







LADYBIRDS
NURSERY

General Standards

Health and Safety


At Ladybirds Nursery we believe that the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, parents, staff, volunteers and visitors.








-  We aim to make children, parents and staff aware of health and safety issues and to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment.
-  Our members of staff responsible for health and safety are Gillian Franklin / Zoe Nicholson.
-  They are competent to carry out these responsibilities
-  We display the necessary health and safety poster in the staff room and in foyer downstairs

Insurance cover








We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed in reception. We are insured by Morton Michelle insurance.

Awareness training




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

-  Records are kept of these inductions training sessions and new staff and volunteers are asked to sign to confirm that they have taken part.
-  Health and safety issues are explained to the parents of new children so that they understand the part played by these issues in the daily life of our nursery.
-  We operate a no smoking policy either in the nursery building or in the surrounding grounds.
-  Children are made aware of health and safety issues through discussions, planned activities and routines.
-  Covid 19 health and safety has been issued to all staff.
-  Staff are aware of any new health and safety issues that have arisen during the coronavirus outbreak.
-  A short video has been put on Ladybirds Facebook page for parents to understand before they return to nursery.



Safety of adults

-  Adults are provided with guidance about safe storage, movement, lifting and erection of large pieces of equipment.
-  When adults need to reach up to store equipment or to change light bulbs they are provided with safe equipment to do so. The caretaker will do these procedures.
-  Fire safety and evacuation sign are displayed appropriately
-  Adults do not remain in the building on their own or leave on their own after dark.
-  The sickness of staff and their involvement in accidents is recorded. The records are reviewed regularly to identify any issues that need to be addressed.
-  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. These records are maintained by the kitchen staff.
-  We keep all cleaning chemicals in their original containers.



Windows

-  Windows throughout the building are secured so that children cannot climb through them with window locks.
-  Windows have restrictors on them to prevent anyone accessing the building from the outside.
-  Covid 19 - the windows should be open as much as possible for ventilation.





Doors




-  We take precautions to prevent children's fingers from being trapped in doors by using trap guards. We fit security locks to the external and internal doors to protect from intruders.
-  Covid 19 - the door plates and handles are cleaned throughout the day with antibacterial spray.

Floors


-  All floor surfaces are checked daily to ensure they are clean and not uneven, wet or damaged. Wet floor signs are displayed when floors are wet through cleaning or wet weather.
-  Covid -19 - Floor are mopped using disinfectant throughout the day.

Electricals/Gas Equipment







-  All electrical/gas equipment conforms to safety requirements and is checked regularly.
-  Our boiler/electrical switch gear/meter cupboards is not accessible to the children.
-  Fires, heaters, electrical sockets, wires and leads are properly guarded and the children are taught not to touch them. Sockets are covered with socket covers.
-  Radiator covers are checked daily to make sure they are not obstructed or damaged.

-  There are sufficient sockets to prevent overloading
-  The temperature of hot water is controlled to prevent scalds, signs are placed above hot water taps to warn people of hot water.
-  Lighting and ventilation is adequate in all areas including storage areas.





Storage

-  All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.


Outdoor area


-  Our outdoor area is securely fenced.
-  Our outdoor area is checked for safety and cleared of any rubbish before it is used.
-  Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides.
-  Where water can form a sizeable pool on equipment, it is emptied before children start playing outside. If the pool of water is minimal the staff allow the children to explore the puddle whilst being supervised.
-  All outdoor activities are supervised at all times.
-  **Covid 19 - The outdoor equipment is cleaned with antibacterial spray after each room has used the equipment, before the next room goes outside, and again at the end of the day.**

Hygiene

-  We regularly seek information from the Environmental Health Department and the health Authority to ensure we keep up to date with the latest recommendations, and infection preventions
-  Our daily routines encourage the children to learn about personal hygiene.
-  We have a daily cleaning routine for the setting which includes playrooms, kitchen, rest area, toilets and nappy changing areas.
-  We have a schedule for cleaning resources and equipment, dressing-up clothes and furnishings.


 Covid 19 - all dressing up equipment has been removed, along with all soft furnishings and soft toys


 The toilet area has a high standard of hygiene including hand washing and drying facilities and the disposal of nappies.


 We implement good hygiene practices by;


- 1) Cleaning tables between activities
- 2) Cleaning toilets regularly
- 3) Wearing protective clothing- such as aprons and disposable gloves - as appropriate.
- 4) Providing sets of clean clothes (provided by parents)
- 5) Providing tissues and wipes
- 6) Ensuring individual use of face cloths.
- 7) Providing individual sets of bedding for each child
- 8) Encouraging the children to wash their hands before eating and after using the toilet, or blowing their nose or sneezing
- 9) Covid 19 - although our hygiene procedure are good during 'normal times' we understand the importance of hygiene throughout the day especially the need for frequent hand washing.

Activities and resources

 Before purchasing or loaning, equipment and resources they are checked to ensure that they are safe for the ages and stages of the children currently attending the nursery.


 The layout of play equipment allows adults and children to move safely and freely between activities.

 Equipment is regularly checked for cleanliness and safety and any dangerous items are repaired or discarded.


 All materials, including paint and glue, are non-toxic.


 Sand is clean and suitable for children's play.


 Physical play is constantly supervised.

 Children are taught to handle and store tools safely.






 Children who are sleeping are checked regularly.

 Children learn about health, safety and personal hygiene through activities we provide and the routines we follow.

 Large pieces of equipment are discarded only with the consent of the manager/deputy

 Covid 19 - The use of malleable materials including sand is now suspended until further notice.

Health and Safety during Covid 19

-  For a symptomatic child we have an isolation station
-  There are gloves, aprons, face masks, face visors for staff to wear if they have to treat a child with symptoms
-  This station can also be used for any staff member who is displaying any symptoms
-  There is cleaning equipment to hand to ensure the thorough cleaning of the area when the symptomatic person has left the area
-  All PPE must be disposed off in the appropriate manner, it should be put in a yellow bag, tied and stored in the bin compound for 72 hours then put in the blue bin.

Policy Issued January 2016

Date to be Reviewed January 2017

Date Reviewed May 2017

Date to be Reviewed May 2018

Date Reviewed May 2018

Date to be Reviewed May 2019

Date Reviewed April 2019

Date to be Reviewed April 2020

Date Reviewed June 2020 (additional Covid 19 information)

Date to be Reviewed August 2020

Date Reviewed

This policy will be reviewed sooner than the review date if new information becomes available.