

## Health and Safety Policy

We aim to provide a healthy and safe environment for all the children, staff and parents. We take action to minimize the spread of infections within the setting, promote good health and remove any hazards.

**Cathy White and Natasha King** will hold overall responsibility for Health and Safety.

- Employees and students will be made aware of Health and Safety during their induction.
- All employees, students and volunteers have a responsibility to themselves and others to make themselves familiar with the policies and procedures of the setting and report to the manager/deputy any concerns.
- Room managers are responsible for ensuring staff complete safety checks within their rooms daily. This includes maintaining risk assessments, equipment and identifying any potential hazards present. Potential hazards will then need to be shared with the manager and committee so that an action plan can be put in place to minimise the risk.
- Where a hazard is identified following the injury of a child or staff member an accident/incident at work form will be completed. This will need to be shared with the manager and a risk assessment will be carried out and action taken to avoid a repeat incident.
- The manager will share the report with the committee if further action is still required.

**COSHH** At Summertime we monitor safety and have regard to where and how we store dangerous substances according to COSHH guidance

- Dangerous substances will be stored out of a child's reach at all times and will have a COSHH data sheet which will be kept in COSHH folder in the office.
- Any disinfectants used to clean the floor or to mop up spills will be disposed of instantly.
- All substances will be clearly labelled and stored in the correct container. No substances will ever be transferred into different labelled bottles. No harmful substances will ever be put into a drinks bottles.

### **Paediatric lifting and moving**

When lifting at the group all staff are told never to lift anything they are uncomfortable with.

- All staff will be encouraged to attend training with regards to paediatric lifting
- Staff are advised to Bend from the knees and NEVER lift anything they feel may be heavy.

Large/heavy objects should not be moved alone.

**Personal hygiene** To prevent the risk of infections within the group

- Hands are washed after using the toilet and before and after handling food.
- Children are encouraged to cover their mouth when coughing and to wash their hands.
- Tissues are available for children to wipe their noses and they are encouraged to dispose of them in the bin after use.

**Clinical waste/Soiled nappies.** Nappies are put in a nappy sack and then disposed of into the nursery nappy bin containing a yellow bin bag. At the end of the day the yellow bags are placed in the locked yellow bin outside of nursery, this is emptied regularly. We have a contract with 365 Direct for the safe disposal of the waste

**Laundry and cleaning** A safety gate is in place so that children cannot access the laundry area unless accompanied by a member of staff to have their nappy changed.

Any cloths or tea towels will be washed on a hot wash to kill any bacteria.

Mops and cleaning cloths will be washed separately.

Snuggle sacks are washed regularly and clean sheets are used for each child. Non-Bio washing powder will be used for all cot sheets and snuggle sacks. Antibacterial spray will be used to wipe the tables prior to the children using them. Practitioners will use either yellow coloured cloths or kitchen roll

Toys are regularly wiped over using sterilizing wipes - a large sterilizing clean is carried out on a regular basis.

Cleaners are employed to ensure all floors, surfaces, handles, kitchen and washroom areas are cleaned thoroughly every day. There is a process to ensure areas are targeted for a deep clean on a rota basis

### **Cleaning Bodily Fluids**

Any spills such as blood vomit and excrement to be wiped up and flushed down the toilet or double wrapped and put into the clinical waste bin. Gloves and aprons are used and disposed of in a nappy bag and placed in the clinical waste bin. Any bodily fluids that meet the nursery floor equipment or surfaces will be cleaned up using the appropriate cleaning materials and toys will be sterilized. Any fabrics will be washed using a hot wash to kill any germs. Any soiled clothing will be placed in a nappy sack and spare clothes are available for the child to wear.

### **RIDDOR**

Any major injuries, dangerous occurrences and diseases will be reported to RIDDOR and advice sought. Summertime will log and keep accident reports.

Cathy White  
Manager  
January 2019