

HEALTH & SAFETY

Lily's Kids Klub will comply with The Health and Safety at Work Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992 and their associated Approved Code of Practice (ACoP) and guidance will be complied with at all times.

The following steps should be followed:

- Create an environment that is safe and without risk to health.
- Prevent accidents and cases of work-related ill health.
- Use, maintain and store equipment safely.
- Ensure that all staff are competent in the work in which they are engaged.

The manager and Health & Safety Officer is responsible for the day to day implementation, management and monitoring of the health and safety policy. The manager deputy and Health & Safety Officer is required to report any matter of concern regarding the health and safety policy to the Registered Person.

A Health and Safety Poster is displayed in the setting and staff must be made fully aware of their health and safety responsibilities.

Risk Assessment

The setting conduct a risk assessment and review it regularly, at least once a year or more frequently where the need arises. The risk assessment identify high, medium, and low risks to adults and children.

The risk assessment identify aspects of the environment that need to be checked on a regular basis. The setting maintain record of these particular aspects and when and by whom they have been checked.

The nursery will take all reasonable steps to ensure that hazards to children both indoors and outdoors are kept to a minimum.

Role of Health and Safety Officer

The Health and Safety Officer, Deputy and/or the manager are responsible for:

- Carrying out regular safety checks and accurately logging reports
- Taking any action required as a result of a health and safety inspection is taken as rapidly as possible
- Distributing information received on health and safety matters is distributed to the deputy, manager, Registered Person and all members of staff (including volunteers)
- Adequately training staff to fulfil their role within the Health and Safety policy
- Ensuring that there are adequate First Aid arrangements including a qualified first aider

Role of Staff

Staff and any volunteers are responsible for ensuring that the provisions of the Health and Safety policy are adhered to at all times. As such, they are required to:

- Have regard for any health and safety guidance issued by the manager / deputy or the designated member of staff, and act upon it whenever appropriate
- Take reasonable care for their own health and safety as well as that of other persons who may be affected by their acts or omissions at work
- Take all reasonable care to see that the equipment and premises that are used by children, and the activities that are carried out on the premises, are safe
- Report any accidents, incidents or dangerous occurrences that have led to, or may in the future be likely to lead to, injury or damage, and assist in the investigation of any such events
- Undergo relevant health and safety training when instructed to do so by the manager / deputy / registered person
- Inform parent/carers of safety issues For example, through discussion, leaflets, brochures, newsletters, notice boards etc
- Increase children's awareness of safety issues. For example through discussion, planned activities, routines etc

Both the manager and one other designated member of staff are responsible for assessing risks to health and safety arising out of the setting's activities and introducing suitable steps to eliminate or control any such risk identified.

The Registered Person / manager / deputy will ensure that adequate arrangements exist for the following:

- Monitoring of the effectiveness of the health and safety policy and authorising any necessary revisions to its provisions
- Provision of adequate resources, including financial, as is necessary to meet the setting's health and safety responsibilities
- Provision of adequate health and safety training for all staff. Ensuring that all accidents, incidents and dangerous occurrences are adequately reported and recorded (including informing the Health and Safety Executive, and Ofsted, where appropriate)
- Investigate any reported accidents, incidents and dangerous occurrences
- Review all reported accidents, incidents and dangerous occurrences, and the Provider's response, to enable corrective measures to be implemented

Insurance

The Children Act 1989, 2004 and the Health and Safety at Work Act 1974, place a number of legal responsibilities on the Provider. Therefore, the Provider must have insurance cover appropriate to its duties under this legislation, including Employer's Liability Insurance. Responsibility will, in most cases, rest with the Provider, but staff should take reasonable care, both for themselves and other people who may be affected by their acts or omissions at work. If the Provider is held responsible for any incident that may occur, public liability insurance will cover compensation.

Liability

Under provisions contained in the Occupiers Liability Act 1957, the Provider has a duty to ensure that both children and any visitors are kept reasonably safe. The parties named in this regard in the wording of the premises contract are responsible for this duty.

Standard Health and Safety Guidance

Settings must comply with the following requirements as a minimum:

- The rooms used in the setting should be free of stacked chairs and tables (or anything on shelves) which can be pulled over by young children
- Ensure that any trailing flex is made safe
- radiators and hot pipes are protected with a guard
- Check for everyday hazards on the floor. Young children will put small items in their mouths, e.g. drawing pins, used staples, safety pins, pen lids etc
- Ensure that windows at the children's height have safety locks. Otherwise ensure that children do not have access to them
- Ensure that the room is well ventilated, warm, draught free and cleaned each evening
- If a room has a door without a window panel, it is important to have a note on the outside of the door advising people to "please open the door gently, as children may be behind it"
- Where a door is a glass panel it is protected with either shatterproof glass or protective covering
- All electric sockets at children's height must be covered with protective caps.
- Hot water taps must be made inaccessible to children. If necessary use a bowl of water and paper towels at the child's height
- Where only adult toilets are provided then a non-slip child step will be required with adult supervision
- Toilet area should be frequently checked for cleanliness and separate cloths provided to clean seats, handles etc
- Cleaning equipment must be kept out of the reach of children
- Bins must be emptied daily and have a secure lid on them
- Have separate washing up bowls for hands, dishes etc must be provided
- Disposable gloves, aprons and baby wipes must be provided
- Potties should be washed after each use and sprayed with an antiseptic spray, or use a portable potty where the bag can be thrown away after each use. This needs to be disposed of in the nappy bin.
- The parent/carer should provide spare clothes when accidents occur
- All spillages must be cleaned up immediately
- Hot drinks should not be taken into areas where children are based
- All fire doors and exits must remain free of toys and clutter
- All gas and electric appliances and fittings must conform to safety requirements

Sleeping Children

Ensure that sleeping children are safe and keep a record of checks for sleeping babies. Fire Safety Officer will check the sleeping area.

Staffing arrangements for supervising sleeping children should also be adhered to.

Storage/COSHH (Control of Substances Hazardous to Health) Regulations 2002.

- Ensure you stack/store equipment/resources safely and securely
- Cleaning products must be stored in a lockable cupboard

- You must comply with COSHH (Control of Substances Hazardous to Health) regulations 2002

Animals

The setting will ensure that any animals on the premises are safe to be in the proximity of children and do not pose a health risk.

A system is in place to report all actual or potential injuries, diseases and dangerous occurrences.

Supervision

Children must not be left unsupervised at any time during activity sessions. In the event of staff shortages, available space will be restricted to ensure that children are adequately supervised, in accordance with the staff ratio provisions set out in the Staffing policy.

The manager must allocate responsibility to individual members of staff for observing and supervising the main entrance and exit points at the beginning and end of the session.

Additional health and safety for babies

Ensure that:

- Any soiled nappies are immediately placed in a bag and disposed of in a separate lidded bin. Gloves must always be worn when dealing with bodily fluids
- Changing mats need to be as close as possible to hand-washing facilities. Have a paper roll available to cover the mat for each change or use a sterilising spray. Torn mats must be promptly thrown away
- There is a space for babies to play away from mobile children
- Baby chairs have safety harnesses provided
- Toys and equipment are checked for safety daily
- Sleeping babies are constantly supervised
- Children are placed on their back to sleep unless directed otherwise by the parent/carer
- No pillows or duvets are used for children under 1 year (Baby Unit – Only)
- Feeds provided by the parent/carer are kept in correct storage conditions
- Bottles are clearly labelled with the child's name. The amount taken by the baby should be noted for the parent/carer, together with toileting routine that day
- Babies being bottle-fed should have the same carer where practical

Pre-school

EMERGENCY EVACUATION PROCEDURES

This could be a result of a fire, flooding, gas leak etc..

First consideration must be the safety of the children.

Close all doors and windows and try to get the children out of the premises by normal routes.

Do not leave the children unattended.

Do not stop to put out fire (unless very small).

Take attendance record of the day contact number, mobile phones and keys.

CALL THE FIRE BRIGADE BY EXCHANGE TELEPHONE AS SOON AS POSSIBLE AS FOLLOWS: -

1. **LIFT THE RECEIVER AND DIAL 999**
2. **GIVE THE OPERATOR OUR PHONE NUMBER 0208 674 8678 AND ASK FOR FIRE**
3. **WHEN THE BRIGADE REPLIES GIVE THE CALL DISTINCTLY**

FIRE AT: -

LILY'S KIDS KLUB
BRIXTON HILL METHODIST CHURCH, ELM PARK
BRIXTON HIL, London, SW2 2TX

DO NOT REPLACE THE RECEIVER UNTIL ADDRESS HAS BEEN REPEATED BY THE BRIGADE

THERE IS NO CHARGE FOR ATTENDANCE OF THE BRIGADE TO A FIRE OR AN ALARM OF FIRE.

Fire assembly point is at – the Church fencing facing Brixton Hill. **DO NOT RETURN TO THE BUILDING UNTIL THE EMERGENCY**

Baby Unit EMERGENCY EVACUATION PROCEDURES

This could be a result of a fire, flooding, gas leak etc..

First consideration must be the safety of the children. Close all doors and windows and try to get the children out of the premises by the evacuation procedures below;

First Floor: Normally housed 3 staff and 9 children. In case of emergency, one staff from the ground floor and, at least, two additional staff (cleaner and student) will join this team to help evacuate its children. Assemble all the children in the upstairs landing. Staff should evacuate the children by forming a human chain on the stairs, ensuring that all the children are safe and secure in the evacuation trolleys and ride them out of the premises immediately to the assembly point.

Ground Floor: Normally housed 5 staff and 15 children. In case of emergency, one of these staff will reinforce the first floor team. The remaining four staff, one should open the evacuation trolleys, whilst the other three staff transfers the children into the trolleys and ride them out of the premises immediately to the assembly point.

Do not leave the children unattended.

Do not stop to put out fire (unless very small). Take attendance record of the day contact number, mobile phones and keys.

CALL THE FIRE BRIGADE BY EXCHANGE TELEPHONE AS SOON AS POSSIBLE AS FOLLOWS

1. LIFT THE RECEIVER AND DIAL 999
2. GIVE THE OPERATOR OUR PHONE NUMBER 0208 674 8678 AND ASK FOR FIRE
3. WHEN THE BRIGADE REPLIES GIVE THE CALL DISTINCTLY

FIRE AT:

LILY'S KIDS KLUB, REAR OF 131 BRIXTON HILL, ELM PARK, LONDON SW2 1AF

Fire Assembly Point

The Wall Outside The Play Area – Elm Park

DO NOT RETURN TO THE BUILDING UNTIL THE EMERGENCY SERVICES HAVE DECLARED IT SAFE TO DO SO.

Note: The evacuation trolley should be equipped with first aid box, nappies, baby wipes, etc.

When a child in our care has been admitted to hospital with suspected meningitis during the early stages, the progress and condition of the child would be monitored by the Manager via Parents and Hospital.

Other Parents would not normally be informed of this so not to cause alarm and panic. If and when the Meningitis is confirmed Parents would then be informed and advised to signs and symptoms to look for and informed of any precautionary visit to be made i.e to G.P or hospital.

Until a firm diagnosis has been made, should child fall ill during that time with similar symptoms then individuals Parents would be informed of the suspected case.

Should a case be confirmed we would immediately seek advice from the public health department regarding procedures to follow and would then inform the Parents.

OUTINGS

For all the following procedures must be followed:

- Written permission is obtained from all parents prior to the outings.
- Staffing ratios is maintained at the same level as in force in the setting. Additionally, where possible parents are encouraged to join in as they can be responsible for the safety of their own child or children and allow staff to concentrate on the other children.

- Correct ration of staff to children are :
 - 1:1 Swimming
 - 1:4 if visit is in a confined area e.g. theatre
 - 2:3 if outing to coast or using public transport.
- All the staff is responsible for the care and safety of children on outing and children should never be left unattended.
 - If possible students / volunteers can be allocated 1 child. Responsibility for 2 children may be given subject to approval of the nursery manager. Members of staff will be responsible for the supervision of any students and volunteers who have control of a child.
 - The youngest of the children will be placed with members of staff, not volunteers or students.
 - No member of staff is to take their child away from group without giving an explanation to the organiser.
 - A first aider must be present and suitably equip first aid box must be taken. Copies of registration sheets containing contact numbers, allergies, etc must also be taken.
 - The children will be counted before setting off (on the coach if used) and counting must be ongoing at regular intervals through out the outing. If the group is broken up into separate groups a designated person in charge will be assigned and that person is responsible for counting the children at regular intervals.
 - Labels must be attached to all children showing the name and telephone number of one of the staff, members on the outing. This label must be displayed on the child in a manner which is visible and is not easily removed by the child.
 - Toilet facilities must be provided at regular intervals.
 - Food and drinks must be provided at similar times to those in the setting. Additional drinks should be offered if weather is warm or energetic exercise is part of the day.
 - Meeting points must be pre- designated and times arranged when all the party should assemble. These must be strictly adhered to.
 - Transport must be fully insured, drivers; details satisfactory and all capacity of the vehicle must not be exceeded.
 - All children should have spare clothing.
 - At the conclusion of each outing the staff in charge of the outing will complete a review of the outing, noting the following.
 - Any particular problems with transport (e.g. coach arriving late, no seatbelts etc)
 - Any particular problems with the venue (e.g. no where to shelter during rain)
 - Any particular problems with specific children (illness, distress, etc}
 - Educational benefits of the visit
 - Comments from parents
 - Recommendation for future visits

Prior to each outing the staff in charge of the outing will refer back to the reviews and take accounts of comments when preparing for the next outing.

SWIMMING

1. There should be nominated organiser of the party
2. Children should always be supervised on a one-to-one basis; this may include parents, students and volunteers.
3. There must be a public lifeguard on duty and present throughout the swimming sessions.
4. Please ensure supervision is constant both in the pool and changing rooms.
5. Where small children are unable to stand in the water, armbands should be worn.
6. Members of staff must take relevant information with them on all outings, e.g. emergency numbers.
7. Should an accident occur, the Manager or Deputy Manager must be informed immediately and report written as soon as possible.

CARE OF SICK CHILDREN

It is our policy to encourage and promote good health and hygiene for all the children in our care.

This specifically includes monitoring the children for signs and symptoms of communicable diseases such as chicken pox, Measles, mumps, rubella, meningitis, hepatitis, diarrhoea, vomiting and fevers of 101 o/F, 38 o/C or above.

With the welfare of the sick child in mind and in the interests of the remaining children, if in the opinion of the staff a child is ill, then the Parents / Carer will be contacted and requested to collect him / her as soon as possible.

The staff must be convinced that the child has returned to good health before readmitting them.

In the case of the serious accident or illness occurring then the Parent / carer will be contacted immediately along with the medical

In the case of serious accident or illness occurring then the Parent / Carer will be contacted immediately along with the medical professional and the appropriate action taken. In the unlikely event of the Parent not being able the senior staff member will assume charge and if necessary take the child to hospital along with all relevant details.

When the child returns to the nursery the child's key person will liaise with parents to ensure the child has returned to good health so is well enough to return to the return.

Minimum exclusion periods for illness and disease

The following recommended exclusion guidelines apply to children and staff in your setting. However, it is recommended that you consult the Health Protection Agency for an up to date list of exclusions as advice does change.

DISEASE

Antibiotics prescribed First
Chicken Pox
appeared

PERIOD OF EXCLUSION

24 hours
7 days from when the rash first

Diarrhoea	24 hours
Diphtheria	2-5 days
Gastro-enteritis, food poisoning	
Salmonella and Dysentery	24 hours or until advised by the
doctor	
Glandular Fever	Until certified well
Hand, Foot and Mouth disease	During acute phase and while rash
and ulcers are present	
Hepatitis A	7 days from onset of jaundice and
when recovered	
Hepatitis B	Until clinically well
High temperature	24 hours
Impetigo	Until the skin has healed
Infective hepatitis	7 days from the onset
Measles	7 days from when the rash first
appeared	
Meningitis	Until certified well
Mumps	7 days minimum or until the
swelling has subsided	
Pediculosis (lice)	until treatment has been given
Pertussis (Whooping cough)	21 days from the onset
Plantar warts	Should be treated and covered
Poliomyelitis	Until certified well
Ringworm of scalp	Until cured
Ringworm of the body	Until treatment has been given
Rubella (German Measles)	4 days from onset of rash
Scabies	Until treatment has been given
Scarlet fever and streptococcal infection	3 days from the start of the treatment
of the throat	
Tuberculosis	Until declared free from infection
by a doctor	
Typhoid fever	Until declared free from infection
by a doctor	
Warts (including Verrucae)	Exclusion not necessary. Sufferer
should keep feet covered.	