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**Section 1:**

**What is the specific information about this Policy?**

**Are there any other relevant policies?**

All other Policies are relevant to this policy, in particular:

- Staffing Policy – Policy 1
- Organisation Policy – Policy 2
- Toy Resource and Equipment Policy – Policy5
- Health Policy – Policy 7
- Parent Partnership - Policy 12
- Safeguarding Policy – Policy 13
- E Safety – Policy – 13b
- Data Protection Policy – Policy 14

### **What does the law require?**

Section 2(3) of the Health and Safety at Work Act 1974 states that "it shall be the duty of every employer to prepare and, as often as may be appropriate, revise a written statement of his general policy with respect to the health and safety at work of his employees and the organisation and arrangements for the time being in force for carrying out that policy, and to bring the statement and any revision of it to the notice of all his employees."

### **What is the staff responsibility for this policy?**

The Nursery Managers and Senior Management Team have responsibility for implementing this policy. All staff have a duty to implement this policy. The Company Director oversees any issues.

### **Who does this policy apply to?**

This policy applies to all members of the Nursery Community and other visitors.

### **Who is responsible for monitoring this policy and staff?**

The Nursery Managers and Senior Management Team are DSL's and responsible for monitoring this policy. The senior member of staff on duty is responsible for the policy implementation. A Children-First CF Suitable Person, detailed in the Staffing Policy, will always be on site during Nursery opening hours. Should an emergency occur where this person is not available, the responsibility is with the next most senior staff member to contact the Company Director with all concerns. The CF Suitable Person status for all senior members of staff will be reviewed periodically through the appraisal process, supervisions and training sessions to ensure suitability for the responsibility. All staff who have contact with the children, whatever their designation, are responsible for implementing the policy. Temporary staff, students and those on probation must still abide by this policy, although their duties will be more restricted than permanent staff. Details of this are in the Staffing Policy – Policy 1 and later in this policy. The Company Director oversees monitoring of this policy.

### **What do we do if the law changes in any area?**

Research and training into the changes will potentially result in review. The Nursery will follow all legal requirements at all times. It is the Nursery Manager's responsibility to ensure the correct action is discussed with the Company Director and then implemented accordingly.

### **Who is responsible for monitoring this Policy?**

The Nursery Coordinators and Nursery Director are responsible for monitoring this policy. Managers must be vigilant on a day to day basis and ensure that all aspects of nursery life comply with health and safety, undertaking frequent and regular risk assessments.

### **Who can have a copy of this Policy?**

All staff must be familiar with this policy and have a clear working understanding of the requirements of this policy. All members of the Nursery Community can read this Policy on [www.children-first.info](http://www.children-first.info).

### **When is this Policy reviewed, developed or changed?**

All Nursery Policy is subject to review, development or alteration at any time, the children's needs being of primary consideration. Development can be as a result of the requirements of the Nursery changing, children's requests or needs, parental suggestion, Inspection, consultancy advice, environmental health inspection, statutory changes, local authority requirements, risk assessments, training courses, or seek advice from the Health and Safety Executive, ACAS or the FSB. The Nursery Director and Managers are responsible for review.

### **What insurance does Children-First have in the event of a serious accident or incident?**

Children-First has an extensive insurance policy for each Nursery. The insurance policies cover all of usual eventualities, cyber-crime and public liability. The insurance certificate must be displayed in the office.

## **Section 2:**

### **What are the aims of this Policy and what is the Policy Statement?**

#### **What are the aims of this Policy?**

This Policy aims to ensure the Nursery upholds this statement from the Early Years Foundation Stage or EYFS: “providers must take all necessary steps to keep children safe and well” and “providers must be alert to any issues of concern in the child's life at home or elsewhere”. (page 16). The purpose of this policy is to ensure every part of a child's early years education and care is as safe, secure, and happy as it can possible be. This policy also follows the legislative statutory guidance of “Working Together to Safeguard Children”, 2018 edition. The Policy is designed to ensure all adults within the Nursery understand the procedures and feel relaxed and confident about security and safeguarding of the children.

#### **What is the Policy Statement?**

We endorse this statement from the EYFS: “Children learn best when they are healthy, safe and secure, when their individual needs are met, and when they have positive relationships with the adults caring for them”. Additionally, we also endorse the statement from Working Together to Safeguard Children which states “the child's needs are paramount, and the needs and wishes of each child...should be put first, so that every child received the support they need”. At the Nursery we provide the highest standards of care for children and all members of the Nursery Community. This includes a real commitment to all aspects of safety to ensure that both the indoor and outdoor environment is safe and secure, posing no risk of bodily harm or injury.

## **Section 3:**

### **Who and are the named coordinators for safety and what do they do?**

#### **Who is the named Safety Coordinator?**

Lists of named coordinators for the roles in the Nursery, are displayed in Nursery and kept updated by Managers. The Manager is the Designated Safety Lead, or DSL. Nursery coordinators support all named persons.

#### **What do named coordinators for safety do?**

Named coordinators oversee safety In Nursery and support other team members. They have additional training in safety and review accidents and incidents. The DSL supports this.

## **Section 4:**

### **What are the safety requirements at Nursery?**

#### **What does this Policy do?**

The Safety Policy sets out working practice, guidelines and requirements for an effective policy. These are underpinned by current statute. Risk assessments are an integral part of this policy.

#### **What are the staff and child ratios?**

We always ensure that correct child to staff ratios are maintained in line with EYFS Statutory framework 2017.

- Ages 0 – 2 = 3 children – 1 team member
- Ages 2 – 3 = 4 children – 1 team member
- Ages 3 - 5 = 8 children – 1 team member

## **Section 5:**

### **What is personal protective equipment, PPE and why do we have personal PPE?**

#### **What is personal PPE?**

PPE is single use protective clothing that is disposed of for recycling for use by staff, parents and other members of the Nursery Community.

### **What PPE does Nursery use?**

Nursery staff, parents and visitors are provided with the appropriate levels of PPE to support them and ensure the highest level of hygiene in the Nursery. The Manager is responsible for ordering of PPE equipment and ensuring there is always an adequate supply. The Nursery provides the following:

- White aprons for nappy change and bodily fluids.
- White gloves for nappy change and bodily fluids.
- Blue aprons for food handling.
- Blue gloves for food handling.
- Shoe covers.

### **Section 6:**

#### **What are risk assessments and what risk assessments are completed?**

##### **Who is responsible for risk assessments?**

The CF Suitable Person on shift is responsible for the formal and daily risk assessments in all areas of the Nursery before the Nursery opens and after the Nursery closes. Every team member is responsible for informal risk assessments when entering a new area in the Nursery. All team members are required to informally risk assess all new activities for the children. The Manager is responsible for overall risk assessments in the Nursery and the review of risk assessments when needed. All formal written risk assessments must be filed. The Manager must ensure all formal risk assessments that are completed are filed. The Nursery Coordinators audit risk assessments regularly.

##### **What is the purpose of risk assessments?**

The purpose of risk assessments is to ensure compliance, an audit trail, safety and prevention of accidents or injuries. Including:

- To keep children, staff, parents and all members of the community safe
- To check for sharp, dangerous, broken or unsuitable objects,
- To check for choking hazards using a choke cylinder,
- To consider allergies and prevent allergic of reactions,
- To monitor the Nursery for slippery surfaces and ensure they are dealt with,
- To consider access to children from those who should not have access,
- To ensure clear exits,
- To assess old equipment and resources and remove them if considered a risk,
- To ensure fire exits are clear in case of an emergency.

### **Section 7:**

#### **How is safety on local community outings managed?**

##### **Why do we have local area and community outings?**

Children and team members should explore the local community when safe and possible. This extends learning whilst linking to themes and topics that the children are interested in: When considering and arranging outings the following must be completed:

- Risk assessments prior to visit,
- Careful plans and arrangements for the visit,
- Risk assessment on arrival,
- Outings register,
- Continual headcounts,

##### **What does the Nursery need to take on the outing?**

The following must be taken:

- First aid bag,
- High visibility vests which the children must wear,
- Trip mobile phone with no camera,
- Nursery and parents contact numbers,

##### **Are the ratios different for local outings?**

Ratios of adults to children are higher than in Nursery when children leave the building for local outings. These ratios and standards must be maintained whilst on an outing. Nursery Policy is:

- A level 3 practitioner or CF Suitable Person must lead all outings,
- A ratio of 1:2 for children under 2,
- A ratio of 1:3 for children under 3,
- A ratio of 1:4 can be for children over 3 if deemed reasonable by the CF Suitable Person leading the outing.

#### **What do we do if a child is lost on an outing?**

In the event of a lost child on an outing the following procedures will be followed;

1. CF Suitable Person to call the Nursery Manager.
2. CF Suitable Person to have a thorough search of area, remaining staff to stay with the children.
3. The Nursery Manager contact the Nursery Director and coordinators by email.
4. The Manager will contact the parents and police.
5. When the police arrive, they will continue with the search.
6. The CF Suitable Person will take advice from the police about returning to the Nursery.
7. All team members will comply with investigations offering as much information as possible.
8. An investigation will also be undertaken by Children-First.
9. The incident will be reported to Ofsted a SIF and timeline will be created.
10. There will be a full investigation, potentially with police support, disciplinary action will be considered.
11. Other agencies may be contacted such as the DBS, LADO and insurers.

#### **Section 8:**

#### **Is the Nursery building and are the children at Nursery safe and secure?**

##### **What security is in place at Nursery?**

Nursery equipment for monitoring the building is maintained and improved as required. Nursery indoor and outdoor areas are covered by CCTV which complies with data protection laws. Every Nursery is equipped with the following security measures;

- Electronic door entry system with video images for visual recognition of those entering the building,
- CCTV cameras in outdoor and indoor areas,

##### **What must unknown visitors to the Nursery do?**

It is essential that Manager know who is in the building and that they inform all staff when an unknown visitor enters the building. Unknown visitors entering the Nursery must:

- Be greeted at the gate and or door by a CF Suitable Person,
- Show photographic identification, have an appointment, or be on official business such as Environmental Health Officers who carry the required ID, however their visits are unannounced.
- Sign in on the visitors log and be signed out by a CF Suitable Person.

##### **What responsibility do parents, visitors, students and new team members have to maintain security of access to Nursery?**

It is essential that staff know exactly who they have allowed to enter the building. New team members, students and volunteers are not to open the door to anybody.

- Parents and visitors must be made aware that they are not to allow anyone access the Nursery.
- Parents must ensure the gate and door is closed behind them.
- Parents should invite visitors and other parents to ring the bell for entry. This applies even if parents know and recognize other parents.

##### **How is Nursery maintained and what about work by contractors in relation to security and safety of the children?**

Children-First aims to use contractors that are known to company and have DBS checks. If the children are on site contractors are monitored at all times. Generally, Children-First have unusually long-standing relationships with the following suppliers:

- Fire equipment suppliers,
- Electrical safety equipment suppliers,
- Alarm security supplier,

## **Policy 6:** **Safety Policy**

Updated March 2019



- Emergency response to alarm trigger suppliers,
- Emergency boiler repair plumbers,
- Pest control suppliers,
- Builders and maintenance contractors,
- Cleaning contractors,
- Insurance brokers,
- COSHH products suppliers,
- First aid training provider,

### **What will the Nursery do if a known contractor is not available and an emergency contractor is required?**

- Use contractors from trusted websites such as Check a Trade
- Ensure new contractors have an outstanding history of work over a long period of time,
- New contractors must provide photographic identification and proof of address on entry,
- If Children-First plan to continue to use the new contractor there must a DBS application.

### **What about Specialist Teachers?**

The Nursery employs regular Specialist Teachers who have a staff file in which data is stored. Specialist Teachers must have the following:

- Photographic ID
- DBS
- Public liability insurance

### **Are there any other visitors to the Nursery and do they have a DBS?**

The Nursery works closely with a variety of other people, all of whom have an active DBS, these include:

- Local authority advisors and consultants,
- Consultants, trainers and advisors that Children-First employ,
- Agency workers to cover staff leave and sickness,
- Photographers either for promotional reasons such as our website, or to take images for purchase by parents and carers.

## **Section 9:**

### **What about fire protection and procedures?**

#### **What fire protection measures are in place?**

Every Nursery has a designated health and safety coordinator who reviews the fire protection procedures. The Nursery always ensures;

- Frequent fire drills are undertaken as outlined in the Management Schedule,
- Fire drills from the building use different routes for exit,
- Fire drills consider the most usual places that a fire can break out e.g. the kitchen,
- Fire extinguishers are serviced,
- Fire exits are never blocked and always clear,
- Fire exits are clearly marked,
- Staff are aware of their roles and responsibilities in the event of a fire,
- In the case of an emergency each Nursery has a named place of safety.

## **Section 10:**

### **What is a lockdown and what are procedures for evacuation or lock down?**

#### **What would cause Nursery to have a lockdown?**

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident or disturbance in the local community, with the potential to pose a risk to children and adults in the Nursery.
- An intruder onsite, with the potential to pose a risk to children and adults in the Nursery.
- A warning being received regarding an environmental risk locally, of air pollution of any kind including: smoke plumes, gas clouds etc.

**Policy 6:**  
**Safety Policy**

Updated March 2019



- A major fire in the vicinity of the Nursery,
- The close proximity of a dangerous animal.

**What evacuation procedures are in place?**

The following evacuation procedures are in place;

- Evacuation bag to be taken,
- Room leaders to bring registers,
- Children should leave with their indoor shoes,
- Staff to support children to the place of safety,
- Manager to use evacuation mobile phone to contact parents and the Nursery Director,
- Manager to coordinate with emergency services,

**What must evacuation bags must contain?**

- Evacuation phone,
- Parents and carers contact numbers,
- Water,
- Cups,
- Torch,
- First aid kit,
- Nappies, wipes, gloves and aprons.
- The Manager must take the Nursery laptop to follow the news and contact parents.

After exiting the building there must be a full head count of all children and staff. Once that has been completed the children and staff go quietly together to their designated safe place. The Manager has responsibility for deciding to be able to contact members of the Nursery community on the laptop and to be able to activate the day to day email box on the Nursery laptop.

<b>Nursery</b>	<b>Safe place</b>
Independent Place Nursery	Hackney Arc,
Queens Nursery	Queens Baby Nursery,
Queens Baby Nursery	Queens Nursery or Waitrose,

**What is the lockdown procedure?**

In the event of an emergency situation in the local area or an attempted intruder to the Nursery the Manager needs to consider appropriate actions, based on the need for the lockdown and advice from the relevant authorities. Actions will include some of the following procedures:

- All doors into and out of the Nursery will be locked,
- Windows to be checked to ensure they are firmly closed and bolted,
- Nursery blinds may be closed,
- All staff and children to stay away from the windows and doors,
- All CF Suitable People to be aware of their designated areas,
- Only essential phone calls will be made,
- The Manager will call the police,
- Manager to inform parents by email and ask for emails only and no calls, the email will also inform parents that they will be updated at regular intervals by email as it is a faster method of communication than phoning people. Parents must be advised to watch out for emails. The Manager will email parents at least every 30 minutes so that parents and carers are kept up to date and fully informed.
- Manager may need to exit the office and use the laptop to respond to parents.
- The Manager will listen to the news to gain information and assess the situation,
- Nursery Director to be informed about the lockdown.

**What must team members do?**

It is essential that the children remain happy and engaged with team members in all eventualities, therefore team members must:

- Continue to engage with the children and ensure they are happy and busy,
- Continue the daily routine as much as possible,
- Stay calm,
- Ensure safety,
- Be alert,
- Ensure all conversations in the rooms between themselves, the children and Managers are about the daily routine and the children and do not have an adverse effect on the children,
- Ensure that any conversations about the issue that has led to a lockdown, is with a senior team member and is out of the earshot of the children.

#### **What do parents need to do to ensure safety during a lockdown?**

Parents should be aware not to:

- Contact the Nursery during the lockdown as regular updates by email will keep them informed,
- Come to the Nursery under any circumstances,

Parents must wait for the Nursery to contact them to tell them when it is safe to come and collect their child and where to collect their child from if the police deem it necessary to evacuate. Once the police arrive comply with all instructions which may include an orderly evacuation of the children, staff and visitors, to a safe place. The Manager will email parents and carers with an update immediately with information and instructions given by the police. If evacuation is required evacuation bags must be taken. Once the police deem it safe to leave email parents with an update and follow evacuation procedures led by the police. Once evacuation is complete the Manager will email parents giving details of the safe location and then begin to call parents in rotation. Calls must be brief and ask parents to look at their emails, so that parents receive a call as soon as possible.

#### **What happens after a lockdown?**

A lockdown is a very serious incident. A SIF needs to be created with a timeline to be submitted to Ofsted. Policy and procedure need to be reviewed in liaison with the police, parents must also be consulted. Advice may be sought from other agencies if appropriate.

### **Section 11:**

#### **What happens when there is an accidents or incidents?**

##### **What do we do in the event of a minor accidents?**

In the event of an accident the following procedures will be followed:

- The team member who witnesses the accident should alert another team member to retrieve the first aid kit and or ice packs,
- The Manager must be informed.
- The Manager must decide if it is a minor incident or a major incident.
- The Manager must decide if a parent needs to be called for a child or a relative needs to be called for a team member.
- Appropriate first aid must be administered,
- In the event of a bleed an observation of the bleed will be completed,
- An accident form needs to be completed.
- In the event of a head injury a head observation sheet will be completed and the Health Policy procedures need to be followed.
- An accident will be completed,
- The parent or carer will sign on the form on collection and it will be filed.
- In the case of an adult having an accident, they read and sign the form themselves.

##### **What is a major accident and what happens?**

- The team member who witnesses the accident will alert the Manager
- The Manager or senior on duty will make an immediate decision to call an ambulance,
- The senior first aider will administer first aid until the ambulance arrives,



## **Policy 6: Safety Policy**

Updated March 2019



- Other team members will care for the remaining children by moving them away into another area, quietly and calmly,
- The Manager must call the parent if the accident involves a child or a relative needs to be called if the accident involves a member of staff.
- An accident form will be completed and photocopied for the paramedics to take to the hospital along with documents specified in the Health Policy – Policy 7.
- A CF Suitable Person will accompany the child to the hospital if the parent has not yet arrived and the Health Policy procedures need to be followed.
- Staff must ensure all conversations in the rooms between themselves, the children and Managers are about the daily routine and the children, and do not have an adverse effect on the children,
- Ensure that any conversations about the issue that has led to an ambulance being called, is with a senior team member only and is out of the earshot of the children.
- A SIF should be completed and sent to Ofsted with a timeline, which will include outcomes and a review of the accident to try to ensure nothing similar can occur,
- A Riddor report MUST be completed.
- The Nursery Director will report the accident to the insurers,

### **What must be done in the event of an incidents?**

In the event of an incident the following must happen:

- The witness will complete the incident form, if the witness is not a staff member a CF Suitable Person must complete the incident form with the witness,
- The team member must report the incident as soon as possible, to the Manager,
- It will be reported to the parents at collection time,

### **What is a major incident and serious incident and what must be done in the event of a major incident?**

A major incident at a Children-First Nursery is highly unlikely as the buildings, electrical equipment etc, is properly maintained and replaced as necessary and the buildings are secure and monitored. A major incident is defined by Children-First as any emergency that requires the implementation of special arrangements by one or more of the emergency services, the NHS or local Authority for, the initial treatment, rescue and transport of a large number of casualties. At Nursery In the event of a serious incident the following must happen:

- Manager to contact all services that are required, fire, ambulance, police, local authority to be considered.
- Manager to contact parents, carers and staff emergency contacts of those involved in the incident.
- Staff must ensure all conversations in the rooms between themselves, the children and Managers are about the daily routine and the children and do not have an adverse effect on the children,
- Ensure that any conversations about the issue and the serious incident, is with a senior team member only, and is out of the earshot of the children.
- Manager to contact Nursery Director.
- Manager to follow all instructions and advice given by the services involved.
- All staff must cooperate to resolve the incident quickly, calmly, quietly and competently, to ensure the welfare of the children.

### **What happens after a serious accident or incident?**

A major accident or incident is very serious. A SIF and timeline need to be created and a report must be made to Ofsted. Other report to the relevant authorities as soon as possible. These may include NHS, Ofsted, Riddor, insurance company, LADO, the local environmental health department and others. There may be a disciplinary investigation and action.

### **How does the Nursery use information about accidents and incidents to try to prevent further similar accidents?**

The named, Health and Safety Coordinator reviews accidents and incidents on a monthly basis. They will review the number of accidents and or incidents for each room, child and team member and create targets to ensure the accidents and accidents do not continue. If there are particular

issues with equipment or resources, the Manager should consider removing these or making alterations for the children.

### **Section 12:**

#### **What procedures, quality and policies ensure proper first aid?**

##### **What is the policy surrounding first aid and how is quality maintained?**

Every member of the team is required to be first aid trained to comply with the Millie's Mark award for each Nursery. Children-First always ensures that team members are provided with first aid training within their first three months of employment. Training is renewed to ensure staff have up to date skills and information. First aid training dates are recorded on the single central record for the Nursery to be able to see when training needs to be organised. To keep first aid knowledge up to date and current the Children-First Nurseries will:

- Participate in first aid drills,
- Create questionnaires and train staff in first aid,
- Discuss first aid in supervisions,
- Arrange training with our outside agency,

##### **How are first aid boxes and evacuation bags used and maintained?**

First aid boxes stored in each room and in outings and evacuations bags. The health and safety coordinator ensures the first aid boxes are fully stocked and within use by dates, by conducting monthly checks and restocking. Evacuation bags must also be maintained.

### **Section 13:**

#### **What does the Nursery do to protect children from the sun, and can staff apply sun cream?**

##### **What does the Nursery do to protect children from the sun?**

Each Nursery has a covered area outside in the garden. This sheltered area has UV protection. The Nursery director monitors predicted UV and temperatures and sends an email early in the morning giving details of concerns and appropriate actions. If the weather is exceptionally hot and the sun is very strong, outdoor times are altered to earlier and later in the day, whilst the sun is not at its strongest. If this happens the time spent in the outdoor leaning areas may be shorter than usual so that children do not overheat. Children should bring their own sun hat which is clearly named and has a flap to cover the back of the neck. The flap is important as it helps protect the back of the neck when children are playing on the floor and looking down at an activity. Children-First can provide spare sun hats for children.

##### **What is the Nursery policy about sun cream?**

Parents are required to bring in sun cream for their children during sunny weather. Parents must bring their chosen cream for their child due to potential allergies. Room leaders must ensure that all children have been provided with cream by parents. Team members must apply sun cream for children every hour. Team members must complete the outdoor and sun cream check list to ensure all children have adequate cream applied. Team members must alert parents when the cream is running low, preferably via the written daily report. Children who do not have cream need to stay in the shade and wear loose fitted long sleeved clothing. Parents who do not want sun cream administered must provide written instruction by email for cream not to be applied. The children concerned will need to wear loose fitting clothing and play mainly under the UV shelter. This must be discussed with parents and the child.

### **Section 14:**

#### **What safety procedures does Children-First have for electrical and gas equipment?**

##### **What gas equipment checks are in place?**

Gas appliances are checked annually and are under contract. Carbon monoxide detectors and fire alarms have been fitted in the Nurseries in relevant places. Each Nursery has appropriate ventilation in the kitchen.

### **What electrical equipment checks are in place?**

The electrical equipment at Nursery is PAT tested annually by our known contractor. Plug sockets are generally high and out of children's reach. Covers are used to protect from children from electric shock when sockets are low. Plug sockets must not be over loaded with adapters. Outdoor electric sockets are at a high level and covered under shelter and or with specialist outdoor socket safety covers.

### **Section 15:**

#### **What is COSHH and how does COSHH affect Nursery?**

##### **What is COSHH?**

COSHH stands for the, 'Control of Substances Hazardous to Health' and under the Control of Substances Hazardous to Health Regulations 2002, Children-First needs to either prevent or reduce the children and staff exposure to substances that are potentially hazardous to their health.

##### **How are hazardous substances stored?**

All hazardous substances such as cleaning chemicals are stored at high levels or in locked cupboards out of children's reach. All hazardous substances are labelled clearly with the name, ingredients and what to do if ingested or spilled. Should any incident take place action must be taken as outlined in the incident section of this policy.

##### **Where do we purchase chemicals and hazardous substances?**

All chemicals are purchased from our known supplier. Our supplier provides us with the COSHH for the product.

##### **How are staff trained and informed?**

All team members are COSHH trained on-line. Full COSHH lists are provided in the Nursery Health and Safety folder. Further staff training must be provided if an incident occurs.

### **Section 16:**

#### **What is manual handling and how is it managed?**

##### **How is manual handling defined?**

The HSE defines manual handling in the amended Manual Handling Operations Regulations 1992. The Regulations define manual handling as: "...any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force".<sup>12</sup> Dec 2012. Lifting or carrying children, resources, supplies or equipment is therefore defined at manual handling. Bodily force in Nursery is inappropriate and subject to disciplinary investigation and action.

##### **What is the policy surrounding manual handling?**

Training is provided for staff as part of the Nursery induction in regards to manual handling. Staff are required to lift children where necessary as well as lifting and moving equipment and resources when needed. Refresher training is provided for staff.

### **Section 17:**

#### **How and when is lone working allowed in the Nursery?**

##### **Are team members required to work alone?**

Team members may be required to work alone if ratios allow for times such as sleep times, toileting or accessing different areas of the Nursery. Team members may also be lone workers when cooking, clearing the kitchen, preparing snacks, dealing with laundry, conducting risk assessments, during outsourced training and other legitimate Nursery activities that require lone work. CF Suitable People may work alone in the office.

##### **What is in place to support and monitor lone working at Nursery?**

Rooms in the Nursery are open plan and team members are able to call for help if needed at any time. The office door is always open unless a meeting is taking place. If the office door is closed, the

position of the office means that those staff in a meeting will be able to hear a team member call for support. Support must be given immediately. Managers working in the office constantly monitor lone working and the rooms via the CCTV cameras which are placed throughout the Nursery.

**Section 16:**

**What role does staff training, Induction and first aid training have in the Nursery?**

**Why is training important?**

Regular training is essential to ensure an outstanding Nursery provision for the children, and for staff personal development.

**What training are staff given for first aid and safety?**

Staff inductions provide full training on health and all Nursery policies, Team members complete first aid training detailed in the first aid section of this policy and online safety training. The following online training is provided for staff with relevant and particular responsibilities:

- Fire warden,
- Fire safety,
- Food hygiene,
- COSHH training,
- Any other training required in the interests of running the Nursery safely and effectively.

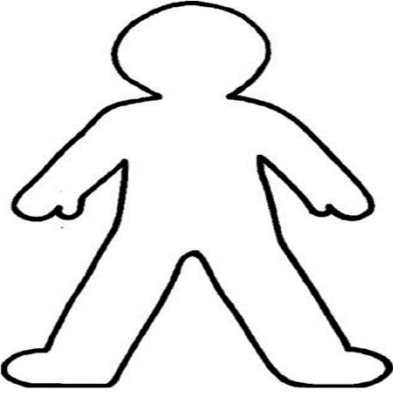
**Section 17:**

**What forms does the Nursery use and where are they?**

The following forms should be used when appropriate and by relevant team members:

- Accident form,
- Incident form,
- Head injury form,
- Monthly accident/incident analysis,
- Visitors record,
- Outings form,
- Outdoor monitor form,

**Accident form**

Full name:	Date: Time:
Location:	Equipment:
Description of accident:	
	Description of injury:
First aid administered;	Follow up actions:
Head injury form attached? Yes    No	Parent contacted? Yes    No
Staff sign:	Witness sign:
Parent sign:	Manager sign:

**Incident form**

Full name:	Date:
Location:	Time:
Nature of incident:	
Detailed account:	
Action taken:	
What needs to happen going forwards:	
Parent contacted: Yes / No	
Staff sign:	Witness sign:




Parent sign:

Date:



**Policy 6:**

**Safety Policy**

Updated March 2019



**Visitor's record**

**Details of ID checks must be included, such as driving licence, passport, Ofsted ID etc.**





