



## Health and Safety Policy **including Covid-19**

Reviewed: May 2020

Review date: **Ongoing during Covid-19 pandemic**

### **Aim:**

Rainbow Day Nursery will ensure that all reasonably practicable actions will be taken to ensure the maintenance of a safe and healthy working environment, the health and safety of all persons, and to prevent damage to Nursery property, by promoting awareness of legal, personal responsibilities. It is the duty of all employees to conform to Nursery Policy and safe systems of work and to accept and carry out their responsibilities. This awareness will be achieved through induction and ongoing training. In this connection, employees are reminded of their own duty under Section 7 of the Health and Safety at Work Act, to take responsibility for their own safety and that of other workers, and to co-operate with the Nursery as to enable it to carry out its own responsibilities successfully.

All sub-contractors employed by the Nursery will be required to comply with, and adhere to, the Nursery Policy on Safety.

**Changes highlighted in Red have been made in response to the Covid-19 pandemic to attempt to prevent any further spread of the virus in the setting.**

### **Responsibilities:**

Responsibility for overall Health and Safety throughout the nurseries is, owner, **Brid Stenson** and Area Manager, **Lisa Dewar**

The Nursery Manager, **Aslihan Mani** has overall and final responsibility for this policy being carried out at:

Rainbow Day Nursery Bromley, 13 Hayes Road, Bromley, BR2 9AF

The Deputy Nursery Manager, **Amy Leigh Sheath** will be responsible in her absence.

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

If a member of staff notices a health or safety issue which they are not able to rectify, they must immediately report it to the appropriate person, named above. Parents and visitors are requested to report any concerns they may have to firstly, the Manager or Deputy Manager in the absence of the Manager, before contacting the Area Manager.

Opportunities for daily contact, monthly staff meetings and health and safety meetings are provided to ensure, consultation between management and employees, to include health and safety matters. **All meetings and contacts are to be done at a safe distance or with the use of technology where minimal contact will be required.**

All employees have a duty to co-operate in the operation of this policy **with additional care relating to the Covid-19 policy** and are expected to:

- Establish and maintain a safe and healthy environment throughout the nursery including outdoor spaces
- Establish and maintain safe working practices amongst staff and children
- Provide training for safety and minimising of risks to health in connection with the use, handling, storage and transport of hazardous articles and substances
- Ensure that information, instruction and supervision is provided to enable all people working in, or using the nursery to avoid hazards and contribute positively to their own health and safety and to ensure that staff have access to regular health and safety training
- Maintain a healthy and safe nursery with clear safe entry and exit routes **as per our children arrival and departure policy.**
- Formulate effective procedures for use in case of fire and other emergencies and for evacuating the nursery premises. Practice this procedure on a regular basis to enable the safe and speedy evacuation of the nursery. **During the time of the Covid-19 pandemic we will socially distance within reason while maintaining safety of the children. All drills will be carried out in a speedy fashion but in line with our evacuation procedures.**
- Maintain a safe working environment for pregnant workers or for workers who have recently given birth, including undertaking appropriate risk assessments. **We will follow the government guidance on vulnerable people & pregnant parents/ staff during the Covid-19 pandemic**
- Maintain a safe environment for those with special educational needs and disabilities and ensure all areas of the nursery are accessible (wherever practicable)
- Provide a safe environment for students or trainees to learn in
- Encourage all staff, visitors and parents to report any unsafe working practices or areas to ensure immediate response by the management.

Through thorough assessments the risks in the nursery environment are low, however, we will maintain the maximum protection for children, staff and parents by:

- Ensuring all entrances and exits from the building, are always sign posted and remain clear
- Regularly checking the premises for structural defects, worn fixtures and fittings or electrical equipment and take the necessary remedial action

- Ensuring that all staff, visitors, parents and children are aware of the fire procedures and regular fire drills are carried out
- Having the appropriate fire detection and control equipment, which is checked regularly to make sure it is in working order
- Ensuring that all members of staff are aware of the procedure to follow in case of accidents for staff, visitors and children
- Ensuring that all members of staff take all reasonable action to control the spread of infectious diseases and wear protective gloves and clothing where appropriate **with the availability of masks and facial visors during the Covid-19 pandemic.**
- Ensuring there are suitable hygienic changing facilities
- Prohibiting smoking on the nursery premises
- Prohibiting any contractor from working on the premises without prior discussion with the Manager or Deputy Manager **only essential workers are allowed on site during the Covid-19 pandemic.**
- Encouraging children to manage risks safely and prohibit running inside the premises unless in designated areas
- Risk assessing all electrical sockets and take appropriate measures to reduce risks where necessary and ensure no trailing wires are left around the nursery
- Ensuring all cleaning materials are placed out of the reach of children and kept in their original containers
- Wearing protective clothing when cooking or serving food
- Prohibiting certain foods that may relate to children's allergies, i.e. nuts are not allowed in the nursery
- Following the EU Food Information for Food Consumers Regulations (EU FIC). These rules are enforced in the UK by the Food Information Regulations 2014 (FIR). We identify the 14 allergens listed by EU Law that we use as ingredients in any of the dishes we provide to children and ensure that all parents are informed.
- Following the Allergies and Allergic Reactions Policy
- Ensuring risk assessments are undertaken on the storage and preparation of food produce within the nursery.
- Familiarising all staff and visitors with the position of the first aid boxes and ensure all know who are the appointed first aiders.
- Providing appropriately stocked first aid boxes and check their contents regularly.
- Ensuring children are always supervised.
- Ensuring no student or volunteer is left unsupervised at any time.
- Being aware of the designated Safeguarding Leads and health and Safety Officers.

### **Health and safety training**

Person responsible for monitoring staff training is Nursery Manager alongside the Deputy Manager and Room Leaders.

Health and safety will be covered in induction training for new staff

**Training table (example):**

<b>Area</b>	<b>Training required</b>	<b>Who</b>
Paediatric First aid	Course	All staff
Dealing with blood	In house training/course	All staff and students
Safeguarding/Child protection	In house training/course	All staff and students
Care of babies	In house training/course	Half of the staff working with under 2's
Risk assessment	In house training/course	All staff
Fire safety procedures	In house training	All staff and students
Food hygiene	In house training/course	All staff and students
Allergy awareness	In house training/course	All staff and students
Use of fire extinguisher	In house training/course	All staff where possible
Manual handling	In house training/course	All staff and students
Stress awareness and management	In house training/course	All staff
Changing of nappies	In house training	All staff and students
Fire warden duties	External course	Fire Warden
Medication requiring technical or medical knowledge e.g. Epi Pen	External course	As required
SENCO	External course	SENCO
Supervision and appraisal	External course	Manager, Deputy and Room Leader
<b>Covid-19 awareness &amp; management training</b>	<b>External Course</b>	<b>All staff and students</b>

All our staff are trained in Paediatric First Aid

**Health and safety arrangements:**

- All staff are responsible for general health and safety in the **nursery taking into consideration the Covid-19 pandemic and be familiar with the latest policies and updates**

- Risk assessments will be conducted on all areas of the nursery, including rooms, activities, outdoor areas, resources and cleaning equipment **taking into consideration the Covid-19 pandemic**
- These are reviewed at regular intervals and when arrangements change
- All outings away from the nursery (however short) will include a prior risk assessment – more details are included in our outings policy (these can be found on the management computers.) **Outings from the nursery will be suspended during the months taking into consideration the Covid-19 pandemic**
- All equipment, rooms and outdoor areas will be checked thoroughly by staff before children access them or the area. These checks will be recorded and initialled by the staff responsible. Unsafe areas will be made safe/removed from the area by this member of staff to promote the safety of children. If this cannot be achieved the Manager will be notified immediately. **Refer to new Covid 19 cleaning policy & safe play and interactions policy**
- **We provide appropriate facilities for all children and staff. During this time Parents and visitors will be unable to use our facilities?**
- The Nursery will adhere to the Control Of Substances Hazardous to Health Regulation (COSHH) to ensure all children, staff, parents and visitors are safe in relation to any chemicals we may use on the premises. (All the information for the chemicals used within the nursery, can be found on the relevant COSHH sheets which can be access through the owner Brid Stenson.
- All staff and students will receive appropriate training in all areas of health and safety which will include risk assessments, manual handling and fire safety. We may also use benefit risk assessments for activities and resources for children. **Prevent Covid19 training will be carried out for all staff.**
- We have a clear accident and first aid policy to follow in the case of any person in the nursery suffering injury from an accident or incident
- We have a clear fire safety policy and procedure which supports the prevention of fire and the safe evacuation of all persons in the nursery. This is to be shared with all staff, students, parents and visitors to the nursery
- We review accident and incident records to identify any patterns/hazardous areas

All health and safety matters are reviewed informally on an ongoing basis and formally every six months or when something changes. Staff and parents will receive these updates, as with all policy changes, as and when they happen

Staff and parents can contribute to any policy through the suggestion scheme and during the regular meetings held at nursery