, parents are asked to keep children home for **48 hours**.
- Any child who has had sickness and/or diarrhoea will NOT be permitted to swim with nursery for two weeks from the last bout

### **Children who have long term medical conditions and who may require on ongoing medication**

A Health Care Plan (HCP) is carried out for each child by their HV with long term medical conditions that require ongoing medication. This is the responsibility of the manager/deputy alongside the key person. Parents will also contribute to the HCP. They should be shown around the setting, understand the routines and activities and point out anything which they think may be a risk factor for their child.

For some medical conditions key staff will need to have training and a basic understanding of the condition as well as how the medication is to be administered correctly. The training needs for staff is part of the HCP. The HCP includes vigorous activities and any other nursery activity that may give cause for concern regarding an individual child's health needs.

The HCP includes arrangements for taking medicines on outings and the child's GP's advice is sought if necessary, where there are concerns. The HCP for the child outlines the key person's role and what information must be shared with other staff who care for the child. It should include the measures to be taken in an emergency and is reviewed every six months or more if necessary. This includes reviewing the medication, e.g., changes to the medication or the dosage, any side effects noted etc. Parents receive a copy of the HCP and each contributor, including the parent, signs it. Staff have the right to refuse specialist training if they feel they would impede the child's well-being however, there must be a valid reason for this and agreed by the management team.

### **Lifesaving medication & invasive treatments**

Prescribed antihistamine will only be administered to the child once, if they have an allergic reaction for an existing allergy. Staff will then call parents to come and collect the child whilst monitoring them for any changes. **Parents must collect their child immediately where possible but within the hour**. The time of administration AND the time parents were called will be recorded. Should a severe allergic reaction occur after the phone call has been made, but before parents have arrived to collect, the prescribed epi-pen will be administered, and staff will call 999 and then parents.

Staff will record the time that the epi-pen was administered and be ready and waiting for the ambulance to arrive. NO child will ever be administered antihistamine unless it has been prescribed to them and the necessary medical forms have been filled in. If a child has an allergic reaction and has not been prescribed antihistamine, parents will be called to collect the child immediately and if necessary, staff will call 999. In cases where the parent refuses to collect the child or needs several phone calls before arriving at the setting, safeguarding procedures will be followed.

### **Managing medicines on trips and outings**

If children are going on outings, staff accompanying the children must include the key person for the child with a risk assessment, or another member of staff who is fully informed about the child's needs and/or medication. Medication for a child is taken in a sealed plastic box clearly labelled with the child's name, name of the medication. Inside the box is a copy of the consent form and a card to record when it has been given, with the details as given above. On returning to the setting the card is stapled to the medication form and the parent signs it. If a child on medication needs to be taken to hospital, the child's medication is taken in a sealed plastic box clearly labelled with the child's name, name of the medication. Inside the box is a copy of the consent form signed by the parent. As a precaution, children should not eat when travelling in vehicles and this procedure is read alongside the 'Transportation and supervision of children on outings and visits policy.'

### **Insurance requirements for children with allergies and disabilities**

The insurance will automatically include children with any disability or allergy, but certain procedures must be strictly adhered to as set out below. For children suffering life threatening conditions or requiring invasive treatments, written confirmation from our insurance provider must be obtained to extend the insurance. **At all times the administration of medication must be compliant with the Welfare**

**Requirements of the Early Years Foundation Stage and follow procedures based on advice given in Supporting pupils at school with medical conditions (DfES 2014)**

### **Reporting of 'notifiable diseases'**

- If a child or adult is diagnosed suffering from a notifiable disease under the Public Health (Infectious Diseases) Regulations 1988, the GP will report this to the Health Protection Agency.
- When the setting becomes aware, or is formally informed of the notifiable disease, the manager informs Ofsted and acts on any advice given by the Health Protection Agency.

### **HIV/AIDS/Hepatitis procedure**

- HIV virus, like other viruses such as Hepatitis, (A, B and C) are spread through body fluids. Hygiene precautions for dealing with body fluids are the same for all children and adults.
- Single use vinyl gloves and aprons are worn when changing children's nappies, pants and clothing that are soiled with blood, urine, faeces or vomit.
- Protective rubber gloves are used for cleaning/slucing clothing after changing.
- Soiled clothing is rinsed and either bagged for parents to collect or laundered in the nursery.

- Spills of blood, urine, faeces or vomit are cleared using mild disinfectant solution and mops; cloths used are disposed of with the clinical waste.
- Tables and other furniture, furnishings or toys affected by blood, urine, faeces or vomit are cleaned using a disinfectant.

### **Nits and head lice**

Nits and head lice are not an excludable condition, although in exceptional cases a parent may be asked to keep the child away until the infestation has cleared. On identifying cases of head lice, all parents are informed and asked to treat their child and all the family if they are found to have head lice. Staff will offer advice as to the most effective form of treatments and posters/leaflets are available to give to parents should they require one.

### **Virus, disease and pandemics**

A rigorous and robust risk assessment is in place to minimise the risk of potential spread of the disease. The risk assessment is shared with staff and parents and is regularly updated according to government guidelines.

### **Kitchen**

No children should ever enter the kitchen alone. Staff must lock the door each time they have left the kitchen. All COSHH products should be locked away complying with the standards that are stipulated. No lock should be left undone when unattended (coded door). Staff should ensure that when the appliances are not being used with an adult that they are switched off at the plug. Staff should only let children use the appliances if they are being supervised by a responsible adult.

### **Electrical/gas equipment**

All electrical/gas equipment conforms to safety requirements and is checked regularly. Annually they are tested by a qualified electrician. Hollyfield Preschool Nursery is annually tested alongside Hollyfield Primary School and all records are kept in the school office. Our boiler/electrical switch gear/meter cupboard is not accessible to the children.

We have under floor heating and wires and leads are properly guarded and the children are taught not to touch them. There are sufficient sockets to prevent overloading. The temperature of hot water is controlled to prevent scalds. Lighting and ventilation are adequate in all areas including storage areas.

The nursery fully complies with the requirements for portable appliance statutory testing and socket covers are not used as per Department of Health Guidance June 2016

### **Storage**

All resources and materials from which children select are stored safely. All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

## **Washing**

Washing must not be left to dry the corridors as causes a fire hazard. Washing must be left overnight night to dry in the quiet room of the Explorers room which must be removed in the morning before children enter the room. Drying of waterproofs and high 'vis' jackets can be left to dry under the shelter in the front playground. This must be put in a corner and not become a trip hazard.

## **Pushchairs**

As we are a nursery, we have many children with younger siblings who need to be in pushchairs. Unfortunately, having pushchairs in the corridors, rooms and foyers causes a fire hazard and we need to prevent this obstacle.

Pushchairs are not permitted through the main doors of the building and will need to be left in the playgrounds. This will include when bringing children to nursery and collecting them again, workshops, coffee mornings etc. If parents have a sleeping child in a pushchair, staff will organise for their nursery child to be brought outside to them at collection time if necessary, but this may have to wait until all the other children have gone from the rooms.

Pushchairs cannot be left at the setting for the day. They can be stored outside, next to the Explorers playground on school property but this is at parents' own risk.

## **Internet safety**

To minimise the risk of children coming across unsuitable material, we provide constant supervision, and we use only a filtered service, selected links, and child-friendly search engines. (See Internet Safety Policy)

## **Photographs and video**

Photographs and videos are used for assessment purposes. We seek parental permission before using photographs of children or their work in newsletters and other publications. (See Internet Safety Policy)

## **Theft or other Criminal Acts**

If there are serious incidents of theft from the nursery site, the manager will inform the police, and record the incident in the incident book.

Should any incident involve physical violence against a member of staff, we will report this to the manager, and support the member of staff in question if he or she wishes the matter to be reported to the police.

## **The health and welfare of staff including manual handling**

The nursery takes very seriously the need to safeguard the health and welfare of all our staff. This includes their professional development, which we address in supervisions and well-being meetings. We also pay particular attention to the assessment and prevention of work-related stress, thus complying with health and safety law. If a member of staff is experiencing stress at work, s/he should inform the senior management team without delay.

The nursery will not tolerate violence, threatening behaviour or abuse directed against its staff. If such incidents do occur, the nursery will take the matter very seriously, and take action with support from the police.

Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment. When adults need to reach up to store equipment, they are provided with safe equipment to do so.

As with other health and safety issues, we recognise that the most effective method of prevention is to remove or reduce the need to carry out hazardous manual handling. Wherever possible, we review the circumstances in which staff must carry out manual handling and re-design the workplace so that items do not need to be moved from one area to another.

Staff must think about the task to be performed and plan the lift. Consider what will be lifted, where will it need to go, how far will it need to be moved and how will it get there. Staff must never attempt manual handling unless they have read the correct techniques and understood how to use them (see below for techniques).

- Ensure that you can undertake the task. People with health problems and pregnant women may be particularly at risk of injury
- Assess the size, weight and centre of gravity of the load to make sure that a firm grip can be maintained as well as clearly seeing the route that will be taken
- Assess whether the load can be lifted safely and without help. If not, get help or use specialist moving equipment e.g., a trolley. Bear in mind that it may be too dangerous to attempt to lift some loads
- If more than one person is involved, plan the lift first and agree who will lead and give instructions
- Plan the route and remove any obstructions. Check for any hazards such as uneven/slippery flooring
- Lighting should be adequate
- Control harmful loads – for instance, by covering sharp edges or by insulating hot containers
- Ensure that the correct clothing is worn, avoiding tight clothing and unsuitable footwear
- Consider a resting point before moving a heavy load or carrying something any distance

When carrying children, if the child is old enough, ask them to move to a position that is easy to pick up, and encourage them to hold onto an adult as this will support the adult and the child when lifting.

Staff must not place the child on a hip but carry them directly in front of the body in order to balance their weight equally. Wherever possible, avoid carrying the child a long distance. Where a child is young and is unable to hold onto an adult, ensure the child is fully supported in the adult's arms. Staff must avoid carrying anything else when carrying a child and must make two journeys or ask a colleague to assist them. If a child is struggling or fidgeting whilst being carried, stop, place them back down and use reassuring words to calm the child before continuing. Pregnant staff members will not carry children.

When getting ready to lift, staff must stand with feet apart and the leading leg forward. Weight should be even over both feet. Ensure that the heaviest part is next to the body. If the load is too far away, move toward it or bring it nearer before starting the lift. Do not twist the body to pick it up.

When lifting, always lift using the correct posture by bending the knees slowly, keeping the back straight. Tuck the chin in on the way down, lean slightly forward if necessary and get a good grip. Keep the shoulders level, without twisting or turning from the hips and try to grip with the hands around the base of the load, finally bringing the load to waist height, keeping the lift as smooth as possible.

When moving the child or load, move the feet, keeping the child or load close to the body and proceed carefully, making sure that the way to the destination is clear. Lower the child or load, reversing the procedure for lifting and avoid crushing fingers or toes when putting the child or load down. When carrying a load, position and secure it after putting it down then make sure that the child or load is rested on a stable base and in the case of the child ensure their safety in this new position. Report any problems immediately, for example, strains and sprains. Where there are changes, for example to the activity or the load, the task must be reassessed.

When carrying children or loads staff must ensure this is done close to the body as lifting and carrying the load at arm's length increases the risk of injury. Avoid awkward movements such as stooping, reaching or twisting and ensure that the task is well designed and that procedures are followed. Never lift loads from the floor or to above shoulder height and limit the distances for carrying. Minimise repetitive actions by re-designing and rotating tasks and ensure that there are adequate rest periods and breaks between tasks and lastly, plan ahead using teamwork where the load is too heavy for one person.

Staff must ensure that the surroundings are safe. Flooring should be even and not slippery, lighting should be adequate, and the temperature and humidity should be suitable. Remove obstructions and ensure that the correct equipment is available.

Never attempt manual handling unless training has been carried out and given permission to do so. Staff must ensure they can undertake the task and people with health problems and pregnant women

may be particularly at risk of injury. Where applicable and age/stage appropriate encourage children to use steps up to the changing table for nappy changes rather than lifting. Where this is not appropriate always follow the lifting process

All warning signs are clear and in appropriate languages.

We keep a record of all substances that may be hazardous to health - such as cleaning chemicals, or gardening chemicals if used. This states what the risks are and what to do if they have contact with eyes or skin or are ingested. It also states where they are stored. We keep all cleaning chemicals in their original containers.

Adults do not remain in the building on their own.

The sickness of staff and their involvement in accidents is recorded. The records are reviewed termly to identify any issues that need to be addressed.

### **Loft space**

Staff will abide by the procedures (set out in Appendix 7) and only confident, trained staff will ever enter this space. Trained staff will only enter the loft once they have another member of staff to help them and they must be named on the risk assessment in order to help or gain access to the loft space

### **Roles and responsibilities**

The senior management team takes responsibility for health and safety matters. The manager will keep the staff team informed of new regulations regarding health and safety, and to ensure that the nursery regularly reviews its procedures about health and safety matters. All staff are expected to keep their knowledge of health and safety matters up to date for their own CPD through Noodle Now, Early Years Alliance or NDNA or any other platform the manager feels is appropriate.

The manager implements the nursery's health, safety and welfare policy on a day-to-day basis, and ensures that all staff are aware of the details of the policy as it applies to them. The whole staff team reviews the policy during staff team meetings on a yearly basis

The member of staff with responsibility for Health and Safety is: Senior management team

The senior management team will ensure that:

1. Safety policy and relevant codes of practice are fully implemented and, to ensure compliance, are monitored on a regular basis
2. The safety policies will be brought to the notice of all employees
3. The nursery has considered its health and safety obligations and has made provision for meeting those obligations

4. The nursery's staffing structure appropriately reflects the responsibilities for carrying out the arrangements for health and safety
5. Health and safety issues concerning the nursery are identified and appropriate action taken
6. Risk assessments are completed, as required by relevant statutory provisions, safe systems of work produced, and arrangements made for their implementation including training, resourcing, auditing and monitoring
7. Adequate resources are provided for implementation of the policy
8. Safety reports are provided as necessary by the manager so that safety arrangements can be monitored and evaluated
9. All reasonable facilities and information are provided to officers of the Local Authority, inspectors of the Health and Safety Executive and any other health and safety official as appropriate

## **APPENDIX 1**

### **Virus, Disease and Pandemic**

- We will adopt health and safety arrangements under COVID-19 and other virus, disease and pandemics, in line with Health & Safety legislation and in consideration of Government and Local Authority guidelines.
- The nursery will apply and communicate sensible risk management and safe working practices.
  - Regular assessment of hazards and associated risks
  - Implementing preventive and protective control measures against those risks to an acceptable level
  - Monitoring the effectiveness of those measures by senior management team
  - Provision of information, instruction, training and protective equipment to staff
  - Review of risk assessments, policies, procedures and practices at regular interval and where additional information is gained through changes in government guidance, monitoring or following an incident
- Ensure that staff are informed and instructed to ensure competence and awareness of health & safety precautions required during COVID-19 and other virus, disease and pandemics.
- All staff are required to show a proper concern for their own safety and for that of the people around them, exercising due care and attention and observing safe working methods.
- Communicate regularly and effectively with staff and parents about the nursery's response to COVID-19 and other virus, disease and pandemics.
- Educate children about COVID-19 and other virus, disease and pandemics and to encourage and re-assure them about the measures in place to protect themselves from it.
- Put in place the support required for children with special educational needs and disabilities (SEND) in line with education health care (EHC) plans in conjunction with families and other agencies.
- Put in place measures to check on staff well-being (including for management).
- Draw up contingency plans for deep cleaning in the event of an outbreak of COVID-19 and other virus, disease and pandemics on site.
- Provide appropriate personal protective equipment (PPE) as required for staff.

- Put in place arrangements for the continuing education of those children who have to self isolate through sharing on line learning opportunities
- Measures to reduce the risk of infection

### **Children and staff with any symptoms should be kept at home**

- Children and staff with any symptoms (a high temperature; A new, continuous cough; A loss of, or change to, sense of smell or taste) will stay at home
- If a child becomes unwell at nursery for any reason, parents or carers will be asked to collect them immediately regardless of the child displaying typical symptoms or other symptoms
- If staff become unwell at nursery for any reason, they will alert the management team and leave, booking a test as soon as they arrive home. Nursery will be thoroughly cleaned following the staff members departure
- Any child who is sent home will be expected to be tested and parents to carry out relevant procedures following the result. If a parent refuses to have their child tested upon our request, they will be asked to keep their child home for 10 days to make sure that the child is unable to pass infection onto others at nursery (This is because research shows that children can have the virus without displaying typical symptoms)
- Staff will wear PPE when caring for a child displaying symptoms
- If the result of the test is negative, the child or staff can return to nursery when feeling better
- If the test result is positive, they should self-isolate for 10 days from the day of the test (see Virus, Disease and Pandemic policy) and the child's or staff member's household is to self-isolate for 10 days from the onset of symptoms
- If a child or staff tests positive for Coronavirus or other such virus, we will contact Public Health for advice. The staff and any individuals in the child's bubble may be sent home to self-isolate for 10 days from the onset of symptoms

### **Frequent hand cleaning and respiratory hygiene practices**

- Children will wash their hands on arrival, before and after eating, before departure and frequently throughout the day (some of these times will be using an antibacterial gel spray)
- Staff will wash their hands on arrival, before and after eating, before departure and frequently throughout the day
- Essential visitors (including parents & carers) to wash hands on arrival and must wear a mask as well as remember to keep 2 meters apart
- Staff dealing with essential visitors will also wear a mask
- Boxes of tissues will be available & staff will encourage children to blow noses
- Staff will wear a mask on the doors at arrival and departure times

### **Thorough cleaning**

- Thorough cleaning of all surfaces, touch points, doors, floors, toilets and sinks at end of each day
- Frequently touched surfaces cleaned by staff throughout the day

- Toilets & wash basins cleaned at lunchtime as well as at end of day
- Resources cleaned regularly

### **Ventilation & learning outdoors**

- Doors and windows kept open to ensure good ventilation
- Children encouraged to be outdoors as much as possible

### **Minimising contact**

- Children kept in bubbles and not mix with children in other bubbles
- Only essential adult visitors allowed inside the nursery building
- Staggered start & end times for each group
- One way system in place
- Adults to maintain 2 metre social distance with other adults
- Communication exchanged with parents mainly via email and telephone
- No induction home visits carried out and information shared via telephone or conference calls
- No stay and play sessions and more information gained through phone calls
- Parent consultation meetings conducted by telephone or conference calls
- Essential adult visitors (including parents & carers) to wash hands on arrival & wear a face covering on nursery premises
- Staff may choose to wear PPE (face coverings, visors, gloves and aprons) but **MUST** wear them is dealing with an essential visitor

## **APPENDIX 2**

### **No Smoking Policy**

- Smoking is not permitted anywhere on the nursery property or grounds. Hollyfield Preschool Nursery is a non-smoking organisation.
- People are not permitted to smoke inside the building at any time
- Smoking whilst on the premises may be subject to disciplinary action.
- Staff are asked to smoke away from the nursery gates, in order to provide a positive role model for children and parents.

## **APPENDIX 3**

### **Missing Child Procedure**

#### **Introduction**

The welfare of all of our children is our paramount responsibility. Every adult who works at the nursery appreciates that they have a key responsibility for helping to always keep all children safe. Our site security is robust with security systems on the entrance doors and gates. Our staffing ratios

follow statutory guidelines or above and are deliberately designed to ensure that every child is supervised while in our care.

### **Actions to be taken if a child goes missing from nursery**

Our procedures are designed to ensure that a missing child is found and returned to effective supervision as soon as possible. If a child was found to be missing, the following procedure shall take place:

- Staff will be careful to remain calm and to ensure that the other children remain safe and adequately supervised.
- Ask all the adults and children calmly if they can tell us when they last remember seeing the child
- The manager, or senior management team in her absence, should be informed immediately.
- Members of staff shall check around the nursery and premises. At the same time, arrange for one or more adults to search everywhere within Hollyfield Primary School site, both inside and out, carefully checking all spaces, cupboards, washrooms etc where a small child might hide. Check the doors, gates for signs of entry/exit
- Care should be taken during this time that other children are not left unattended and put at risk
  - If, after thorough searching, the child is still not found the police should be informed. At this stage the child's parents/carers will be telephoned.
  - Further action beyond this shall be taken in consultation with the police/parents/carers.
- While waiting for the police and the parent/carer to arrive, searches for the child will continue. During this period, staff will maintain as normal a routine as is possible for the rest of the children at nursery.
- The manager or a senior member of staff will be responsible for meeting the police and the missing child's parent/carer. The management team will co-ordinate any actions instructed by the police and do all she/he can to comfort and reassure the parents/carers.
- Once the incident is resolved, senior management team and the staff team will review relevant policies and procedures and implement any necessary changes.
- All incidents of children going missing from nursery will be recorded in the Incident Record Book.
- Relevant policies and procedures should be reviewed. Media queries should be referred to the LA.
- In cases where either the police or social services have been informed, Ofsted will be informed as soon as is practicable.
- Parents will be informed if their child was temporarily missing during the nursery day.
- If the child is injured, a report would be made under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) to the Health & Safety Executive (HSE).
- A full record of all activities taken up to the stage at which the child was found would be made for the incident report. If appropriate, procedures would be adjusted.

### **Actions to be taken if a child goes missing on an outing**

- An immediate head count would be carried out in order to ensure that all the other children were present.
- An adult would search the immediate vicinity.
- Contact the venue manager and arrange a search.
- The party leader should assess the situation re:
  - Remaining at the venue
  - The possibility of taking the remaining children back to nursery
  - Number of staff remaining at venue / returning with children
  - Inform the manager/DSL by mobile phone.
- A member of the senior management team would ring the child's parents and explain what has happened, and what steps have been set in motion. The parents would be asked to come to the venue/ the nursery at once.
- Contact the police.
- The DSL would inform the Birmingham Safeguarding Children Board
- The nursery would cooperate fully with any police investigation and any safeguarding investigation by Children's Social Care.
- Ofsted would be informed.
- The insurers would be informed.
- If the child is injured, a report would be made under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) to the Health & Safety Executive (HSE)
- A full record of all activities taken up to the stage at which the child was found would be made for the incident report. If appropriate, procedures would be adjusted

#### **Actions to be taken by staff once the child is found**

- The manager will speak to the parents to discuss events and give an account of the incident
- The manager will promise a full investigation (if appropriate involving Social Services/ Birmingham Safeguarding Children Board)
- Media queries should be referred to the LA
- The investigation should involve all concerned providing written statements
- The report should be detailed covering the following points:
  - Time and place
  - numbers of staff and children
  - when the child was last seen
  - what appeared to have happened
  - the purpose of the outing
  - the length of time that the child was missing and how s/he appeared to have gone missing
  - lessons for the future.

## **APPENDIX 4**

### **Uncollected Child Procedure**

## **Procedures to be followed by staff when a child is not collected on time**

We undertake to look after the child safely throughout the time that he or she remains under our care. The nursery will ensure that all children are collected by a parent, carer or designated adult. If for some reason a child is not collected at the end of a session, the following procedures will be activated:

- If a child is not collected within 10 minutes of the agreed collection time, a senior member of staff will call the parent, carer or designated adult, and use any other emergency contact details available, in order to try to ascertain the cause for the delay, and how long it is likely to last. Messages will always be left on any answer phone requesting a prompt reply.
- If a child is not collected at lunchtime, while they wait, they will stay with the rest of the group for the afternoon session. Staff will continue to try to contact the parents/carers or other designated adults on the emergency contact sheet.
- The senior member of staff on duty must call at least one other member of the senior team to gain their support whilst going through the next part of the process (management all live locally)
- While waiting to be collected after closing time, the child will be supervised by at least 2 members of staff who will offer them as much support and reassurance as is necessary.
- If all attempts to contact a parent/legal guardian, designated person or emergency contact fail then a member of the senior team should inform the Local Authority Social Services Department of the situation without delay.
- The duty social worker will take charge of the situation and decide what happens next, and whether the police need to be involved in helping to trace the parent/guardian of the child.
- Children's Social Care will attempt to find the parent or relative. Emergency arrangements will be made for the child in consultation with the Local Authority Social Care.
- The child will not leave the premises with anyone other than those named on the registration form or in their file.
- On occasions when parents or the persons normally authorised to collect the child are unable to do so, parents advise how to verify the identity of the person who is to collect their child using a pre-determined password
- Under no circumstances should staff go to look for the parent or take the child home with them.
- A full written report of the incident will be recorded in the child's file.
- Continual incidents of late collection will be recorded and discussed with parents/carers at the earliest opportunity
- Parents are charged a late fee



**Appendix 5**

**Administration of Medication Form**

**Only medication prescribed by a General Practitioner  
can be administered by Hollyfield Preschool Nursery Staff.**

I confirm that.....(child's name)  
has been prescribed.....(name of medication and strength).....  
by.....(GP name and practice)  
on.....(date on packaging)  
reason for medication.....  
expiry date of medication.....  
child's date of birth.....

It should be administered at the following times: AM ..... PM.....  
in the following dosage:.....

I give my permission for staff to give this medication. Parents are advised to administer any newly prescribed medicine themselves for the first 48 hours so that any allergic reaction can be monitored.

My child had had this medication before YES / NO (circle)

Signed..... Date.....

Print name.....




Staff must check that parents have completed an Administration of Medication form before administering any medication.

- Staff must check that the medication has the child’s name, date and administration instructions on the label
- Medication must be administered at the time requested by parent
- A witness must always be present when any medication is administered.
- The witness must check the medication label and ensure it has the correct name, date and administering instructions
- Any medication given must be recorded on the Administration of Medication Record and state the dosage given, the time it was given and it must be signed by the member of staff who administered the medication. Parents must then sign the Administration of Medication Record when collecting their child.

## Appendix 7

### Loft Space

- Staff are to follow procedures for using loft ladder. Which is mounted on the wall in the cupboard. (written and mounted, attached to this policy)
- Staff need to ask a senior member of staff if they can enter the loft. No member of staff should enter unless permission is granted. Anyone entering the loft without permission will be considered as unauthorised.
- Staff should always go in 2s when entering the loft and ensuring another staff member is at the bottom of the ladders and making sure if any adults enter the room they see the loft hatch is open.
- Staff should only go in the loft if they are competent to do so, and have an understanding of loft safety.
- Staff should be aware of the low level beams and not lift their head and body at speed. Taking note of the signs.
- Staff will need to be aware of the roof height, and move in a safe and cautious way as not to harm or injure themselves.
- Staff need to be aware that underneath the boarding the area is fragile. Should the boarding ever be broken staff must inform a senior member of staff and vacate the area immediately.
- Staff must not enter the area without boards.
- Staff must not go past the safety signage.

- Staff should never put any weight on an area that does not have boards on it as there is a serious risk to their safety and health should they do so.
- Staff should only enter the loft if the lights are working.
- Staff must not lift big and heavy items on their own.
- Staff must not take big and heavy items up and down the loft and loft ladders on their own.
- Where needed staff should ask for a third member of staff to help if it is perceived as necessary.
- Staff must keep the loft clean and tidy, ensuring that anything they take they put back in a safe space, keeping the 'walkway' clear at all times.

This procedure will be used in conjunction with the loft risk assessment

### Legal Framework

- Health and Safety at Work Act (2015)
- Management of Health and Safety at Work Regulations (2006)
- Electricity at Work Regulations (2009)
- Control of Substances Hazardous to Health Regulations(COSHH) (2004)
- Manual Handling Operations Regulations (2002)
- Health and Safety (Display Screen Equipment) Regulations (2002)
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR 2013)

### Further guidance

- *Health and Safety Law: What you Should Know (HSE 2009)*  
[www.hse.gov.uk/pubns/law.pdf](http://www.hse.gov.uk/pubns/law.pdf)
- *Health and Safety Regulation...a Short Guide (HSE 2003)*  
[www.hse.gov.uk/pubns/hsc13.pdf](http://www.hse.gov.uk/pubns/hsc13.pdf)
- Electrical Safety and You (HSE 1998)  
[www.hse.gov.uk/pubns/indg231.pdf](http://www.hse.gov.uk/pubns/indg231.pdf)
- COSHH: A Brief Guide to the Regulations (HSE 2005)  
[www.hse.gov.uk/pubns/indg136.pdf](http://www.hse.gov.uk/pubns/indg136.pdf)
- Manual Handling – Frequently Asked Questions (HSE)  
[www.hse.gov.uk/contact/faqs/manualhandling.htm](http://www.hse.gov.uk/contact/faqs/manualhandling.htm)
- Innovation: managing risk, not avoiding it (2014)

This policy was adopted at Hollyfield Pre School Nursery's Staff meeting in March 2019

Date to be reviewed – June 2021

Signed on behalf of the management team –

Name of signatory –

Role of signatory -