

Policy 18

Health, Safety and Hygiene

18.1 General statement of policy

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, training and supervision as they need for this purpose. We wish to develop and promote a strong health and safety culture within the 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 the policy are set out within this policy and sufficient resources will be made available to honour our commitment.

The policy will be kept up to date, particularly as the business changes in nature and size, as and when necessary. We therefore welcome any useful comments from members of staff, parents and visitors regarding this policy.

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:

- 1 establish and maintain a safe and healthy environment throughout the nursery
- 2 establish and maintain safe working procedures amongst staff and children
- 3 make arrangements for ensuring safety and the absence of risks to health in connection with the use, handling, storage and transport of articles and substances

- 4 ensure the provision of sufficient information, instruction and supervision to enable all people working in or using the nursery, to avoid hazards and contribute positively to their own health and safety at work, and to ensure that they have access to health and safety training as and when provided
- 5 maintain a healthy and safe place of work and safe entry and exit from it
- 6 formulate effective procedures for use in case of fire and other emergencies and for evacuating the nursery premises
- 7 follow the regulations of the Health & Safety at Work Act 1974 and any other relevant legislation.

We believe the risks in the nursery environment to be low but to maintain the maximum protection for children, staff and parents/carers we consider it necessary to:

- 1 ensure the highest entrances and exits from the building, including fire exits
- 2 regularly check the premises room by room for structural defects, worn fixtures and fittings or electrical equipment, and take the necessary remedial action
- 3 ensure that all staff are aware of the fire procedures and regular fire drills are carried out
- 4 ensure that all members of staff are aware of the procedures in case of accidents
- 5 ensure that all members of staff take all reasonable action to control the spread of infectious diseases and that they wear protective gloves and clothes where appropriate
- 6 prohibit smoking on the premises
- 7 prohibit any contractor working on the premises without prior discussion with the officer in charge to negate any risks to the staff or children
- 8 no inappropriate jewellery to be worn
- 9 dress code is smart and practical with sensible shoes
- 10 no running inside the premises

- 11 all electrical sockets should be protected by safety plugs, and there should be no trailing wires
- 12 all cleaning materials/toilet cleaner to be placed out of the reach of children
- 13 protective clothing should be worn when serving food
- 14 prohibit certain foods e.g. peanuts are not allowed in the nursery
- 15 telephone calls must be received before 8am if a member of staff is not well enough to attend work
- 16 all staff should familiarise themselves with the First Aid boxes. All staff are first aid trained.
- 17 children must be supervised at all times
- 18 no student should be left unsupervised at any time.

Responsibilities

Responsibility for Health and Safety in the nursery is that of: Kerry Averre

The principal has overall and final responsibility for this policy being carried out at The Old School House (Headcorn) Ltd. The nursery manager will be responsible in her absence.

All employees have the responsibility to co-operate with senior staff and the principal and manager to achieve a healthy and safe workplace and to take reasonable care of themselves and others. Neglect of health and safety regulations will be regarded as a disciplinary matter.

Whenever a member of staff notices a health or safety problem, which they are not able to put right, they must immediately report to the appropriate person named above.

Daily contact, monthly staff/planning meetings and health and safety meetings provide consultation between management and employees.

Other health and safety areas are managed by:

- 1 safety training
- 2 safety inspections
- 3 investigating accidents
- 4 monitoring the maintenance of equipment
- 5 risk assessments

18.2 General fire safety

The principal has overall responsibility for the fire drill and evacuation procedures. These should be carried out and recorded for each group of children at least twice a term.

Fire doors should never be obstructed or locked in any way

Fire extinguishers and a fire blanket are checked annually and staff know how to use them. These are located as directed by the Fire Brigade:

1. 9 litre water extinguisher inside the double internal entrance doors in the corridor
2. 2kg powder extinguisher mounted on the kitchen wall
3. 1.2m sq fire blanket near the cooker in the kitchen

Fire checklist

	Who checks	how often	location
Escape route	Principal/Manager	Daily	All locations
Fire extinguishers and blankets	NKM Fire Protection	Annually	All locations
Smoke/heat alarms	Manager	Termly	All locations
Fire alarms	Manager	Termly	All locations

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 in the event of a fire, along with the portable phone and children's family contact details.

No smoking policy

The health and wellbeing of all children and adults on our premises is of utmost importance to us. Smoking has proved to be a health risk and in accordance with current legislation, the nursery operates a strict no smoking policy within its buildings and grounds. Parents are respectfully requested to abstain from smoking whilst on the premises or in our grounds. This rule also applies to staff, students, carers and visitors etc. Staff and parents/helpers accompanying children outside the nursery are not permitted to smoke e.g. whilst on an outing.

We respect it is personal choice to smoke, although the nursery supports healthy lifestyles and therefore will help staff and parents to stop smoking by:

- 1 providing fact sheets and leaflets
- 2 providing information of local help groups
- 3 NHS quit smoking helpline/ website: www.gosmokefree.co.uk
- 4 offering information regarding products available to help stop smoking
- 5 offering in house support.

Fire drill procedure

On discovering a fire

1. CALMLY raise the alarm by pressing the fire alarm button
2. immediately evacuate the building under guidance from the manager
3. check all rooms, toilets, corners, etc

4. using the nearest exit lead the children out, assemble at *the assembly points in the car park at the front of the building or garden, as appropriate*)
5. close all doors behind you.

The manager is to:

1. pick up the children's attendance book, visitor book and staff time sheet
 2. telephone emergency services: dial 999 and ask for the fire service
 3. in a safe place clear of the building – do a head count to ensure numbers tally with the number on the white board and carry out a role call to check the children against the attendance book
 4. Account for all adults similarly with a role call against the staff time sheet.
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- 1 Do not try to collect personal belongings on evacuating the building
 - 2 Do not attempt to go back in and fight the fire
 - 3 Do not attempt to go back in if any children or adults are not accounted for
 - 4 Ensure the fire services are advised of anyone missing.

18.3 General policies & procedures

THE 1989 CHILDREN ACT - All staff must have an awareness of the 1989 Children Act.

Accidents

Location of accident files: Table in the appropriate main entrance

- 1 the person responsible for reporting accidents, incidents or near misses is the member of staff who witnesses the incident. They must record it in the Accident File, have it countersigned by another member of staff and report it to the manager. This should be done as soon as the accident is dealt with, while the details are still clearly remembered. The parents must be shown the Accident Report and asked to sign it as soon as they collect their child
- 2 the nursery manager must report serious accidents to the principal 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))
- 3 when the Accident File is full it will be kept for at least 21 years and 3 months
- 4 where medical attention is required, a senior member of staff should notify the inspectorate body as soon as possible. This can initially be by telephone and then in written form
- 5 where medical treatment is required you should also inform the insurance company in writing

First aid

The main first aid box is located in: the staff room, with smaller packs available in

the Toddler Unit kitchen and in the portable garden first aid bags.

Emergency first aid procedures are kept in the medicine cabinet in the staff room

The appointed person responsible for first aid is Louise Latham/Kerry
Averre

All staff are trained and qualified first aiders.

18.4 Medication policy

When dealing with medication of any kind in the nursery, strict guidelines should be followed.

Prescribed medication

- 1 prescribed medicine can only be given to the person named on the bottle for the dosage stated
- 2 the parent or guardian of any child requiring prescribed medication should allow a senior member of staff to have sight of the bottle. The staff member should note the details of the administration on the appropriate form. Another member of staff should check these details
- 3 the parent or guardian should give written permission for the administration of medication
- 4 the parent or guardian should sign and date a medication form daily to confirm the agreed dosage for that day
- 5 the parent or guardian should be asked when the child had last been given the medication before coming to nursery; this information should be recorded on the medication form. Similarly when the child is picked up, the parent or guardian must be given precise details of the times and dosage given throughout the day. The parent's or guardian's signature must be obtained
- 6 at the time of administering the medicine a senior member of staff will ask the child to take the medicine, or offer it in a manner acceptable to the child at the prescribed time and in the prescribed form. **(It is important to note that staff working with children are not legally obliged to administer medication)**

- 7 if the child refuses to take the appropriate medication then a note should be made on the form
- 8 where medication is “essential” or may have side effects, discussion with the parent should take place to establish the appropriate response
- 9 wherever possible ask parents to request that GPs prescribe the least number of doses per day, i.e. 3 x daily, rather than 4 x daily.

Non-prescribed medication

- 1 the nursery will administer non-prescribed medication for a period of three days. After this time medical attention should be sought
- 2 if a child needs liquid paracetamol or similar during their time at nursery, such medication should be treated as prescribed medication with the onus being on the parent to provide the medicine. Follow the prescribed medication procedure. However liquid paracetamol (Calpol) will be kept on the premises, to use if necessary, after a parent’s permission has been sought
- 3 for any non-prescribed cream for skin conditions e.g. Sudocreme, written permission must be obtained from the parent/guardian
- 4 if any child is brought to the nursery in a condition in which he/she may require medication, sometime during the day, you should decide if the child is fit to be left at the nursery. If the child is staying, the parent or guardian must be asked if any kind of medication has already been given, at what time and in what dosage
- 5 as with any kind of medication, staff must ensure that the parent or

guardian is informed of any non-prescribed medicines given to the child whilst at the nursery, together with times and dosage given

- 6 the nursery DOES NOT administer medication unless written consent is given, or in an emergency, parental consent is given over the telephone.

Injections, Pessaries, Suppositories

As the administration of injections, pessaries and suppositories represents intrusive nursing, they should not be administered by any member of staff. (If this causes a problem in providing appropriate care of a child, please consult Ofsted/*Care Commission.)

Staff medication

Staff are able to access the first aid box in the staff room when required.

First aid boxes should only contain items permitted by the Health & Safety (First Aid) Regulations Act 1981, such as sterile dressings, bandages, and eye pads. No other medical items such, as Paracetamol should be kept in the first aid box.

Storage

All medication for children must have the child's name clearly written on the container and be kept in a medicine cabinet which is kept locked at all times, other than when medicines are being issued or received. The key to the medicine cabinet must be kept safe and out of reach of the children at all times.

Any antibiotics requiring refrigeration must be kept in an area inaccessible to children.

18.5 Immunisation policy

We recognise, where possible, that children are vaccinated in accordance with their age. If children are not vaccinated, it is the responsibility of the parents to inform the nursery to ensure that children/staff/parents are not exposed to any unnecessary risks of any sort. The nursery manager must be aware of any children who are not vaccinated within the nursery in accordance with their age.

Information regarding immunisations should be recorded on children's registration documents and updated as and when necessary.

Staff vaccinations policy

It is the responsibility of all staff to ensure they keep up to date with their vaccinations for:

Tetanus Tuberculosis Rubella Hepatitis Polio

If a member of staff is unsure as to whether they are up to date, then we recommend that they visit their GP or practice nurse for their own good health.

Emergency information

Emergency information should be kept for every child and should be updated every six months with regular reminders to parents in newsletters, at parents' evenings and a reminder notice on the Parent Information Board.

18.6 Sickness/illness policy

Children should not be left at nursery if they are unwell. Should a child have an infectious disease, such as an eye/ear infection or sickness and diarrhoea, they should not return to nursery until they have been clear for at least 48 hours. It is vital that we follow the advice given to us by our registering authority and exclude such children until they are well, to protect the other children and staff in the nursery. Illnesses of this nature are very contagious and it is exceedingly unfair to expose other children/adults to the risk of an infection.

We are unable to administer any medication, including liquid paracetamol or similar, without written consent from the parent/carer. For ongoing medication (ie creams or inhalers) a Regular Medication form will also be completed six monthly to ensure that information is accurate and up to date. If a child is left at nursery when they have a temperature, or if they have been unwell, and a consent form for medication has not been signed, we will contact the parent/carer by phone and ask them to attend immediately if the child's condition deteriorates during the day. We can only accept a written statement from the child's doctor to administer liquid paracetamol or similar when needed, if there is a history of a medical condition such as Febrile convulsions/fits within the family. This has been an area of some confusion for parents, who are unaware of the seriousness with which our insurance company treats this matter. We will invalidate our public liability insurance if we administer liquid paracetamol or any other medication without written consent. We would ask all parents to adhere to the policy of the nursery in this matter and to seek clarification if they are unsure.

If a child requires antibiotics, we will administer them after the first 48 hours of the course. A medication form however must be completed. It is important that children are not subjected to the rigours of the nursery day, which requires socialising with other children and being part of a group setting, when they have first become ill and require an antibiotic. Our policy, therefore, is to exclude children on antibiotics for the first 48 hours of the course. A medication form must

also be completed for nappy rash cream and liquid paracetamol, which must be clearly labelled with your child's name and date. **It must be handed to a member of staff and not left in the child's bag.** This is a vital safety issue and we trust parents/carers will co-operate with this policy.

The nursery has the right to refuse admission to a child who is unwell. If your child becomes ill whilst at nursery, you will be contacted immediately and asked to collect your child as soon as possible.

If your child has a minor accident at nursery, a member of staff or one of our qualified first aiders, if necessary, will deal it with. Details will be recorded in the Accident Book. Parents/carers will be asked to sign this form to confirm they have seen a record of the accident when collecting their child. If the accident/illness is of a serious nature, the parent/carer or the emergency contact the nursery has been given, will be called. If necessary, medical assistance will also be called.

Meningitis procedure

If a parent informs the nursery that their child has meningitis, the nursery manager should contact the Infection Control Nurse for their area. The IC Nurse will give guidance and support in each individual case. If parents do not inform the nursery, we will be contacted directly by the IC Nurse and the appropriate support will be given.

Transporting children to hospital procedure

1. if the sickness/injury is severe, call for an ambulance immediately. DO NOT attempt to transport the sick/injured child in your own vehicle
2. whilst waiting for the ambulance, contact the parent/guardian and arrange to meet them at the hospital
3. a senior member of staff must accompany the child and collect together registration forms, relevant medication sheets, medication and the child's

- comforter. A member of the management team must also be informed immediately
4. remain calm at all times. Children who witness an accident may well be affected by it and may need lots of cuddles and reassurance.

Head Lice

Parents are encouraged to check their children's hair regularly for signs of head lice. As head lice are communicable, if parents become aware that their child has head lice they are requested to inform the nursery, so the nursery can pass this information onto other parents. However this information will remain anonymous and at no time should the child with head lice be identified.

If staff become aware or suspect that a child may have head lice, they should not infringe the child's personal space or rights by checking thoroughly but should highlight their concerns to the parents. This should be done sensitively and in private so as not to cause embarrassment and to respect privacy and confidentiality.

18.7 Allergies & allergic reaction policy

- 1 information passed on through parents from the registration form regarding allergic reactions and allergies must be shared with all staff in the nursery
- 2 the nursery manager must carry out a full Allergy Risk Assessment Procedure with the parent prior to the child starting the nursery. The information must then be shared with all staff
- 3 if a child has an allergic reaction to food, a bee sting, plant etc, a First Aid trained member of staff will administer the appropriate treatment and parents must be informed
- 4 a sick child needs, above all, its parent/guardian; therefore every effort should be made to contact him/her as soon as possible
- 5 if the allergic reaction is severe a member of staff will summon an

- ambulance immediately. DO NOT attempt to transport the sick/injured child in your own vehicle
- 6 whilst waiting for the ambulance, contact the parent/guardian and arrange to meet them at the hospital
 - 7 a senior member of staff must accompany the child and collect together registration forms, relevant medication sheets, medication and child's comforter
 - 8 staff must remain calm at all times; children who witness an allergic reaction/accident may well be affected by it and may need lots of cuddles and reassurance.

Personal protective equipment (PPE)

The nursery provides staff with PPE according to the need of the task or activity. Staff must wear PPE to protect themselves and the children during care tasks that involve contact with bodily fluids. PPE is also provided for the handling of chemicals and other tasks. This is chosen according to need and will be regularly reviewed to ensure it is suitable and effective.

Dealing with blood

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 Milton or freshly diluted bleach (one part diluted with ten parts water). Such solutions must be carefully disposed of immediately after use.

The nursery will not necessarily be aware if there is a child carrying Hepatitis or is HIV Positive on their register.

Needle puncture and sharps injury

Blood-borne infections may be transmitted to employees who injure themselves

with needles, broken glass etc. For this reason, great care must be taken in the collection and disposal of this type of material. For the safety and well being of the employees, ALL NEEDLES, BROKEN GLASS, ETC, SHOULD BE TREATED AS CONTAMINATED. If a needle is found the local authority must be contacted to deal with its disposal.

18.8 Visitors & supervision

Visitors

All visitors must sign the Visitor's Book on arrival and departure. If a visitor is spending a considerable part of the day within the nursery, the manager must point out fire procedures. A member of staff must accompany visitors in the nursery at all times whilst in the building.

The manager is responsible for all students and relief staff receiving information on Health and Safety in the nursery.

Supervision

- 1 whether children are in or out of the building, they must be supervised at all times
- 2 be aware that children can drown in only a few centimetres of water
- 3 special care should be taken when children are using apparatus e.g. climbing frame and when walking down outside steps
- 4 a member of staff must supervise large outdoor play equipment at all times
- 5 when outdoors, staff must be aware of bushes, shrubs and plants
- 6 children must be carefully supervised when using scissors
- 7 if the nursery has hired a bouncy castle for the day then STRICT safety guidelines should be followed as laid down by the hiring company. A member of staff MUST supervise the children at all times
- 8 if children are sleeping, the door should be left ajar and the baby monitored switched on, and the speaker end placed in clear earshot of members of staff
- 9 at no time should a child come into the nursery from the garden, without an adult being present in the nursery building
- 10 we have a minimum average of one member of staff to 6 children in the nursery unit and one member of staff to 3 children in the toddler unit, and more in both if there are younger children present

Security

- 1 no child should be given into the care of any person we DO NOT know. If in doubt check the person's identity by ringing the child's parent/guardian or the emergency number. Information must be passed on to all staff and recorded if it specifies whom can/cannot collect a child
- 2 the home book, for a child to be picked up by a person other than his or her parent/guardian or named emergency contact must be signed in this event. Photo identification and/or a password are also beneficial where possible
- 3 staff must check the identity of any visitors they do not recognise before allowing them into the main nursery. Visitors to the nursery must be recorded in the visitor book and accompanied by a member of staff at all times whilst in the building
- 4 all external doors must be kept locked at all times and external gates closed. All internal doors and gates must be kept closed to ensure children are not able to wander.

18.9 Advice & consultancy

Name	Contact No
Local Health and Safety Inspector	01622 602145
Fire Officer	01622 890880
Environmental Health Officer – Food Hygiene	01622 602202
Medical Health Officer – Kent & Medway Infection Control & Health & Protection	01622 710161
Health and Safety Officer	01622 602202
Health Visitor – Headcorn area – Maggie Marks	01580 895840
Ofsted	08456 404045

Health and safety training

Person responsible for training: Kerry Averre

Special training required for all staff:

Area	Training required
Dealing with blood	In house training/course
Use of fire extinguisher	In house training
Risk assessment	In house training/course
Changing of nappies	In house training
Child protection	In house training/course
Manual handling	In house training/course
Stress awareness	In house training/course
First aid	Course

At least one member of staff on duty MUST hold the Full First Aid At Work Certificate.

18.10 Safety checks

Written checks must be carried out on a weekly basis on the premises and all equipment on a daily basis as its used.

The person responsible for this is: Kerry Averre

All staff should be constantly aware of the nursery environment and monitor safety at all times.

Risk assessments

The nursery carries out written risk assessments annually. These are regularly reviewed and cover potential risks to children, staff and visitors at the nursery. Risk assessments document the hazard, 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, checked and by whom?

Safety checks on premises, both indoors and outdoors, are made before every session.

Equipment is checked regularly and dangerous items discarded or repaired to an adequate standard. All staff are vigilant on a daily basis to potential risks. New equipment or changes to activities are risk assessed on an on-going basis.

The layout and space ratios allow children and adults to move safely and freely between activities. Children are not permitted to run inside the premises.

Electrical equipment

Who checks	How often	Location/Tel. no.
Hawkesworth Appliance Testing	Annually	01845 524498

Mains information

Locations of:

Water stop tap: Nursery - Kitchen under sink
..... Toddler Unit – 2 valves in Nursery toilets

Gas point:.....Not applicable.....

Fuse box:.....Cupboard in corner of Nursery Quiet Room.....

Main electricity box:..... Cupboard in corner of Nursery Quiet Room

Dangerous substances

All dangerous substances including chemicals MUST be kept in a locked area or out of children’s reach. Safety Data Sheets (COSHH) must be kept for all substances and the appropriate personal protection taken e.g. gloves, apron, and goggles.

Hot drinks

Staff should take extra care when drinking hot drinks. Hot drinks should not be drunk around children, and should be placed at all times out of the reach of children.

Transport and outings

The arrangements for transporting and the supervision of children when away from the nursery need to be carefully planned. The nursery has a comprehensive documented policy relating to outings, which incorporates all aspects of health and safety procedures.

Room temperatures

Staff should be aware of room temperatures in the nursery and should ensure that they are suitable at all times. Staff must always be aware of the dangers of babies and young children being too warm or too cold.

Where fans are being used to cool rooms, GREAT CARE must be taken with regard to their positioning.

Babies and toddlers policy

- 1 care should be taken to ensure that babies/toddlers do not have access to activities containing small pieces, which could be swallowed or otherwise injure the child
- 2 potties should be washed and disinfected after every use
- 3 cot mattresses must meet safety standards
- 4 babies under two years should not be given pillows, cot bumpers or any soft furnishings to prevent risk of suffocation
- 5 highchairs are not used at nursery, horseshoe shaped low chairs are used with a safety harness where appropriate
- 6 babies should never be left propped up with bottles as it is both dangerous and inappropriate

- 7 sleeping children are constantly checked with a baby monitor in operation at all times whilst they are sleeping and are checked in person on a regular basis
- 8 staff should not lift children to change nappies whilst pregnant.

Sun care policy

The nursery is committed to ensuring that all children are fully protected from the dangers of too much sun. Severe sunburn in childhood can lead to the development of malignant melanoma (the most dangerous type of skin cancer) in later life.

The following guidelines are for the prevention and care of children in the sun:

- 1 children must have a clearly named sun hat. If children do not have a hat at nursery, one shall be provided for that session and parents will be expected to take this home and wash it prior to its return.
- 2 children must have their own sun block cream named and dated with written consent for staff to apply
- 3 children need light weight cotton clothing suitable for the sun
- 4 children will only be outside in the shade and not be out in direct sun between 11.15am – 2.15pm on hot days
- 5 children will wear a sun hat when outside on sunny days
- 6 children will have sun cream applied before going outside after lunch. Parents must apply suntan lotion at home in the morning
- 7 Nursery and older children have free access to the water fountain and younger children are offered cooled water more frequently throughout the day.

Asian and black skin colouring

- 1 carers of children with this type of skin should be aware that these skin types can be very tolerant to sunshine. However it is important to remember that burning can still occur if living in Britain.

18.11 Manual handling policy

As it is not possible to eliminate manual handling altogether, correct handling techniques must be followed to minimise the risks of injury. A variety of injuries may result from poor manual handling and staff must all be aware and adhere to the nursery's manual handling policy.

Preventing injuries

As with other health and safety issues, the most effective method of prevention is to eliminate the hazard – in this case, to remove the need to carry out hazardous manual handling. For example, it may be possible to re-design the workplace so that items do not need to be moved from one area to another.

Where manual-handling tasks cannot be avoided, they must be assessed as part of the risk assessment. This involves examining the tasks and deciding what the risks associated with them are, and how these can be removed or reduced by adding control measures.

As part of a manual handling assessment the following should be considered:

- 2 the tasks to be carried out
- 3 the load to be moved
- 4 the environment in which handling takes place
- 5 the capability of the individual involved in the manual handling.

A number of factors increase the risk of manual handling injuries, and these should be considered and controlled. The following paragraphs offer a number of suggestions.

Correct lifting procedure

Planning and procedure

- 1 think about the task to be performed and plan the lift
- 2 consider what you will be lifting, where you will put it, how far you are going to move it and how you are going to get there
- 3 never attempt manual handling unless you have read the correct techniques and understood how to use them
- 4 ensure that you are capable of undertaking the task – people with health problems and pregnant women may be particularly at risk of injury
- 5 assess the size, weight and centre of gravity of the load to make sure that you can maintain a firm grip and see where you are going
- 6 remove any unnecessary packaging, if this will make the task safer
- 7 reduce the size and weight of loads to make handling easier. This could involve suppliers packing items into smaller consignments before delivery or unpacking packages before moving them
- 8 assess whether you can lift the load safely 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
- 9 if more than one person is involved, plan the lift first and agree who will lead and give instructions
- 10 plan your route and remove any obstructions. Check for any hazards such as uneven/slippery flooring
- 11 lighting should be adequate
- 12 control harmful loads – for instance, by covering sharp edges or by insulating hot containers
- 13 avoid lifting unsafe loads, such as damaged glass or badly packed chemicals
- 14 check whether you need any personal protective equipment (PPE) and obtain the necessary items, if appropriate. Check the equipment before

- use and check that it fits you
- 15 ensure that you are wearing the correct clothing, avoiding tight clothing and unsuitable footwear
 - 16 consider a resting point before moving a heavy load or carrying something any distance.

Position

- 1 stand in front of the load with your feet apart and your leading leg forward. Your weight should be even over both feet. Position yourself (or turn the load around) so that the heaviest part is next to you. If the load is too far away, move toward it or bring it nearer before starting the lift. Do not twist your body to pick it up.

Lifting

Always lift using the correct posture:

- 2 bend the knees slowly, keeping the back straight
- 3 tuck the chin in on the way down
- 4 lean slightly forward if necessary and get a good grip
- 5 keep the shoulders level, without twisting or turning from the hips
- 6 try to grip with the hands around the base of the load
- 7 bring the load to waist height, keeping the lift as smooth as possible.

Moving the load

- 1 move the feet, keeping the load close to the body
- 2 proceed carefully, making sure that you can see where you are going
- 3 lower the load, reversing the procedure for lifting
- 4 avoid crushing fingers or toes as you put the load down
- 5 position and secure the load after putting it down. Make sure that it is rested on a stable base
- 6 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.

The task

- 1 carry loads close to the body, lifting and carrying the load at arm's length increases the risk of injury
- 2 avoid awkward movements such as stooping, reaching or twisting
- 3 ensure that the task is well designed and that procedures are followed
- 4 try never to lift from the floor or to above shoulder height. Limit the distances for carrying
- 5 minimise repetitive actions by re-designing and rotating tasks
- 6 ensure that there are adequate rest periods and breaks between tasks
- 7 plan ahead – use teamwork where the load is too heavy for one person.

The environment

- 1 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
- 2 remove obstructions and ensure that the correct equipment is available.

The individual

- 1 never attempt manual handling unless you have been trained and given permission to do so
- 2 ensure that you are capable of undertaking the task – people with health problems and pregnant women may be particularly at risk of injury.

18.12 Office policy

Staff can help to prevent health problems by:

- 1 sitting comfortably at the correct height with forearms parallel to the surface of the desktop and eyes level with the top of the screen
- 2 maintaining a good posture
- 3 avoiding repetitive and awkward movements by using a copyholder and keeping frequently used items within easy reach

- 4 changing position regularly
- 5 using a good keyboard and mouse technique with wrists straight and not using excessive force
- 6 making sure there are no reflections or glare on screens by carefully positioning them in relation to sources of light
- 7 adjusting the screen controls to prevent eyestrain
- 8 keeping the screen clean
- 9 reporting to their manager any problems associated with use of the equipment
- 10 planning work so that there are breaks away from the workstation.

Seating and posture for typical office tasks:

- 1 good lumbar support
- 2 seat height adjustability
- 3 no excess pressure on underside of thighs and backs of knees
- 4 foot support if needed
- 5 space for postural change, no obstacles under desk
- 6 forearms approximately horizontal
- 7 minimal extensions, flexion or straining of wrists
- 8 screen height and angle should allow for comfortable head position
- 9 space in front of keyboard to support hand/wrists during pauses in typing
- 10 seat back adjustability.

18.13 Healthy work place policy

The nursery is committed to providing a workplace, which supports and encourages a healthy staff team through sharing information, training and family friendly issues.

Personal Hygiene

All members of the group, both adults and children, are encouraged to observe the following to maintain good personal hygiene

- 1 Hand washing after using the toilet
- 2 Toothbrushes (if brought to the nursery for use) will not be shared
- 3 Children with pierced ears are not allowed to share each other's earrings
- 4 Tissues are available in each room, and should be used and disposed of hygienically
- 5 Children are encouraged to shield their mouth, then wash their hands, when sneezing or coughing
- 6 Paper towels are used for drying hands and then disposed of hygienically

Dress code

Staff must follow the dress code at all times.

Staff breaks

It is the responsibility of the nursery manager to ensure that all staff working five hours or more takes a break of 15 minutes, 30 minutes or 60 minutes dependant on hours worked and ensuring that ratio's are maintained. Staff who are entitled to take an hour lunch break, may be asked to take this as two 30 minutes during busy times. This would be taken as 30 minutes over the lunch period and a further 30 minutes at an agreed time during the afternoon.

Cleaning

The nursery is committed to providing a safe, happy and healthy environment for children to play, grow and learn. Cleanliness is a vital step to ensure this. The nursery will be cleaned every evening and regular checks will be made in the bathrooms. The nappy changing facility will be cleaned after every use. Any

mess caused throughout the day will be cleaned up as necessary to ensure that a hygienic environment is provided for the children in our care. Disposable rubber gloves will be used when cleaning up spills of bodily fluids, and immediately disposed of. Floors and other affected surfaces are disinfected according to the manufacturer's instructions.

Spare laundered underwear and other children's clothing, are available in case of accidents and soiled garments should be wrapped in polythene bags before going home with the child the same day.

All surfaces are cleaned daily with an appropriate cleaner (anti-bacterial spray for tables and other surfaces used prior to the consumption or preparation of food or refreshments). The following colour coding will apply to specific areas for cleaning purposes;

RED mop and bucket– Children's and staff toilet floors

YELLOW mop and bucket – Kitchen floors

BLUE mop and bucket – All other floors

Paper towels will be used to clean/wipe off anti-bacterial spray from work surfaces and tables prior to food preparation or consumption
Disposable Blue/Red cloths will be used for General cleaning

Kitchen

- 1 staff need to be aware of the basic food hygiene standards
- 2 staff should not be involved in the handling of food if suffering from any infection/contagious disease or skin trouble
- 3 raw and cooked foods to be prepared in separate areas
- 4 wash fruit and vegetables thoroughly before preparation
- 5 fridge and freezer temperatures must be recorded first thing in the morning by the appropriate person

- 6 all food to be covered at all times in and out of the fridge
- 7 staff should wear an overall/apron when preparing food
- 8 children's packed lunches should be stored in the fridge in the main kitchen, and staff packed lunches in the staff fridge in the staff room. However in the case that there are too many children's lunches, the staff room fridge may be used as an 'overflow' area
- 9 fridges to be cleaned out weekly
- 10 microwave to be cleaned after each use
- 11 oven to be cleaned out regularly
- 12 freezers to be cleaned out every three months
- 13 care must be taken to ensure that food is correctly stored in fridges
- 14 when heating food it should be done until over 75°C, checked with the probe thermometer and recorded, then cooled down before serving. Food prepared on the premises must be checked with the probe thermometer before serving. Food should only be heated immediately before it is to be consumed (allowing for cooling period to suitable eating temperature). Food is only to be heated once at nursery, it should NOT be re-heated a further time
- 15 all opened packets to be dated when opened and placed in an airtight container e.g. baby food, raisins, cereal etc
- 16 blended food should be placed in suitable airtight containers, named and dated
- 17 surfaces to be cleaned with anti-bacterial spray
- 18 only disposable kitchen cloths to be used.
- 19 tea towels to be scrupulously clean and washed on a hot wash between each session
- 20 all utensils will be kept clean and stored in a dust-free place, e.g. cupboard or drawer. Cracked or chipped china will not be used
- 21 windows to be opened as often as possible along with the vents
- 22 where food/milk is prepared for babies there must be a separate area within the kitchen which is specifically designated for this preparation

- 23 bottles should be labelled with the child's name, time and date, and once cool this should be stored in the refrigerator
- 24 bottles and teats should be thoroughly cleaned with hot soapy water and sterilized after use (they should not be washed in the dishwasher)
- 25 bottles may be heated in a bottle warmer, jug of boiling water or microwave. If a bottle is heated by standing it in hot water, this should be done in an area which children do not have access to
- 26 if dummies are used they should be cleaned and sterilized. This also applies to dummies which have been dropped
- 27 sterilizer to be washed out daily
- 28 children must NOT enter the kitchen at any time
- 29 all cupboards to be cleaned out termly
- 30 doors to the kitchen to be kept closed/locked at all times
- 31** food served but not used immediately should be appropriately covered and placed in the fridge/freezer within 60 minutes. If this is not followed, food should be discarded immediately.

Nursery

- 1 staff must be aware of general hygiene in the nursery and ensure that high standards are kept at all times
- 2 regular toy washing rotas must be established in all rooms. Toys should be washed with sanitising fluid
- 3 floors should be cleaned during the day when necessary. Hoover bags should be changed frequently and mop heads should be washed in a separate wash
- 4 children's faces will be cleaned with disposable wipes
- 5 high chairs must be cleaned thoroughly after each use. Straps and reins must be washed weekly
- 6 all surfaces should be kept clean and clutter free
- 7 children must always be reminded to wash their hands after using the bathroom and before meals. Staff should always encourage good hygiene standards, for example, not eating food that has fallen on the floor.

Staff rooms

- 1 it is the responsibility of each member of staff to ensure that their staff room is kept clean and tidy
- 2 all implements used for lunch or break to be washed and tidied away.

Nappy Changing

The following procedure should be followed when changing nappies:

- 1 All appropriate supplies should be available before you commence, ie. Nappy, wipes, clean clothes etc
- 2 If in the toddler unit the nappy changing unit should be used, if in the nursery the changing mat should be used in the bathroom
- 3 Open supporting bracket before nappy changing unit is opened
- 4 Open nappy changing unit and put on disposable gloves
- 5 Place child on changing area with his/her head towards the top (left hand side) of the unit
- 6 Remove appropriate clothing and dirty nappy
- 7 Place dirty nappy in disposable bin
- 8 Clean child with wipes as appropriate and use cream as appropriate, if supplied by the parents/carers
- 9 Put new nappy on child
- 10 Replace child's clothing
- 11 Lift child down from nappy changing unit
- 12 Clean changing mat with antiseptic spray and paper towel
- 13 Remove disposable gloves and put in nappy bin
- 14 Write details as appropriate in nappy changing record book
- 15 Close nappy changing unit and close bracket/store changing mat in appropriate place
- 16 Wash hands

***ENSURE AT ALL TIMES THAT NO CHILD IS EVER LEFT UNATTENDED ON
THE CHANGING UNIT***

18.14 Animal policy

Pets

- 1 pets should not be allowed near food, dishes, worktops or food preparation areas. Children should wash their hands with soap and water after handling animals
- 2 when arranging an outing to a farm, staff must all be aware of the farm outing checklist (see below).
- 3 Children must not be left unsupervised when handling a nursery pet
- 4 Arrangements must be made for all Nursery pets during Nursery closure periods

Checklist for visits to farms

- 1 a site visit must be made by a senior member of staff before an outing to a farm can be arranged. Check that the farm is well managed, that the grounds and public areas are as clean as possible, and that suitable First Aid arrangements are made. Animals should be prohibited from any outdoor picnic areas
- 2 check that the farm has suitable washing facilities, appropriately signposted, with running water, soap and disposable towels or hot air hand dryers. Any portable water taps should be appropriately designed in a suitable area
- 3 ensure that there is an adequate number of adults to supervise the children, taking into account the age and stage of development of the children

- 4 explain to the children that they cannot be allowed to eat or drink anything, including crisps and sweets while touring the farm because of the risk of infection
- 5 ensure suitable precautions are in place where appropriate e.g. in restricted areas such as near slurry pits or where animals are isolated.

During the visits

- 1 if children are in contact with, or feeding animals, warn them not to place their faces against the animals or put their hands in their own mouths afterwards
- 2 after contact with animals and particularly before eating and drinking, ensure all children wash and dry their hands thoroughly. If young children are in the group, hand washing will need to be supervised
- 3 meals, breaks or snacks should be taken well away from the areas where animals are kept and children should be warned not to eat anything which has fallen on the ground. Any crops produced on the farm should be thoroughly washed in portable water before consumption
- 4 ensure children do not consume unpasteurised produce, e.g. milk or cheese, or taste animal foodstuffs, such as silage and concentrates
- 5 manure or slurry presents a particular risk of infection and children should be warned against touching it. If they do touch it, ensure that they thoroughly wash and dry their hands immediately
- 6 ensure all children wash their hands thoroughly before departure
- 7 ensure footwear is as free as possible from faecal materials.

18.15 Waste management policy

The nursery monitors closely the management of waste and disposes of it in accordance with local authority requirements. Staff are made aware of the need to minimise energy waste and the nursery uses appropriate measures to save energy, such as energy saving lighting etc. The nursery recycles paper waste at paper banks and ensures that where possible other sources of waste are recycled to reduce the effect on the environment. This policy is reviewed annually and is carefully considered in the best interests of the children, nursery and the environment.