



## **Health and Safety Policy**

### **INTRODUCTION**

At Living Spring Montessori, we acknowledge that we have a duty of care and responsibility to ensure that our setting is a suitable, hygienic and safe environment in which children are cared for. We meet the statutory framework for the early years foundation stage and exceed the safeguarding and welfare requirements. Our day to day processes as well as our policies and procedures support our work to make sure that Living Spring Montessori Nursery is a secure and healthy environment for all children, staff members, students, volunteers and visitors.

### **Aim**

We accept that we have a responsibility towards all of the children as well as the adults in our environment. We aim to ensure that everyone is aware of our health and safety procedures and is able to identify and minimise any hazards which may arise.

### **Methods**

- We actively promote best practice by ensuring that all staff members and parents are aware of our health and safety policies; providing the opportunity to work together to overcome risks and to uphold policies and procedures and thereby developing a culture of responsibility in our setting.
- We have a named health and safety officer: Mr Idong Okono. He has completed the relevant training and he regularly updates his knowledge by attending courses and workshops. He ensures that all staff members, student teachers and volunteers understand their responsibilities regarding health and safety at Living Spring Montessori.
- Staff members, students on placement, new staff members and volunteers are all informed of our health and safety policies when they complete their induction to Living Spring Montessori. Staff members are also made aware of their responsibilities in our Staff Code of Conduct which can be found within the Living Spring Safeguarding Policy. Staff members are also aware that failure to comply with the Staff Code of Conduct could result in disciplinary action, including dismissal.
- When booking into the nursery, parents are given information about our health and safety policies which they are also able to access on our website. We regularly share health and safety information with the parents in our newsletters and on our notice boards.

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- Children are made aware of health and safety issues and how they can stay safe through discussions, small group activities, stories and songs.
- Leading by example is the best way to teach good behaviours to children. All staff members are expected to be positive role models in terms of their own health and hygiene. They are expected to have a clean, neat and tidy appearance and encourage healthy practices such as healthy eating, hydration, the importance of keeping fit and how to take risks safely.

### **Risk Assessment**

- We use risk assessments to carefully examine what in our environment could cause harm. It is a process by which we identify hazards and remove or minimise risks in both our indoor and outdoor environments.
- We ensure that the premises, including overall floor space and outdoor spaces, and the activities provided on the premises are fit for purpose and suitable for the age of children cared for.
- Staff members actively contribute to our health and safety process by conducting daily risk assessments as part of our daily procedures.
- Staff members regularly review and update our risk assessment forms to ensure that we are doing all that we can to minimise hazards and risks.
- Risk assessment covers adults and children; both indoors and outdoors and whilst on outings.
- Our risk assessment forms also include a time scale for action and an action plan. All staff members know that any identified risk must be reported to their manager, deputy manager or head of operations promptly.
- Our staff members are encouraged to be reflective and to actively contribute to the process by noting anything they feel could improve the safety of our environment.
- A full assessment is conducted yearly, as well as a yearly safeguarding audit.

### **Suitable Person** (See also Safeguarding, Behaviour Management Policy, British Values/Prevent Duty, SEND and Equal Opportunities Policy)

- Living Spring has a named person with lead responsibility for safeguarding children at Living Spring Montessori, The Designated Safeguarding Co-ordinator (DSCO), who is Folashade Biobaku-Odusanya. She is available to provide ongoing guidance or support for any safeguarding concerns during nursery hours. She ensures that her knowledge and skills are updated annually, in line with current legislation and she undergoes training every two years.
- Staff members have a clear understanding of their responsibility in regards to safeguarding and has access to regular and appropriate information and training. Living Spring ensures that all staff members are trained to understand our safeguarding policy and procedures, are alert to the possible signs of abuse, understand what is meant by child protection and that they are aware of the different ways in which children can be harmed, including by other children (which could include bullying or discriminatory

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behaviour). Staff are also made aware of their responsibilities in the Living Spring Staff Code of Conduct.

- All staff members have appropriate training/qualifications and a clear understanding of their roles and responsibilities in regards to the welfare requirements.
- Students are supervised and there are at least two staff members with the children at any time.
- All staff members and students on placement are DBS checked and are required to provide two references.
- Rotas are in place to ensure that children are satisfactorily supervised at all times. Correct ratios are maintained and children are signed in and out by a regular member of staff.
- All visitors are required to sign our visitor's book and to wait behind the security doors at the entrance until a member of staff can supervise them. We do not allow unauthorised people to enter the building and only permanent members of staff are allowed to buzz people into the building.
- Staff members must regularly do a head count to ensure that all children are accounted for at any given time, particularly during transition times. Children are signed in when they arrive and they are signed out once they are collected by an authorised adult. (See also Children's Arrival and Departure Policy).
- No visitor is allowed in the Nursery without signing in first and they are supervised at all times. Under no circumstances is a visitor left alone with a child (See also Policy on Visiting the School).
- We train and support our staff to listen to children and to engage in dialogue with them, seeking the child's view whenever possible.
- We support children so that they can establish and maintain satisfying relationships within their families, with their peers and with other adults. (See also Behaviour Management Policy)
- We give children choices and options whenever possible; supporting the development of self-confidence and a sense of autonomy.
- We encourage children to develop a positive self-image by celebrating the wide range of ethnicities, languages, religions, cultures and family units which make up our school community and indeed the world. We acknowledge that there are many different styles of learning and different ways of relating to the world. We value, protect and support everyone's unique contribution to our community.

### **Outings (See Outings Policy)**

- We have agreed policies and procedures in place to keep children safe whilst on outings, which are assessed and updated regularly.
- Risk assessment is carried out before an outing takes places.
- Upon joining, parents sign a consent form giving their permission for outings to the park and other places of interest.
- Children are taught how to stay safe when on outings in the neighbourhood.

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- All members of staff hold current paediatric first aid certificates.
- Children are assigned to individual staff to ensure that each child is individually supervised and to ensure that no child gets lost and that there is no unauthorised access to children.

### **Premises**

- The premises and equipment is organised in a way that meets the needs of children. We ensure that we meet the indoor space requirements as outlined in the Statutory Framework for the Early Years Foundation Stage 2017, under Premises 3.57 – 3.63
- Access to the outdoor area is planned on a daily basis (unless there is unsafe weather conditions).
- There is an adequate number of toilets and hand basins available for the children.
- For the baby room, there is a suitable hygienic changing facility for any child who is in nappies and there is an adequate supply of clean bedding, towels and spare clothes.
- There is an area where staff may talk to parents and/or carers confidentially if they wish.
- We will only release children into the care of individuals who have been notified to us by the parent, and no child will leave the premises unsupervised.

### **Doors:**

- All our doors are fitted with guards to protect the children's fingers.
- Fire doors stay closed at all times.
- The front door and the middle security door remain closed and are not to be propped open. The main gate is securely latched at all times.
- The doors to the staff/visitors toilets, laundry room and kitchen are kept closed to ensure that children do not have unsupervised access to these areas.
- Baby gates are used in instances when doors are left open to ensure that children remain safely where they are meant to be. All staff members must also ensure that the child gate is secure if the back door is to remain open. In the interest of security, the backdoor is not to be left open if there is nobody in the back garden.

### **Classrooms:**

- Room temperatures are monitored to ensure that the environment is not too warm or too cold.
- Radiators are made safe by radiator covers in the corridors and baby room. Daily risk assessment ensures that latches on the radiator covers are secure.
- Wall plugs cover all electrical sockets.

### **Equipment/resources for activities:**

- We check that equipment, furniture and toys are in good working order at the beginning of the day.

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- Furniture, utensils and equipment used by the children are child-sized and fit for purpose.
- Toys are cleaned and sterilized regularly.
- Soft toys, rugs, cushions, scarves and items used for dressing up are regularly washed.
- Electrical appliances are checked regularly by an electrician.
- Storage areas are kept tidy and well-organised to ensure that all containers are stacked safely.

### **Outdoor areas:**

- Are cleaned daily at the beginning of the day.
- Fences are safe and secure.
- Outdoor activities are well-planned and supervised.
- The sand pit is covered when not in use. The sand is checked before the children have access to it.
- All soil for gardening activities and “mud kitchen” is checked before it is used by the children.
- Children wash their hands after playing outdoors, especially after gardening/sand play or after handling garden animals.
- Water is emptied out after water play activities.

### **Hygiene:**

- All adults and children are encouraged to wash their hands regularly.
- Staff members ensure that children’s hands are washed thoroughly and completely dried after children use the toilet and before mealtimes. Depending on a child’s stage of development, children are shown step by step how to do this independently.
- In the event that hand washing is impossible, such as during a trip to the park, antibacterial hand wash is used before snack.
- We support children’s efforts in the area of personal care: children are supported in learning how to brush their teeth, clean their own faces and to wipe their own noses.

### **Intimate Care Routines:**

Throughout the day, intimate care routines are essential in order to ensure that the basic needs of the children are met. Intimate Care routines may include nappy changing, supporting children with toileting and changing clothes and where required, first aid and medical support. We support the safety and welfare of the children involved in intimate care routines and safeguard against any potential harm. The Living Spring Intimate care guidelines (which can be found within the Safeguarding Policy) ensures that all staff members are fully supported and able to perform their duties safely and confidently; and that all procedures are clear. Some of the main points are as follows:

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- The lay-out of every nappy changing/toileting area in the Nursery has windows and window panelled doors so that no one works in isolation or is lacking in the support of fellow staff members.
- Babies and toddlers have their nappies changed according to their individual needs. The classes use a rota system so that all permanent members of staff have the opportunity to support and bond with the children in this aspect of their care.
- Toilets are flushed and cleaned regularly, following a cleaning checklist which also includes other areas for consideration such as cleaning the taps of sinks.
- We conduct regular risk assessments on all aspects of our procedures and intimate care is no exception. We have appropriate guidelines in place to ensure the safety of adults and children alike.
- If a parent, student, visitor or member of staff has any concern regarding Intimate Care routines, please see the Manager as soon as possible and in her absence the Deputy Manager.

### **Food and Drink (See Food and Drink Policy)**

- We have effective processes in place to protect children against food allergies and intolerances.
- We act in accordance with each child's cultural and dietary requirements.
- Fresh drinking water is available to all the children at all times.
- Children are regularly offered fresh fruit and other healthy snacks.
- Tables are cleaned with antibacterial spray before and after mealtimes.
- All staff members have been trained in food hygiene regulations and procedures; areas where food preparation takes place comply with these regulations.
- Children are appropriately supervised during mealtimes to ensure their safety.

### **Non-Smoking (See No-Smoking policy)**

- We have a No-Smoking policy in place at Living Spring Montessori Nursery to protect the health of the children and the adults who care for them. Smoking is prohibited in or near the nursery.

### **Insurance Cover**

- We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed on the notice board near the security doors.

### **Medication, illness and First Aid (See Medication Policy and Illness Policy)**

- We have an Illness Policy in place to protect the health of the children in our care. In the event of an illness, we ask that parents keep their child at home to allow time for recovery and to halt the spread of any infection.
- In the event of an infectious disease, we notify all the parents so that they are aware of the symptoms and that they are able to take the necessary precautions to avoid illness.

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- We have policies and record keeping systems in place to ensure that the correct dosage of medication is given to the child at the correct time. All medication is signed in by a parent and information about dosage and the time to be given is checked by a senior member of staff. Before any medication is administered to a child, the information is double checked by another senior member of staff who then witnesses the administration of the medicine.
- Staff members hold current first aid qualifications and each classroom has a named first aider.

### **Fire Safety**

- Living Spring Montessori conducts regular fire drills and each one is logged.
- Depending on the age and stage of development, the children are included in conversations about how to evacuate in the event of the fire.
- Fire doors are clearly labelled and access is kept clear.
- Fire action signs are displayed throughout the Nursery, describing what to do in the event of a fire.
- There is emergency lighting which will come on in an event of a fire, making the fire exits visible through smoke.
- There are named fire marshals who oversee the fire drill procedures and they are responsible for checking the building to make sure that no one is left inside.
- Fire extinguishers, smoke alarms and emergency lighting are checked regularly by a security engineer from our maintenance company.
- There is a fire blanket attached to the kitchen wall and in each classroom.
- Records are kept of fire drills and the servicing of fire safety equipment.

### **Accident or injury**

- First aid boxes are placed in a number of areas around the nursery. Practitioners bring a first aid bag on all outings ensuring that the appropriate content is in place for children.
- First Aid Kits comply with Health and Safety Regulations 1981. They are checked and re-stocked as part of our risk assessments. They are easily accessible to adults but kept out of reach of children.
- We keep a written record of all accidents, injuries and first aid treatment given
- We will inform parent and/or carers of any accident or injury sustained by the children on the same day, or as soon as reasonably practicable, of any first aid treatment given.
- We will notify Ofsted of any serious accident, serious illness or injury to, or death of, any child whilst in our care, and of the action taken. Notification must be made as soon as is reasonably practicable, but in any event within 14 days of the incident occurring.

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- We must notify our Safeguarding Partners (Local Authority of Brent, Police and Health Commissioners) of any serious accident or injury to, or the death of, any child while in our care, and must act on the advice of the agency.

In addition, the following procedures and documentation in relation to health and safety are in place:

### **Legal Framework:**

The Children Act 1989

The Protection of Children Act 1999

The Children Act 2004, 2006 (Every Child Matters)

Updated Working Together to Safeguard Children. A guide to inter-agency working to safeguard and promote the welfare of children (2018)

Keeping Children Safe in Education: Statutory guidance for schools and colleges (2018)

What to do if you're worried a child is being abused. Advice for practitioners (2015)

Children and Family Act 2014

Safeguarding Vulnerable Groups Act 2006

Medicines Act (1968)

Health and Safety (First Aid) Regulations (1981)

### **Guidance:**

Health and Safety Executive (HSE)

Incident reporting in schools

RIDDOR

COSHH (Control of Substances Hazardous to Health regulations

What to do if you are worried a child is being abused (2015)

Safeguarding children and safer recruitment in education (2007)

Children's Food Trust Voluntary Food and Drink Guidelines for Early Years Settings in England-A Practical Guide (2014)

Health Protection Agency (HPA)

Infection Prevention and Communicable Disease Control for the Early Years June 2011

Working together to Safeguard Children 2018

### **Statutory Framework for the Early Years Foundation Stage Section 3: The Safeguarding and Welfare Requirements 2017**

- Child Protection
- Suitable People
- Staff Qualification, training, support and skills
- Key person
- Staff: child ratios
- Health: Medicines
- Food and Drink
- Accident or Injury

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- Managing behaviour
- Safety and suitability of premises, environment and equipment: Safety
- Premises
- Smoking
- Risk assessment
- Outings
- Information and records
- Whistleblowing Policy

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