

4. Health and Safety

4.1 Health and Safety

Sunshine Daisy Nursery commits to:

- Providing adequate control of the health and safety risks arising from our environment.
- Consulting with our staff on matters affecting the health and safety of them and the children in their care.
- To providing and maintaining safe equipment.
- To ensuring the safe handling and use of substances.
- To ensuring all employees are competent to perform their tasks safely.
- To preventing accidents where possible.

The manager is responsible for the day to day organisation and monitoring of the Health and Safety policy. The manager is required to report any matter of concern regarding health and safety to the Company. The manager has the responsibility to appoint a member of staff as the Health and Safety Officer (HSO). The HSO is responsible for assisting the manager in the organisation and implementation of all health and safety policies.

4.2 Emergency Evacuation

Sunshine Daisy Nursery understands the importance of having a clear, concise and well practised emergency evacuation procedure. Sunshine Daisy Nursery has notices outlining the emergency evacuation procedure located on both the visitor and staff notice boards. Fire exits are clearly marked, are not obstructed at any time, and are easily opened from the inside.

Fire fighting equipment is regularly tested in accordance with manufacturer's guidance.

The manager is responsible for arranging emergency evacuation drills. These drills will take place regularly and staff will be informed of when they will occur. Periodically, the manager will hold an emergency evacuation drill without prior warning. All emergency evacuation drills and equipment checks will be recorded in the Health and Safety folder.

In the event of an emergency:

- The person discovering the fire/emergency should sound the nearest alarm (blow the whistle continuously).
- On hearing this alarm all members of staff must go to their designated room before collecting the children and proceeding to the nearest fire exit and then assembly point.

- The assembly point is the large area of grass across the drive from the nursery.
- The duty manager of each suite is responsible for collecting their register before leaving the building and making sure their children and staff are accounted for. Any missing persons should be reported to the most senior member of management immediately. The most senior member of management should then sweep the building (if safe to do so). It is the responsibility of the most senior member of management to retrieve the "grab bag" before exiting the building for the final time.
- The most senior member of management should telephone the emergency services by calling 999 once they have left the premises informing them of the situation and if any persons are unaccounted for.
- When the emergency services arrive the most senior member of management should liaise with them and inform them whether all persons are accounted for, the location of the emergency and any other information that would be of assistance e.g. location of water points.
- Only the most senior member of management can decide if and when it is safe to re-enter the building. This must be done in liaison with the emergency services.
- Where it is not possible to return to the building, the children will be taken to the farm, where they will be kept warm and dry, to await collection by their parents/carers. The most senior member of management is responsible for arranging for the parents to be contacted using the information in the grab bag.

There may be times when the nursery will need to be closed in an emergency. In these exceptional circumstances, the staff of Sunshine Daisy Nursery will take all steps to ensure that the children are kept safe. Such emergencies may include, but are not limited to; severe weather conditions; burst water pipes; power failure; loss of heating; structural damage; fire/bomb threat; serious accident or illness.

If the nursery needs to be closed during opening hours due to any emergency, all staff and children will assemble at a prearranged point where a register will be taken. The manager will then proceed to contact all parents/carers to arrange collection of their child, and will take the necessary action in relation to the cause of the closure. All children will be supervised until they are safely collected.

Due to the nature of these extreme circumstances that are beyond our control, fees remain payable in full.

4.3 Risk Assessment

The Sunshine Daisy Nursery risk assessment procedures are part of a continuous process to prevent any dangerous incident occurring. Risk assessments are the responsibility of all staff as part of their daily duties.

The manager is responsible for making sure the risk assessments are completed and effectively monitored. Reviews are conducted when there is any change to equipment or resources, any changes to the premises, or when particular needs are identified.

There are three types of risk assessment carried out at Sunshine Daisy Nursery.

1. A daily site inspection of both the equipment and premises will be carried out every morning by a designated member of staff on arrival, before any children are accepted into the nursery.
2. Specific risk assessments are carried out at any time of the year and by any member of staff. They are specific to one particular activity or piece of equipment, such as a new climbing frame, and can be incorporated into the annual risk assessment where deemed necessary. Specific risk assessments are vital tools to communicate to all members of staff the identified risks around the nursery in a shared and open forum.
3. An annual risk assessment is conducted by the manager and the Company to review the premises and business as a whole.

In addition to these scheduled risk assessments, staff are encouraged to be continuously vigilant to new hazards or risks in their everyday environment.

4.4 Premises

Sunshine Daisy Nursery's premises comply fully with Ofsted's regulations. For more details please visit www.ofsted.gov.uk.

There is no smoking on the premises of Sunshine Daisy Nursery.

4.5 Equipment

All staff at Sunshine Daisy Nursery are responsible for maintaining and keeping in good repair all furniture, toys and equipment. All electrical toys and equipment are subject to portable appliance testing on an annual basis. All equipment and resources will be selected with care, and risk assessments are carried out in accordance with the Risk Assessment policy.

The manager and all staff are responsible for ensuring that the toys, equipment and resources of Sunshine Daisy Nursery are safe, clean and suitable for their purpose.

The nursery staff are responsible for ensuring that all children wear the appropriate clothing where provided. In order to help us identify clothes we request that you label or mark all garments particularly footwear and accessories such as hats. No child will be excluded from participating in any activity due to not having appropriate clothing unless this has been explicitly instructed by a parent/carer.

Due to the nature of our activities and to promote a sense of inclusion and equality, Sunshine Daisy Nursery sells polo shirts and legionnaire hats in nursery colours. These are available to purchase from the nursery office at any time however our uniform is not mandatory.

Sunshine Daisy Nursery carries a wide range of toys and equipment and unless we specifically request otherwise your child should not bring any of their own toys to nursery. If they do bring toys with them, we accept no responsibility for any loss or damage to those toys.

4.6 Food and Drink

All food and drink provided by Sunshine Daisy Nursery complies with our brand ethos and is healthy and nutritious as part of a balanced diet. Children's dietary and cultural needs are catered for and kept on record in each child's personal file. This information is communicated to all members of staff.

The members of staff that work in the kitchen on a regular basis are qualified to do so and Sunshine Daisy Nursery is registered with our local authority Environmental Health Department.

4.7 Medicine

The staff of Sunshine Daisy Nursery will administer prescription medicine providing the parent/carer has completed and signed an Administering Medication Form and the medical practitioner has included signed instructions including potential side effects. Any medication administered will be witnessed by two members of staff, one of whom will hold a current paediatric first aid certificate. All medicines are stored in accordance with product instructions and always in their original container either in the office or in the refrigerator.

All Administering Medication Forms are kept by Sunshine Daisy Nursery and require the parent/carer to countersign the dosage given at the child's collection. These forms are retained in the individual child's personal file and are treated as confidential and sensitive information.

If your child requires regular prescription medicine, an Administering Medication Form can be completed to cover the medicine for a 3 month period and renewed after this period of time. If however there are any changes in the type of medication, whether regarding dosage or other information on the Administering Medication Form, a new form must be completed immediately.

Medicines will not usually be administered unless they have been prescribed for your child by a doctor, dentist, nurse or pharmacist. Non-prescription Calpol may be administered, but only if either prior written consent of the parent/carer has been received or if the relevant section has been completed on the application form

and only when there is a health reason to do so. No children will be given medication containing aspirin unless it has been prescribed.

4.8 Illness and Injury

Sunshine Daisy Nursery commits to ensuring that there is at least one member of staff who holds a current paediatric first aid certificate on the premises at all times when children are present. Sunshine Daisy Nursery also commits to ensuring there is at least one member of staff who holds a current paediatric first aid certificate on all outings.

There are three first aid boxes on the premises of Sunshine Daisy Nursery; one in the kitchen, and one on each floor. There is also a first aid kit stored in the "grab bag" for use in emergency evacuations and outings. The contents of the first aid boxes are checked regularly by the manager and all content is appropriate to meet the needs of the children.

All accidents and/or first aid treatment are recorded on one of two Accident Report Forms, one specifically designed for children and another designed for staff and visitors. These forms are stored in the office. All parents/carers are informed of any accident or injury sustained by their child whilst in the care of Sunshine Daisy Nursery on collection, and are also required to sign the Accident Report Form.

Sunshine Daisy Nursery will inform Ofsted and any relevant local agencies of any serious accident or injury of any child whilst in our care and will act on any advice given.

Sunshine Daisy Nursery works in conjunction with the Health Protection Agency (HPA) guidelines to ensure that the prevention of infections and illnesses is a top priority. In accordance with these guidelines parents/carers will be notified immediately if their child becomes ill and needs to go home. Parents/carers will always be contacted if their child has a temperature of 39 degrees Celsius or above.

Coughs and colds do not usually require a child to be excluded from nursery but this depends on the severity of the illness and if the child is able to cope with the nursery routine.

The table below outlines the Health Protection Agency's guidelines on exclusion periods from nursery and is followed strictly by Sunshine Daisy Nursery. For more information please contact our local Health Protection Unit on 0845 055 2022. Sunshine Daisy Nursery will inform the HPA, Ofsted and any other relevant agencies if we believe that any child is suffering from a notifiable disease identified as such in the Public Health (Infectious Diseases) Regulations 1988.

In the event of a serious accident or illness the manager will make the decision to contact the emergency services. If a child requires immediate transfer to hospital, a member of staff will go with the child in the ambulance and act on behalf of the parent/carer until they are able to arrive. As part of the application process every parent/carer is required to complete and sign an Emergency Contact Details Form giving Sunshine Daisy Nursery permission to act immediately in an emergency on their behalf.

| | Period of Exclusion from Nursery |
|---------------------------------------|---|
| Rashes and skin infections | |
| Chickenpox | Five days from the onset of rash |
| German measles (Rubella) | Six days from onset of rash |
| Hand, foot and mouth | None |
| Measles | Four days from onset of rash |
| Ringworm | None |
| Slapped cheek | None |
| Shingles | Exclude only if rash is weeping |
| Diarrhoea and vomiting illness | |
| Diarrhoea and/or vomiting | 48 hours from last episode |
| Respiratory infections | |
| 'Flu (Influenza) | Until recovered |
| Whooping cough | Five days from commencing treatment |
| Other infections | |
| Conjunctivitis | None |
| Diphtheria | Excluded until further notice |
| Glandular fever | None |
| Head lice | None |
| Meningitis | None |
| Mumps | Exclude child for five days after onset |
| Tonsillitis | None |

This table is not exhaustive and there is more information at www.hpa.gov.uk if you are in any doubt.

All policies and procedures are reviewed annually by the manager and Company, however should any policies or procedures need to be changed before the review date information of any changes will be communicated to all parents in writing.

Sunshine Daisy Nursery reserves the right to end this contract if you have breached any of your obligations under these policies.