



*Our Pride, Our Joy Ltd*  
Fierté Multi-Academy Trust

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# Abridged Health Safety and Welfare Policy

At the heart of Our Pride, Our Joy are both the UNICEF Rights Respecting values and articles and Learning Behaviours. Through these, we aim to put children's rights at the heart of our Early Years and Care Club Provision. We work together to embed children's rights in our ethos and culture; to improve well-being and develop every child's talent and ability to their full potential. We aspire to give children a sense of pride and achievement in all that they undertake.

## Document Control

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## Version Control

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1.0	July 2019	Sharon Shilling	Issued
2.0	Summer 2020	S. Shilling	
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4.0	Autumn 2022	S. Shilling	No changes
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### **Purpose of this policy:**

The purpose of this policy is to ensure the contents of this document are intrinsic to our working practises on a day-to-day basis.

### **Who the policy applies to:**

The policy is for all staff. This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality across Our Pride, Our Joy in line with The Fierté Multi-Academy Trust.

### **Aims**

We are committed to:

- Involve and motivate staff in all matters concerning Health & Safety.
- To provide adequate control of the health and safety risks arising from our work activities.
- To regularly review risks and check that control measures remain adequate.
- To consult with all employees on all matters affecting their health and safety.
- Developing the appropriate setting structure and culture, that supports the concept of risk management by all members of the team.
- To consult with all employees on all matters affecting their health and safety.
- To provide and maintain safe play equipment.
- To ensure safe handling use and storage of any substances.
- To provide the necessary instruction, training, information, and supervision for all staff, to ensure their competence.
- Achieve a high standard of occupational health, safety, welfare, and hygiene.
- Provide a healthy environment.
- Eliminate hazardous situations.
- To prevent accidents/ill health through poor risk assessment processes and to create a culture of thinking safely where staff regularly bring forward any observations and concerns.
- To provide adequate funds to rectify any health and safety issues.
- To review and revise this policy as necessary at regular intervals.
- Toys indoor and outdoor regularly checked and cleaned.
- Toys containing small parts kept away from younger children.
- All medicines and hazardous substances are kept out of reach.
- Necessary safety equipment is in place appropriate to the age of children in care.
- Children encouraged to develop good hygiene practice.
- When outside children must hold hands and listen to instructions
- Check for broken glass or dog/fox faeces when visiting parks.
- Never leave a child unattended when out
- The nursery and Care club settings are completely no smoking areas.

## **No-Smoking.**

*3.56 Providers must not allow smoking in or on the premises when children are present or about to be present. (Statutory Framework EYFS (Early Years Foundation Stage))*

We aim to ensure that all staff members and parents do not smoke on the premises, this includes non-employee i.e., visitors, contractors, and members of the public.

This policy applies to all employees and users of the nursery and care club setting and is in place to reduce the risk of fire and to protect the health of the staff, parents, and children.

Please report to a supervisor any incidents where the policy is not being adhered to.

### **Employees and non-employees**

- To comply with the arrangements within this policy.
- To be considerate as to the locality used externally for smoking.

## **Children's Medicines**

*3.46 Medicine, both prescription and non-prescription must only be administered to a child where written permission for that medicine has been obtained from the child's parent and /or carer. Providers must keep a written record each time a medicine is administered to a child and inform the child's parents and /or carers on the same day or as soon as is reasonably practicable. (Statutory Framework EYFS)*

- Children suffering from long-term illnesses e.g., asthma, epilepsy or fibro-cystic disease will be administered drugs at the required times providing clear written request and permission is received from parents.
- Parents will be invited to come into school to administer short-term medications if they wish.

## **Staff Medicine**

*3.19 Practitioners must not be under the influence of alcohol or any other substance which may affect their ability to care for children. If practitioners are taking medication which may affect their ability to care for children, those practitioners should seek medical advice. Providers must ensure that those practitioners only work directly with children if medical advice confirms that the medication is unlikely to impair that staff member's ability to look after children properly. Staff medication on the premises must be securely stored, and out of reach of children, always. (Statutory Framework EYFS)*

- Staff must always check with the doctor that any medication they are taking does not hinder their ability to work with children.
- Any medication must be stored with the staff members' belongings in a locked cupboard and out of a child's reach.
- If it needs to be kept in a fridge, the staffroom fridge should be used.

- Any medication must be stored on the premises in its original container and be labelled.

## First Aid

- First Aid boxes are accessible to staff, but out of reach for children.
- Most staff members in the setting are Paediatric First Aid holders.
- Designated members of staff will check contents and replenish, as necessary.
- Accidents to be recorded in the accident book or on Tapestry.
- Serious accidents to be reported to RIDDOR.
- Staff are made aware of where the medical room is and where First Aid boxes are located.
- Parents indicate on the admission form at registration, two alternative points of contact. If a child has an accident in nursery which necessitates us contacting parents (head injuries, deep gaping wounds, suspected limb fractures) it will be recorded in the nursery accident book or on Tapestry by a member of staff. If it is impossible to contact parents and the child needs immediate medical attention, a staff member will accompany them to hospital. The nursery manager will continue to attempt to contact family and to arrange for them to go straight to the hospital.
- Any member of staff involved in an accident in the setting should be entered in the school accident book also.

## Fire Drill

- A termly fire drill is held, and all children are taken to the main meeting point.
- All staff and children will be made familiar with exit routes and procedures.
- Exit signs are in the setting according to the regulations.
- Details of fire drills and bell tests will be recorded by the Site Manager.

### THE FIRE ALARM IS A CONTINUOUS BELL

On hearing the fire alarm staff proceed as follows:

- Calmly stop the children's activities and reassure them.
- Line up in an orderly manner and leave the building through the nearest exit.
- The last adult out of the room should check toilets, switch off lights and close the doors including the fire exit door.
- Assemble at the meeting point in an orderly line.
- Count the children and check against the register.

If your exit is blocked proceed to the next exit

IF A CHILD IS MISSING, INFORM THE NURSERY AND CARE CLUB MANAGER WHO MUST INFORM THE HEADTEACHER AND SITE MANAGER IMMEDIATELY. DO NOT RE-ENTER THE BUILDING OR LEAVE THE CHILDREN UNATTENDED.

## Risk Assessments

*3.54. Providers must ensure that their premises, including overall floor space and outdoor spaces, are fit for purpose and suitable for the age of children cared for and the activities provided on the premises. Providers must comply with requirements of health and safety legislation (including fire safety and hygiene requirements). (Statutory Framework EYFS)*

- Daily risk assessments are carried out by the staff in all areas of nursery and care club. These are displayed in the rooms as a reminder for staff to check before allowing children access.
- Individual settings complete more in-depth risk assessments which will be updated regularly, and which inform the daily checklists.

## Manual Handling

On most occasions a child attending Our Pride Our Joy nursery and care club will be able to walk and move themselves. However, we do acknowledge that on certain occasions it may be that the child needs to be picked up. At any time that this occurs the following guidelines need to be adhered to:

- If the child is old enough, ask them to move to a position that is easy to pick up, and ask them to hold onto you as this will support you and the child when lifting.
- Do not place the child on your hip, carry them directly in front of you to balance their weight equally.
- Wherever possible, avoid carrying the child a long distance.
- Avoid carrying anything else when carrying a child. Make two journeys or ask a colleague to assist you.
- If a child is struggling or fidgeting whilst you are carrying them, stop, place them back down and use reassuring words to calm the child before continuing.

- Students and pregnant staff members will not carry children.

### **Position**

- 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:

- Bend 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.
- Try to grip with the hands around the base of the load.
- Bring the load to waist height, keeping the lift as smooth as possible.
- Moving the child or load
- Move the feet, keep the child, or load close to the body.
- Proceed carefully, making sure that you can see where you are going.
- Lower the child or load, reversing the procedure for lifting.
- Avoid crushing fingers or toes as you put the child or load down.
- If you are carrying a load, position and secure it after putting it down.
- Make sure the child or load is rested on a stable base and, if so, 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.

### **The task**

- Carry children or loads close to the body, lifting and carrying the load at arm's length increases the risk of injury.
- Avoid awkward movements such as stooping, reaching, or twisting.
- Ensure that the task is well designed and that procedures are followed.
- Try never to lift loads from the floor or to above shoulder height.
- Limit the distances for carrying.
- Minimise repetitive actions by re-designing and rotating tasks.
- Ensure that there are adequate rest periods and breaks between tasks.
- Plan – use teamwork where the load is too heavy for one person.

### **The environment**

- 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.

### **The individual**

- Never attempt manual handling unless you have been trained and given permission to do so
- Ensure that you can undertake the task – people with health problems and pregnant women may be particularly at risk of injury.
- Where applicable and age/stage appropriate encourage children to use ladders up to the changing table for nappy changes rather than lifting. Where this is not appropriate always follow the lifting process

## Winter Months

### Roles and Responsibilities

During the winter months the academy headteacher in conjunction with the site manager will ensure that procedures are in place to minimise the risks associated with ice and snow conditions. This may include ensuring safe access for vehicles and staff, service users and members of the public and involve gritting, snow clearing and closure of some routes. All reasonable efforts should be made to ensure that the setting stays open as normal.

The headteacher/deputy head and site manager will monitor local weather forecasts to anticipate snow or icy conditions and carry out plans, as necessary. This will encompass gritting, snow clearing and in extreme cases closure of certain routes.

On site risk assessments will be carried out by all staff and the nursery and care club leaders must check their own areas for any hazards

### Gritting and Snow Clearance

The following is advice from Staffordshire County Council

*Rock salt (plain and treated) is the most used grit, as it is cheap, quick to apply and easy to spread.*

*Salt can stop ice forming and cause existing snow or ice to melt. It is most effective when it is ground down, but this will take far longer on pedestrian areas than on roads.*

*No tests have been carried out on how much grit to use. As a guide, on roads a rate of 10-15gms/m<sup>2</sup> for precautionary salting and 20-40gms/m<sup>2</sup> during ice and snow conditions is recommended (source: HSE)*



## Childrens access

*3.54 Providers must ensure that their premises, including overall floor space and outdoor spaces, are fit for purpose and suitable for the age of children cared for and the activities provided on the premises. Providers must comply with requirements of health and safety legislation (including fire safety and hygiene requirements)*

The nursery and care club manager will decide if any of the areas are safe for children to access in increment weather.

Parents/carers have a responsibility to provide their child/children with a named winter coat, hat scarf and gloves. If a child is not provided with suitable clothing, they will not be allowed outdoors.

The nursery and care club manager will send a letter to parents reminding them of the clothing requirements for each child.

Children's outdoor learning should encompass all weathers and at Our Pride Our Joy we endeavour to have access to the outdoors all year round and in all weather conditions. Therefore, if deemed safe, the children should have access to experience the snow and ice safely.

Icy floors will need to be sectioned off to stop the children accessing these.

Staff should bear in mind the length of time spent outdoors and when necessary, ensure a time limit for staff and children to be outdoors.

## Summer Months

Our Pride Our Joy regards the protection of children from the sun as an important part of its provision for children and parents. It is especially important during the summer months.

Discussing this with children raises their own awareness of the sun's dangers and helps them to learn about looking after themselves and keeping healthy.

During the Summer months we always aim for all children to be sufficiently protected from the sun's rays and heat whilst in our care. As the weather begins to get warmer a letter will be sent to parents/carers asking them to provide their child with a named sun hat and sun cream if applicable.

## The Role of the Parent/Carer

- Parents/carers must supply their child with sun cream in a bottle labelled with their name if the child is to be in nursery/care club for the full day.
- If their child is only attending the setting for half a day sun cream should be applied before attending.
- Parents/carers must also provide their child with a sunhat labelled with their name.

## The Role of the Practitioner

- Staff are aware that to help children apply sun cream they must have permission from the parent/carer first. This needs to be in written form, signed and dated.
- Staff are aware that they can only support children to apply sun cream if the sun cream has been supplied by the parent / carer. Under no circumstances are staff allowed to apply someone else's sun cream due to health and safety issues and / or allergies.
- Children have access to water and are continually reminded to drink.
- Staff provide covered areas for the children to sit and play away from the sun's direct rays.
- Staff will limit the length of time spent outdoors in hot weather.
- Staff ensure children only go outdoors if they have an appropriate hat and sun cream has been applied either at home or in nursery/care club.

## Healthy Food and Drink

Our setting regards snack and mealtimes as an important part of the day. Eating represents a social time for children and adults and provides the chance for a 'teachable moment' to learn about healthy eating.

*3.47 Where children are provided with meals snacks and drinks, they must be healthy, balanced, and nutritious.*

## Methods

- Before a child starts to attend the nursery, we find out from parents their children's dietary needs and preferences, including any allergies.
- We record information about each child's dietary needs.
- We regularly consult with parents to ensure that our records of their children's dietary needs - including any allergies - are up to date.
- We display current information about individual children's dietary needs so that all staff and volunteers are fully informed about them.
- We implement systems to ensure that children receive only food and drink consistent with their dietary needs and preferences and their parents' wishes.

- We provide nutritious food during snack time, avoiding copious quantities of saturated fat, sugar and salt and artificial additives, preservatives, and colourings.
- If children stay for lunch, their meals are prepared by the Trust's catering team and provide items from each of the main food groups.
- We include foods from the diet of each of the children's cultural backgrounds, providing children with familiar foods and introducing them to new ones.
- We do not provide food containing nuts or nut products and are especially vigilant where we have a child who has a known allergy to nuts.
- Through discussion with parents and research reading by staff, we obtain information about the dietary rules of the religious groups, to which children and their parents belong, of vegetarians and vegans, and about food allergies. We take account of this information in the provision of food and drinks.
- We provide a vegan/vegetarian alternative on days when meat or fish are offered.
- We require staff to show sensitivity in providing for children's diets and allergies. Staff do not use a child's diet or allergy as a label for the child or make a child feel singled out because of her/his diet or allergy.
- We organise snack times so that they are social occasions in which children and staff participate. We use snack times to help children to develop independence through making choices, serving food and drink, and feeding themselves.
- We provide children with utensils that are appropriate for their ages and stages of development and that take account of the eating practices in their cultures.
- We have fresh drinking water available for the children which they can access at any time throughout the day.
- To protect children with food allergies, we have rules about children not sharing and swapping their food with one another.

## Equipment and Resources

### Aim

We aim to provide children with high quality resources and equipment that are safe, clean, attractive, and developmentally appropriate, which will help to consolidate and extend their knowledge, skills, interests, and aptitudes.

We also provide 'loose parts' resources which are authentic and open ended and provide children with the opportunities to extend their imagination, problem solve and develop critical thinking skills.

### Process

To achieve this, we:

- Provide play equipment and resources that are safe and - where applicable - conform to the BSEN safety standards or Toys (Safety) Regulation (2011).
- Provide enough quantities of equipment and resources for the number of children.

- Provide resources that promote all areas of children's learning and development, which may be child or adult led.
- Select books, equipment and resources that promote positive images of people of all colours, cultures and abilities, are non-discriminatory and avoid racial and gender stereotyping.
- Provide play equipment and resources that promote continuity and progression, sufficient challenge and meet the needs and interests of all children.
- Provide man made, natural and recycled materials that are clean, in good condition and safe for the children to use.
- Provide furniture that is suitable for children and adults.
- Store and display resources and equipment where children can independently choose and select them.
- Regularly check all resources and equipment available at each session and ensure they are put away at the end of each session. We repair and clean, or replace, any unsafe, worn out, dirty or damaged equipment.

## Appendix A

### COSHH

#### Aim

We aim to provide children with a safe and secure environment in which to play, investigate and discover. It is necessary for every hazardous substance kept in the setting, to have a completed COSHH sheet. This identifies any potential hazard and any preventative measures which must be taken.

All COSHH sheets are clearly displayed, and it is essential that you are clear about the potential hazards and preventative measures you must take. All cleaning fluids must be kept out of the reach of children, preferably on top of a cupboard.

A COSHH sheet must record the following information.

**Product Name:**

**Hazard Designation:**

E.g. Toxic      Corrosive      Irritant

**Hazard by which entry can cause damage to the body:**

**Persons likely to be affected:**

E.g. Staff      Maintenance

**Recommended Preventative or Control Measures:**

E.g. gloves

**First Aid Treatment Details:**

**Any other useful information:**