**POLICIES & PROCEDURES – HEALTH AND SAFETY (Nursery and Day Services)**

**PURPOSE:** To set out the approach of Good News Family Care in relation to maintaining a safe and healthy working and service delivery environment.

**RELATED POLICIES & PROCEDURES:**

- Protection from abuse

- Child protection and Safeguarding

* Risk Assessment - Service Uses

- Management of HIV/Aids/Hepatitis

- Fire Prevention and Management

- Occupational Health

- Lone Worker

- On-call

**INTRODUCTION**

This document contains a policy statement (Part One) and procedural guidance (Part Two). The functions of each are set out briefly below.

**Part One – Policy Statement.** The policy statement sets out the broad framework of principles within which the particular area of work will be carried out. It sets out Good News Family Care’s broad style and approach to the issue, including any aims and guiding principles.

**Part Two – Procedural Guidance.** The procedural guidance sets out the details that staff will require to carry out their duties in this particular area of work. It also sets out the specific tasks involved in undertaking this area of work and identifies who is responsible for carrying them out.

**PART ONE – POLICY STATEMENT**

**AIMS AND PRINCIPLES**

1. Good News Family Care will ensure, so far as is reasonably practicable, the health, safety and welfare at work of its staff members. GNFC also recognises its duty not to put at risk service users, contractors, the general public or the environment in the carrying out of its duties. Staff members also have a legal responsibility to take care of themselves and others who may be affected by their work and to co-operate with GNFC in the discharge of its legal obligation.

2. GNFC undertakes to remove hazards as and when they arise, where possible. Where this is not possible, GNFC will provide adequate procedures and training for those hazards which by their nature cannot be guarded against, or where such training will help reduce the possibility of hazards occurring.

3. In implementing this policy and procedure, GNFC will adhere to the requirements of the following legislation:

* Health and Safety at Work Act 1974
* Health and Safety (First Aid) Regulations 1981
* Consumer Protection Act 1987
* Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended in 1993)
* Electricity at Work Regulations 1989
* Management of Houses in Multiple Occupation Regulations 1990 (as amended 2006) and local HMO regulations
* Health and Safety (Display Screen Equipment) Regulations 1992
* Manual Handling Operations Regulations 1992 (as amended 2002)
* Electrical Equipment (Safety) Regulations 1994
* Plugs and Sockets etc. (Safety) Regulations 1994
* Disability Discrimination Act 1995 (as amended 2005)
* Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
* Food Safety (General Food Hygiene) Regulations 1995 (as amended 2005 and 2006)
* Health and Safety (Consultation with Employees) Regulations 1996
* Gas Safety (Installation and Use) Regulations 1998
* Provision and Use of Work Equipment Regulations 1998
* Employers’ Liability (Compulsory Insurance) Regulations 1998
* Management of Health and Safety at Work Regulations 1999
* Control of Substances Hazardous to Health 2002
* Regulatory Reform (Fire Safety) Order 2005
* Smoke-free (Premises and Enforcement) Regulations 2006
* Smoke-free (Exemptions and Vehicles) Regulations 2007
* Smoke-free (Signs) Regulations 2007
* Smoke-free (Vehicle Operators and Penalty Notices) Regulations 2007
* Construction (Design & Management) Regulations 2007

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ James McGill Director (Health & Safety)

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tracey Smith Health & Safety Officer

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. **RESPONSIBILITIES OF STAFF -** The duties of staff with regard to health and safety are set out in the Health and Safety at Work Act 1974. In particular, staff have a duty to:

a. work safely, efficiently and without endangering the health & safety of themselves, their colleagues, the general public or any other person whom has a right of access to GNFC’s premises at any time.

b. adhere to the safety procedures laid down by GNFC and conform to all instructions given by those with a responsibility for health and safety.

c. report all accidents, ‘near-miss’ occurrences and hazardous situations to the appropriate persons.

d. wear safety and protective clothing, use protective equipment and use

appropriate safety devices where these are provided for use at work to receive appropriate training.

e. meet their other statutory safety obligations including that laid down in Section 8 of the Act, which states ‘no person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions’.

4.1 **RISK ASSESSMENTS**

Risk assessments will be undertaken by an appropriate person on behalf of the management committee. Actions required to remove/control risks will be approved by management who will then be responsible for ensuring that appropriate actions are implemented.

**WORKING ENVIRONMENTS**

5. GNFC will work with staff to ensure that:

a. floors, steps, stairs, passages and fire exits are kept clear of obstruction at all times.

b. wires to telephones, electrical equipment etc., are not placed so that someone could fall over or covered with objects such as chairs which could result in a tripping hazard.

c. office layout is such that staff and others can use it safely. For example, filing cabinets will not open into passages or across doorways.

6. GNFC will also ensure that:

a. All offices have effective ventilation appropriate to the number of people and equipment.

b. When photocopiers are used, extra ventilation will be introduced. Rubber or plastic gloves can be provided if required to avoid skin contact with toner.

c. Lighting will be adequate and appropriately situated so as not to cause eyestrain.

d. The temperature is maintained at a minimum of 16 degrees Celsius one hour after office opening. Efforts must be made to keep the temperature below 23 degrees Celsius.

e. Appropriate equipment is provided for moving objects safely. No member of staff should lift anything so heavy that it might cause injury. Staff will be instructed on how to lift safely without back strain.

f. Pregnant workers are not expected to use VDUs, photocopiers or lift heavy items.

**SMOKING**

7. GNFC operates a non-smoking policy on all GNFC premises, except designated smokers areas.

**VEHICLES**

8. GNFC will ensure that any vehicle owned, leased or hired for its usage is adequately maintained and serviced annually, and that it is equipped with safety belts, a first aid kit and fire extinguisher. A weekly basic check of vehicles to include tyre pressures, water, oil, lights and windscreen washers will be undertaken and recorded in the Vehicle Maintenance Book.

GNFC will ensure that risks associated with driving onto and off GNFC premises are minimised and that an annual risk assessment is undertaken regarding ‘work transport’, with particular attention paid to visibility of potential pedestrians on the pavements and moving vehicles on the roads. All staff are to ensure that cars are reversed onto the drive to enable them to drive the car off forwards when leaving the premises.

9. All GNFC staff driving such vehicles will be responsible for ensuring the safe condition of the vehicle. They will also ensure that the vehicle log-book is completed each time the vehicle is used.

9.1 All GNFC staff are required to complete an initial Car Authorisation form prior to driving any GNFC vehicle. Staff are also required to immediately advise GNFC of any change to health that could affect ability to drive eg. eyesight, musculoskeletal or cardio-vascular changes.

9.2 All GNFC staff are required to show a valid driving licence, insurance certificate and MOT for any car owned by them that is used for Charity Business. All vehicles being used for work purposes must be insured for business use.

**STORAGE OF MEDICINE AND DRUGS**

10. GNFC will provide secure storage for medicines and drugs that have been prescribed for service users.

**REPORTING OF INJURIES, DISEASES & DANGEROUS** **OCCURENCES REGULATIONS 1995 (R.I.D.D.O.R)**

11. GNFC has a responsibility to notify the enforcing authority in the event of an accident at work to any employee resulting in death, major injury or incapacity for normal work for 3 or more days. This includes any act of non-consensual physical violence done to a person at work.

**PART TWO – PROCEDURAL GUIDANCE ON HEALTH AND SAFETY**

**GENERAL HEALTH OF STAFF**

1. All staff must take a regular lunch break and tea/coffee breaks –  hour after 5 hours.

2. Staff should not feel obliged to work more than their contractual number of hours.

3. Staff must stay at home if suffering from infections such as flu.

**TRAINING**

4. All staff will be given a copy of the Health and Safety Policy as part of their induction programme. Staff will also be advised by the person responsible for their induction programme of any specific hazards relating to their job and of relevant GNFC practice in relation to these areas will complete training form and receive appropriate training before using equipment.

5. Staff will be informed of the security arrangements of the office during their induction.

6. At least two members of staff who spends most working time in the office will be trained in First Aid.

7. Staff will be able, within the restrictions imposed by the training budget, to attend training courses such as coping with stress, First Aid, etc.

8. Health and Safety representatives must attend courses designed to train them in their responsibilities.

**FIRST AID**

9. The First Aid boxes are located in the Ground Floor Reception Office, the main kitchen and the top-floor kitchen. They are checked monthly by the trained First Aid staff to ensure adequate stocks.

10. First Aid staff are responsible for:

• administering of First Aid in an emergency whilst awaiting the arrival of professional help

• administering of First Aid to minor cuts and abrasions that were either caused at work or require further attention during working hours.

*Please note that ‘steri-strips’ are not kept for general use in the First Aid Boxes. Appointed First Aiders only can use them if it is considered appropriate.*

11. Staff and service users are advised to seek treatment for every injury, no matter how small as any injury left untreated may become serious. All cases treated should be recorded in the Accident Book, which is located in the ground-floor office at Charis House.

12. The kitchen runs to Environmental Health Food Hygiene Standards, having it’s own policies and procedures and is inspected annually.

* A regular Hazard analysis will be completed.
* All requirements for the appropriate storage of perishable food, the cleaning of the equipment and the checks on the fridge temperature are carried out on a daily basis.
* The kitchen has its own fire extinguisher and blanket.

**13. FIRE**

Fire exits must be kept clear and free from obstruction at all times. Notices concerning fire exits or covering procedures in case of fire must not be removed.

Staff must make themselves familiar with the fire exits and location and operation of fire equipment including the alarm. Staff will receive instruction during their induction on how to use fire equipment.

14. On discovering a fire:

* sound the alarm immediately
* dial (9)999, say ‘Fire’ and give address
* assist service users and staff to evacuate the premises
* take a Roll Call at the assembly point using the ‘Fire/Emergency Register’
* on the arrival of the Fire Brigade report immediately to the Officer In Charge.

15. In the case of fire:

* fight the fire with an appropriate fire extinguisher ONLY where no personal risk is involved AND if appropriate fire training has been received.
* close all doors surrounding the fire
* on evacuating, close all doors behind you and never stop to collect files or personal belongings
* never re-enter the building until you have been given permission by the Fire Brigade.

16. Fire alarms will be sounded weekly by a staff member. Fire Drills will be carried out fortnightly and details including date, response time etc. will be entered in the Fire Drill Book by the Fire Officer.

17. An appointed engineer will check all fire equipment twice yearly.

**USE OF VISUAL DISPLAY UNIT EQUIPMENT**

18. VDUs should be situated at right angles to windows and sited so as to eliminate glare. VDUs should never be placed with a window immediately in front or behind them.

19. No one will be required to sit directly behind a computer.

20. Lighting will be diffused with blinds/curtains for windows made available so that adjustment can be made to lighting.

21. Staff will be provided with chairs that are adjustable in terms of height and position.

22. VDU monitors must be adjustable and footrests will be provided for staffs who request them.

23. Document holders will be provided for staff who request them.

24. Glare screens will be fitted to all VDUs for staff who request them.

25. Staff using VDU equipment must take a 15-minute break from work at the VDU every hour.

26. GNFC will pay for annual eye tests for staff who use VDUs as part of their work with GNFC.

27. GNFC will provide information about working with VDU screens safely. Staff must take responsibility for reading this information.

28. **SAFETY AND SECURITY**

Staff must remember the following points:

* always ensure that the door into Charis House closes behind you
* ensure that the front door is answered by a staff member only
* take care of your keys - if you do lose a key, report it immediately
* if you are answering the door, find out who it is and the purpose of their visit before issuing a ‘Visitor’ badge
* ensure that all visitors record their details in the visitors book
* ensure that visitors remain on the ground floor at Charis House and that they are accompanied by a member of staff at all times (any person visiting/using offices above the ground floor must have permission of duty staff member)
* clients’ visitors are to be by prior arrangement with member of staff only
* regular visitors to clients at Charis House may be asked to sign a visitors contract
* ensure that the premises are safe and secure when you leave at night (e.g. ensure windows and doors are locked, lights are switched off, security alarm switched on)
* take care of your personal belongings. GNFC cannot accept responsibility for these items, so make sure you do not leave them lying around.
* Ask for the identity cards of people claiming to be telephone engineers etc. They all carry such cards and do not object to producing them for inspection.

**ACCIDENT/HAZARD REPORTING**

29. It is essential that all accidents that occur at work, no matter how small, be properly recorded. This must be done, even if no apparent injury was received. In addition to reporting an actual accident, it is equally important that staff report a ‘near-miss’ or *potential hazard*, so that the GNFC can deal with it and help prevent another member of staff suffering injury.

30. As soon as possible staff must report the accident or ‘near-miss’ to a member of the Management Committee, giving the following details:

* where it occurred
* what happened
* if known, how it happened

31. The staff member making the report must also write an entry in the Accident Record Book confirming these details (located in ground floor reception office).

**REPORTING OF INJURIES, DISEASES & DANGEROUS**

**OCCURENCES REGULATIONS 1995 (R.I.D.D.O.R)**

1. GNFC will inform Environmental Health Department of the following:
* any fatal injuries to employees, service users or others in an accident connected with GNFC
* any major injuries to employees, service users or others in an accident connected with GNFC
* any injury to an employee which results in their absence from work or being unable to do their normal work for more than 3 days (including days which would not normally be working days) connected with GNFC.

**Reportable major injuries include:**

* Fractures, except to fingers, thumbs or toes
* Amputation
* Dislocation of the shoulder, hip, knee or spine
* Loss of sight (temporary or permanent)
* Chemical or hot metal burn to the eye, or any penetrating injury to the eye
* Injury resulting from an electric shock or electrical burn, leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours
* Acute illness requiring medical treatment, or loss of consciousness resulting from the absorption of any substance by inhalation, ingestion or through the skin or exposure to a biological agent

Self-employed people need to make their own arrangements to notify any reportable diseases they suffer.

If GNFC is informed in writing by a Doctor that an employee of GNFC is suffering from a reportable work-related disease, they will send a completed disease report form F2508A to the Incident Contact Centre.

**Reportable diseases include:**

* certain poisonings (please ask if you require further information).
* some skin diseases such as occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis
* lung diseases, including occupational asthma, farmer’s lung, pneumoconiosis
* infections such as leptospirosis, hepatitis, tuberculosis, anthrax, legionellosis and tetanus
* other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome

**Any dangerous occurrence as listed below:**

* the collapse, overturning or failure of a load bearing part of a lift or hoist
* the explosion, collapse or bursting of any closed vessel
* electrical short circuit or overload causing fire or explosion
* the collapse or partial collapse of any scaffold over five meters high
* any unintended collapse of any building or structure under construction, alteration or demolition involving a fall of more than five tonnes of material or of a wall or floor in a place of work
* an uncontrolled or accidental release or escape of any pathogen or substance from any apparatus or equipment
* bursting, explosion or collapse of a pipeline

The Manager of the relevant department will notify the Environmental Health Department by telephone in the first instance and will also send a written report within seven days.

1. **HEALTH AND SAFETY INSPECTIONS**

GNFC will carry out a detailed annual health and safety inspection of all its premises and service delivery environments. Staff who carry out these inspections will be trained to do so. Service Users will be involved in the inspections.

Particular attention is paid to:

* Falls from height
* Workplace Transport
* Musculoskeletal disorders (MSDs)
* Slips and Trips
* Stress

34. A Health and Safety Hazard Inspection form is displayed on main notice boards for Service Users and staff to identify risks noticed and to suggest possible remedies when appropriate. Notice boards and Service User Handbooks contain information and encourage them to participate in Health and Safety Risk Identification.

35. The results of annual inspections will be reported to the Management Committee, along with any programme of action for controlling or eliminating hazards and risks.

36. Following any accidents or incidents GNFC will review any health and safety implications and make necessary adjustments to control or eliminate the hazards and risks which were involved.

**DEALING WITH VIOLENCE AT WORK**

38. Even where Risk Assessments of service users have been undertaken and there are Risk Management Plans in place, there is still the potential for incidents to occur which pose a threat to the health and/or safety of service users, staff or others. Staff members need to remain alert at all times to this potential and to deal with incidents according to the guidelines that are in “Guidance on Dealing with Violence at Work’.

39. GNFC will also ensure that where panic alarms are installed in projects, they are tested weekly and all staff are clear about their use and how to respond to them when they are activated.

**GUIDANCE ON DEALING WITH VIOLENCE AT WORK**

**40. Dealing with Violent and Aggressive Situations**

40.1 Violent and aggressive situations may span a range of seriousness and potential for danger and it will depend on the judgement of the staff members present at the time as to how the situation is best dealt with. The following guidelines should assist staff in responding to incidents but each case should be dealt with as deemed appropriate by the staff involved at the time.

40.2 Potentially violent and aggressive situations could include incidents when a parent, a violent partner or a visitor to GNFC premises:

* Verbally threatens or intimidates staff or others
* Physically threatens or intimidates staff or others
* Attempts to assault staff or others physically
* Carries out a physical assault on staff or others
* Brings a weapon onto the premises (whether or not its use is attempted)

40.3 If a potentially violent or aggressive situation develops, staff members should take the following steps:

* **Quickly assess the incident in terms of whether it is safe to intervene.** If it

appears unsafe to intervene (for instance, the aggressor has a weapon or is otherwise unapproachable and/or the staff member feels unsafe) they must contact the Police by dialing (9)999 and summoning emergency assistance. If possible, the staff member should ensure that they and other staff and service users present could be safe until the Police arrive. This may be possible by moving into an area which is lockable or evacuating the premises.

* **If it appears safe to intervene, attempt to calm the aggressor down** and get them to start talking about what the problem is. If there is more than one aggressor (for example where a physical fight has occurred or appears imminent), staff should work together to separate the aggressors and attempt to calm them down in separate locations if it is possible.
* **Reassure children or people present that the situation is under control and that**

**they are safe, once** the immediate situation has been dealt with by either staff or the Police. If a service user has been injured during the incident, staff members present will need to ensure that they can receive emergency medical treatment if required.

* **Debrief the staff members involved.** The line manager or another senior

member of staff present at the time will need to carry out this debriefing. They must:

* Check whether the staff member has sustained any injuries and seek medical attention for them if they have.
* Record details of the incident with the staff member, including details of any injuries.
* Assess whether there is a need to report the incident to the Police if they have not already been involved.
* Support the staff member to come to terms with the incident if they have been upset or shaken by it.
* Review and update the Risk Assessment and Risk Management Plan of any service user/s involved to ensure that they fully reflect GNFC’s knowledge and experience post-incident.
* Review the response to the incident as a way of learning lessons from it. This will include assessing whether policies and procedures provided adequate guidance, whether they were followed correctly, and identifying any improvements needed to ensure safety in the future such as additional staff training or a review of the operational framework of the project. This review will not take place immediately after the incident but should follow on within a reasonable time period.

**NURSERY SPECIFIC POLICIES**

**1. STAFF** - **Supply staff, Volunteers, Student & Work Experience Policy.**

* The nursery will always ensure that staffing levels meets or exceeds the minimum staff: child ratios for the relevant ages at all times.
* Should supply staff or volunteers be present, there will always be at least 50% of the staff with a minimum Level 3 qualification.
* Should staffing levels reduce due to unforeseen circumstances, arrangements will be made for suitably qualified and experienced supply staff to be engaged.
* At no time will anyone without a DBS check be left alone with the children.
* Any students or work experience placements will not be counted as part of the staff: child ratios if under the age of 17 years or they have no previous experience working with children.
* We reserve the right to refuse or remove any student or volunteer if we feel their presence has a negative effect on the children in any way.
* Staff should not leave any long-term student or volunteer alone with the children for anything other than a very short period of time, for example, popping to the toilet.
* Any tasks that take a member of the team away from the children should be done by student or volunteer where possible.
* Students or volunteers who are new to nursery or have no experience with children should not be left for any period of time.

**1.1 Staff Ratios and Deployment Policy.**

For children to have rich and stimulating experiences, the learning environment should be well planned and well organised. When deploying staff the following points are taken into consideration:

* Security;
* The layout of the premises both inside and out;
* Location of the facilities;
* The age and abilities of the children;
* The qualifications and experience of the staff;
* The activities being offered

The minimum staffing ratios are:

1:3 children under 2 years

1:4 children aged 2 years

1:8 children aged 3-7 years

1:13 children aged 3-7 years with member of staff with QTS or EYP

There will always be a minimum of two adults on duty. Parents may be asked to wait with their child until the staffing levels are acceptable.

**1.2.** A risk assessment has been performed on the risks that could occur with having people around the children without a DBS and the helpers are informed of our policy and procedures regarding trips and having outside help from people without a DBS.

**3. RISK ASSESSMENTS**

Risk assessments will be undertaken at least annually behalf of the Management Team and Directors by the Health and Safety Officer.

Staff and/or Co-ordinators will perform regular check on risks as part of their daily and weekly routine. Actions required to remove/control risks will be dealt with by the staff or Co-ordinator or discussed with and approved by management, depending on the action needing to be taken. The Co-ordinator will then be responsible for ensuring that appropriate actions are implemented with urgency.

**4. Reporting and Dealing with Hazards**

We will ensure that all staff are aware of the risk assessment checks required on a daily/annual basis and their role and responsibilities in relation to these.

As part of our ongoing risk assessment of equipment and toys, the condition of the indoor and outdoor toys, equipment and rooms are checked when setting up and clearing away at the end of the day. All hazards are immediately removed or contained safely and gates securely closed and locked.

Findings are reported on the “reporting a hazard” sheet on the notice board and on the daily risk assessment sheet in the office, which are checked by Co-ordinators.

The following are assessed on a daily basis:

* All room entrances and exits are clear of any obstacles to ensure that the rooms can be vacated easily when required.
* Maintenance or repair work being carried out is inaccessible to children and adequately protected.
* All heaters are guarded and plug sockets covered.
* All equipment is in good condition, sharp corners protected and sharp objects safely stored.
* Hot water for staff drinks is kept in the office away from the children. All hot drink taken into the nursery must be in a safety cup with a lid.
* Windows in the office and baby room are unlocked
* All doors have finger guards on them.
* Outside - the garden is clear of rubbish, faeces from cats or cigarette ends
* Outside - perimeter is safe and secure, all gates are locked or secured, fencing is in good repair and

all equipment is safe and in good condition.

**4.1 OUTINGS PROCEDURES and PROCEDURES**

As part of our policy and procedure for arranged outings from the setting we will undertake initial preparatory visits to any venue and carry out a risk assessment for the proposed visit.

Staffing for such outings will be decided by the Co-ordinator on the specific day due to the age, stage and development of children involved and the location of the outing. The ratio of children to adults will never exceed the requirements of the setting outlined in this policy and on the notice board in the office. Communication is maintained through the use of mobile telephone with parents contact numbers and access to emergency services. Mobile phones are carried at all times on trips and outings. (Please see our mobile phone policy in the safeguarding folder)

**5.** **WORKING ENVIRONMENTS**

GNFC nursery will work with staff to ensure that:

* Floors, steps, stairs, passages, doorways and fire exits are kept clear of obstruction at all times allowing ease of movement- especially important when necessary to vacate the premises.
* Wires to telephones, electrical equipment etc., are secured and positioned to prevent trips and falls.
* All electric appliances are PAT tested annually by a competent person.
* All flexes are checked regularly to ensure they are in good condition, power points checked to ensure no overloading
* All checks form part of the risk assessment process.
* A qualified person carries out any electrical repairs.
* Office and room layouts ensure the safety of staff and children, e.g. filing cabinets do not open into passages or across doorways.
* Adequate storage for all equipment used by children is provided, both inside and out, ensuring optimum space for children’s play, and storage of buggies.
* All areas are kept clean and tidy and free from rubbish and clutter
* The bathroom is cleaned periodically throughout the day.
* All bins are emptied and washed out daily
* Fridge temperatures are checked daily and maintained within the safe temperature range.
* Risk assessments are completed daily with regard to safety of the environment inside and out and security is maintained at all times.
* Maintenance is continually monitored throughout the setting. Hazards identified are attended to immediately. Hazards relating to the fabric of the building or fixtures and fittings i.e. toilets etc. are reported to the maintenance team who deal with the matter promptly.
* Boundaries are secured taking factors of age and agility of the children cared for into account and any aids to climbing adjoining the boundary, following RoSPA guidelines .

**6.** GNFC nursery will also ensure that:

* All offices have effective ventilation appropriate to the number of people and equipment.
* Lighting is adequate and appropriately situated so as not to cause eyestrain.
* The temperature is maintained at a minimum of 16 degrees Celsius one hour after opening. Efforts must be made to keep the temperature below 23 degrees Celsius to provide a comfortable environment that is safe and appropriate for children, keeping it warm and sufficiently ventilated.
* The nursery provides safe, age appropriate and well-maintained furniture, equipment and toys that meet the varying needs and development of the children.
* Appropriate equipment is provided for moving objects safely. No member of staff should lift anything so heavy that it might cause injury. Staff will be instructed on how to lift safely without back strain. *(more information is available on safe handling and preventing back strain on request)*
* Pregnant workers are not expected to use VDUs, photocopiers or lift heavy items.
* The toilets are kept clean and accessible throughout the day, providing children maximum opportunity for independence with dignity. Locks provided for adults cannot be reached by children. The facilities are cleaned regularly.
* The kitchen area is completely separate and cannot be accessed by the children.

**7. SMOKING**

GNFC nursery operates a non-smoking policy on all GNFC nursery premises.

No one is permitted to smoke where children are present or about to be present and if caught doing so they will be ordered to extinguish their cigerette immediately and they will be escorted to the designated smoking area at the back of the house (Smokey Cottage).

**8. STORAGE OF MEDICINE**

Safe storage of medicine is primarily the responsibility of the nursery staff. The standards we expect are;

1) Medication is stored in a safe place in the nursery.

2) All medicines must be stored out of the reach of children.

**Risk Management**

* Because of the risks to children and vulnerable adults, GNFC nursery must ensure that all medicines are stored safely.
* If medication is found inappropriately placed any where in the nursery, we will make sure it is put in a secure place out of reach of children and according t the instructions of the manufacturer for safe storage (it may need to be in a fridge)
* All medication is to be correctly labelled and a medicine form filled in by the parents on arrival.
* When medication is required, it will be administered by a member of staff and witnessed by another member of staff. Both members of staff will sign the medication form written by the parent/carer on arrival of the child.
* The medicines can be kept in a fridge containing food but they should be clearly labelled
* There is restricted access to the fridge containing medicines.
* We will only dispense medication if a medicine form has been signed.
* We will never administer out of date medication even if instructed to do so by the parent/carer.
* All medication will be returned to the parent/carer at the end of the day, if it is left in the nursery after the required administration time it will be taken to the chemist to be disposed of.

**9. Administrating Medicines Policy.**

The nursery will only agree to administer medication for a child if:

* It is clearly labelled, with dosage instructions, in date and in original container.
* The parents/carers have given their consent in writing.
* The medicine and dosage are suitable for the child’s age.
* Written evidence of all medicines administered will be recorded and kept.
* All medicines will be kept in a sealed container out of the children’s reach.

**Parental responsibilities Policy, in respect of their child’s medical needs**

Parents have the prime responsibility for their child’s health and should provide G.N.F.C. with information about their child’s medical needs including details on medicines their child needs.

* Medicines should only be taken in G.N.F.C. nursery when essential; that is where it would be detrimental to a child’s health if the medicines were not administered during the session.
* Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber’s instructions for administration.
* G.N.F.C. nursery prefers to accept medicines that have been prescribed by a doctor, dentist, nurse practitioner or pharmacist, however we will accept liquid paracetamol e.g. Calpol and teething gel without prescription. These will only be administered with written permission from a parent or carer. They will only be administered using the correct dosage to age ratio as printed on the container.
* No child will be given medicines without parent or carer written consent.
* Parents must always tell G.N.F.C. nursery about the medicines that their child needs to take and provide details of any changes to the prescription or support required.
* Parents are responsible for ensuring that date-expired medicines are returned to a pharmacy for safe disposal. They should also collect medicines held at the end of each
* We will always try to ensure our trips and outings are suitable for children taking medicines, which includes making reasonable adjustments to enable children with medical needs to participate fully and safely.
* If additional safety measures are needed we will first consult with the parents, before arranging for additional supervision i.e. a parent, supervisor and another volunteer to accompany the child.
* If required we will review our visits policy and procedure so that planning arrangements will include the necessary steps to include children with medical needs.
* Members of the staff team supervising visits will always be aware of any medical needs, and relevant emergency procedures.
* A copy of any health care plans will be taken on visits in event of the information being needed in an emergency.

**10. Clothing Policy**

* It is expected that the children come suitably dressed and prepared for the weather conditions, however, when required, nursery have a selection of sun-hats, coats, hats scarves and gloves as well as spare clothes, shoes of different sizes and wellingtons (parents/carers are advised to provide their own spare clothes and indoor shoes in the winter).
* On sunny days we will use a high factor sun cream and sun hats to protect the children. Parents/carers are advised to bring their own sun cream and sun hat to use in nursery. Parents/carers must give permission for us to apply sun cream, if necessary on their initial contract.

**11. Infection Control**

**Child Illness Policy.**

The nursery will take all responsible precautions to guard against the spread of infectious diseases.

* Parents are asked to keep their children at home for the recommended period of absence.
* They are notified immediately if a child is taken ill whist in our care. Should there be notifiable infectious disease outbreak, then a letter will be sent to inform the parents. All staff and students will be informed of any outbreak of infectious diseases.
* Ofsted will be notified of any food poisoning affecting 2 or more children looked after on the premises, any child having meningitis or the outbreak on the premises of any notifiable disease identified as such in the Public Health (Control of Disease) Act 1984 (please see staff notice board in the office) or because the notification requirement has been applied to the by regulations.
* Any children suffering from a rash, accompanied by a sore throat, discharge from the eyes, ears or nose and a temperature, should be kept at home until symptoms disappear.
* Children suffering from vomiting or diarrhoea should stay at home at least 48 hours from the last episode.

Should immediate emergency medical intervention be required, parents/carers will be notified as quickly as possible. All details of the incident/accident will be recorded on the Children’s Accident Record; a copy of this report will be passed to parents/carers who will sign to say they have been fully briefed.

 **Procedure for Sick Children**

Observations: The child may be unusually unhappy, upset, lethargic or generally “under the weather” and this will alert staff members that all is not well. Continue to observe the child and be alert to changes and make the child as comfortable as possible.

The staff member must take and record the child’s temperature, make note of signs and symptoms, considering other factors such is child teething.

A decision must be made by the Co-ordinator to phone the parents/carers if in any doubt re: the seriousness of the condition and if the temperature is raised do this immediately to inform

the parents/carers. It may be necessary at this point to call for medical attention and advice sought.

Factors influencing this decision will be the temperature, how long it is before the parent/carer can pick up the child, and how ill the chid is thought to be at this stage. If the parents are not contactable and/or the child’s condition gives cause for concern call an ambulance.

**11.1 Vomit or Diarrhoea**

In the case of an incident involving vomit or diarrhoea, first move other children nearby into another room if possible, if not then make sure the area is sealed off so none of the children can enter it (e.g. by placing chairs around or if possible a partition etc).

Reassure the child and comfort them.

Inform any other staff member that it is there and then proceed to clean up the child.

**11.2 Cleaning Up a Child Procedure**

Protect exposed areas at all times from any contamination of bodily fluids (please see also the policy and procedure on H.I.V/A.I.D.S/Meningitis).

Take the child to the toilet cubicle avoiding physical contact as much as possible. Put on an apron and gloves. Clean up the child as quickly as possible using baby wipes putting any soiled clothes in the bin provided (see the soiled clothes policy) and dress the child in clean clothes.

When the child is cleaned up and dressed seat them comfortably with a bucket if necessary in a quiet area away from other children until their parent/carer arrives.

**11.3 Cleaning Up**

Always wear disposable protective apron and gloves and proceed to clean up the area using a blue cloth and the appropriate mop and cleaning fluid. After the floor has dried the barrier can be removed and the children can resume their play in that area if they wish.

The soiled blue cloths should be placed in a nappy sack, tied and put in the bin outside. The mop head should be washed on its own in the machine on a boiling wash cycle as soon as possible or disposed of.

**11.4 Influenza Pandemics**

There is guidance from DfES titled ‘Planning for a human influenza pandemic’ (please see the web site [www.academyish.org/FullGuidance.pdf](http://www.academyish.org/FullGuidance.pdf)). This document gives advice on what we should do should a pandemic strike. The Local Authority will give advice. The decision to close the nursery, if necessary, will be taken by the management team of the charity.

**12. Food Hygiene**

* The kitchen runs to Environmental Health Food Hygiene Standards, having it’s own policies and procedures and is inspected independently of nursery.
* A regular Hazard analysis is completed.
* All requirements for the appropriate storage of perishable food, the cleaning of the equipment and the checks on the fridge temperature will be carried out on a daily basis.
* The kitchen has its own fire extinguisher and blanket.
* The cook must hold the Primary Food Handlers Certificate and Health and Safety at Work Level 2 or above.

**12.1 Food**

The nursery provides a varied four week menu for the children.

If a child requires breakfast the parent/carer will be asked to provide this.

The lunch, snacks and tea are prepared by the cook and served by a member of staff who holds a current food hygiene certificate or in certain circumstances this may be done by a person under the direct supervision of a member of staff holding the qualification.

**NURSERY SPECIFIC PROCEDURES**

1. **Training**
* All members of staff who work in the nursery will be trained in Paediatric First Aid.
* Health and Safety representatives must attend courses appropriate to their responsibilities. The nursery’s named Health and Safety Officer is Tracey Smith.
1. **First Aid**

The First Aid boxes are located in each main area of the nursery. They are checked monthly by a named and trained First Aid staff member, Karen Jones who ensures supplies are maintained and in date. Extra supplies used to replenish the boxes are kept in the First Aid cupboard in the bathroom. We also have a First Aid bag that is taken on nursery outings. The contents of all boxes and the bag meet the current recommendations by Health and Safety Executive Regulations.

All First Aid trained staff are responsible for:

* Administering of First Aid in an emergency whilst awaiting the arrival of professional help
* Administering of First Aid to minor cuts and abrasions that either happen in nursery or require further attention during time at nursery.

*Please note that ‘steri-strips’ are not kept for general use in the First Aid Boxes. Appointed First Aiders only can use them if it is considered appropriate.*

1. **Accident/Hazard Reporting**It is essential that all accidents that occur at, no matter how small, be properly recorded. This must be done, even if no apparent injury was received. In addition to reporting an actual accident, it is equally important that staff report a ‘near-miss’ or *potential hazard*, so that the GNFC nursery Co-ordinators/Management can deal with it promptly and help prevent another member of staff, student, parent/carer or child suffering injury.

Following any accidents or incidents GNFC nursery will review any health and safety implications and make necessary adjustments to control or eliminate the hazards and risks that were involved. A thorough risk assessment will be undertaken and policies and procedures are updated to reflect the findings

As soon as possible staff must report the accident or ‘near-miss’ to a Co-ordinator who will then record it in the book in the office desk drawer and relay it to the manager staff must give the following details:

* Where it occurred
* What happened
* If known, how it happened

**4. Reporting and dealing with Accidents**

* Where an accident has been identified staff and service users are advised to seek treatment for every injury, no matter how small as any injury left untreated may become serious.
* All cases treated must be recorded in the Accident Book.
* The accident book for staff and volunteers (adults) is kept in the reception office desk. Children’s accident forms are kept in folders in the appropriate rooms.Following an accident being dealt with, the staff member will write a report on the accident form, sign it and have a witness sign it too.
* When the parent arrives, the staff member who dealt with the accident will inform them and ask the parent/carer to sign the form.
* Forms are filed in the folder in the child’s room. Each end of term they are placed in children’s individual development folders and at the first staff meeting of the term are reviewed by the key worker.
* The forms serve to alert the key worker to any child who repeatedly has similar accidents and injuries and they will report it to the Co-ordinator as a safeguarding children concern as soon as possible for investigation.
* Potential hazards within the setting are acted upon as identified.
* Repeated accidents are notified, recorded, causes are identified, acted upon promptly and kept under review through observation, supervision and at staff meetings or briefings if the situation is urgent.
1. **REPORTING OF INJURIES, DISEASES & DANGEROUS OCCURENCES REGULATIONS 1995 (R.I.D.D.O.R)**

GNFC nursery will inform Ofsted and the Environmental Health Department of the following:

* Any fatal injuries to employees, service users or others in an accident connected with GNFC nursery.
* Any major injuries to employees, service users or others in an accident connected with GNFC nursery.
* Any injury to a GNFC nursery employee, which results in their absence from work or being unable to do their normal work for more than three days. (Including days, which would not normally be working days.)

**Reportable major injuries include:**

* Fractures, except to fingers, thumbs or toes
* Amputation
* Dislocation of the shoulder, hip, knee or spine
* Loss of sight (temporary or permanent)
* Chemical burn to the eye, or any penetrating injury to the eye
* Injury resulting from an electric shock or electrical burn, leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours
* Acute illness requiring medical treatment, or loss of consciousness resulting from the absorption of any substance by inhalation, ingestion or through the skin or exposure to a biological agent

If GNFC nursery is informed in writing by a Doctor that an employee of GNFC nursery is suffering from a reportable work-related disease, they will send a completed disease report form F2508A to the Incident Contact Centre.

**Reportable diseases include:**

* Certain poisonings (please ask if you require further information).
* Some skin diseases such as occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis
* Lung diseases, including occupational asthma, farmer’s lung, pneumoconiosis
* Infections such as leptospirosis, hepatitis, tuberculosis, anthrax, legionellosis and tetanus
* Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome

**Any dangerous occurrence as listed below:**

* The collapse, overturning or failure of a load bearing part of a lift or hoist
* The explosion, collapse or bursting of any closed vessel
* Electrical short circuit or overload causing fire or explosion
* The collapse or partial collapse of any scaffold over five meters high
* Any unintended collapse of any building or structure under construction, alteration or demolition involving a fall of more than five tonnes of material or of a wall or floor in a place of work
* An uncontrolled or accidental release or escape of any pathogen or substance from any apparatus or equipment
* Bursting, explosion or collapse of a pipeline

The Manager of the relevant department will notify Ofsted and the Environmental Health Department by telephone in the first instance and will also send a written report within seven days.

1. **HEALTH AND SAFETY INSPECTIONS**

GNFC will carry out a detailed annual health and safety inspection of all its premises and service delivery environments. Staff who carry out these inspections will be trained to do so.

Particular attention is paid to:

* Falls from height
* Workplace Transport
* Musculoskeletal disorders (MSDs)
* Slips and Trips
* Stress

The results of annual inspections will be reported to the Management along with any programme of action for controlling or eliminating hazards and risks.

1. **FIRE/Emergency Evacuation Procedure**

Fire exits must be kept clear and free from obstruction at all times. Notices concerning fire exits or outlining procedures in case of fire must not be removed.

Staff must make themselves familiar with the fire exits and location and operation of fire equipment including the alarm. Staff will receive instruction during their induction on how to use fire equipment.

On discovering a fire:

* Sound the alarm immediately
* Evacuate the nursery using the nearest and safest fire exit. (staff from the Baby and Toddler Unit making use of the extra staff from the residential centre through the adjoining door near the main front door as necessary)
* The room leader must take the registers out.
* The Co-ordinator will check bathroom, close all doors and windows on exiting the building. If it is safe to do they will take the contacts folder from the top of the filing cabinet in the office.
* Staff will walk with the children to the assembly point in the front garden. The Co-odinator will take a roll call at the assembly point using the Daily Register’s from each room to check that every person is accounted for.
* The Co-ordinator will (when all the children and staff are outside) liaise with the house Co-ordinator or senior member of staff and the charity’s Fire Officer will call the emergency services Dial 9999 (including access to the external line), say ‘Fire’ and give the full address and postcode.
* **Do not** re-enter the building until the Fire Brigade, Manager or Co-ordinator have given the all clear.
* If the building cannot be entered into again, the staff will inform Buxton Primary School and make their way over to their premises. They will provide a room for us to wait in. (please see the letter at the back of this policy for the agreement between Buxton Infants and GNFC)
* Staff/Co-ordinators will then start to inform parents/Carers of the situation by telephone using the mobile phone (which is carried at all times by a Co-ordinator) Contact numbers are used from the file taken from the office and staff will then await the arrival of the parents/carers to collect their children.

Fire alarms are tested on Friday afternoons at 3pm by the senior fire officer. Fire Drills are carried out fortnightly and details recorded in the log in the office. An appointed engineer will check all fire equipment twice yearly.

1. **Reporting and Dealing with Faulty Equipment**

Risk assessment checks of equipment and toys are carried out every morning. If any piece of equipment within the setting is faulty or if a breakage happens during the day, the piece of equipment/toy will be taken out of use and replaced as soon as possible. Fixtures, fittings broken furniture etc is reported to the House maintenance team by the Co-ordinator and recorded in the maintenance book as high, medium or low priority to be dealt with accordingly and a “Reporting a Hazard” entry will be placed on the sheet on the wall in the office. The Co-ordinators will report and get a replacement for general equipment e.g. baby changing mat, crockery etc.

Electrical equipment is P.A.T. tested annually, however this does not prevent things from going wrong/general wear and tear. In this case it will be removed from the nursery at once and reported to the maintenance officer who will repair of replace it.

1. **SAFETY AND SECURITY**

Staff must remember the following points:

* Always ensure that the doors and gates into GNFC nursery are properly closed and/or locked behind you
* Ensure that the front door is answered only by a long-term staff member. No student, volunteer or new staff member should answer the door unless under the instruction of a long term member of staff who has seen who is there.
* Take care of your keys - if you do lose a key, report it immediately
* Ensure that all visitors record their details in the visitor’s book and are wearing a visitor’s badge.
* Ensure that visitors remain accompanied by a member of staff at all times.
* Ensure that the premises are safe and secure when you leave at night (e.g. ensure windows and doors are locked, lights are switched off.
* Take care of your personal belongings these are to be kept in the designated place in the office. GNFC cannot accept responsibility for these items.
* Ask for the identity cards of people claiming to be Telephone Engineers, Health Visitors, Social Services etc. They all carry such cards and do not object to producing them for inspection.
1. **GUIDANCE ON DEALING WITH VIOLENCE AT WORK**

**Dealing with Violent and Aggressive Situations**

Violent and aggressive situations may span a range of seriousness and potential for danger and it will depend on the judgement of the staff members present at the time as to how the situation is best dealt with.

The following guidelines should assist staff in responding to incidents but each case should be dealt with as deemed appropriate by the staff involved at the time.

Potentially violent and aggressive situations will include incidents where a parent/carer, a violent partner or relative, or a visitor to GNFC nursery premises:

* Verbally threatens or intimidates staff or others
* Physically threatens or intimidates staff or others
* Attempts to assault staff or others physically
* Carries out a physical assault on staff or others
* Brings a weapon onto the premises (whether or not its use is attempted)

If a potentially violent or aggressive situation develops, staff members should take the following steps:

* Get the children away from the scene and alert all staff dealing with the children to keep the children with them.

**Quickly assess the incident in terms of whether it is safe to intervene.**

If it appears unsafe to intervene (for instance, the aggressor has a weapon or is otherwise unapproachable and/or the staff member is working alone and feels unsafe) they must contact the Police by dialling 999 and summoning emergency assistance. If possible, the staff member should ensure that they and other staff, children parents and carers present or likely to become present could be safe until the Police arrive. This may be possible by moving into an area, which is lockable. Most of the rooms can be locked by the dropping of a catch with the exception of the hall and bathroom, the best place to be locked in would probably be the sleep room, depending on the situation. Evacuating the premises can be done through the front door, the back door out into the court yard, the side door onto the children’s play area, the baby room and out the main house front door or the sleep room and out the back or the front doors. The windows in the baby room and the office can also be used as escape routes if necessary.

**If it appears safe to intervene, attempt to calm the aggressor down** and get them to start talking about what the problem is. If there is more than one aggressor (for example where a physical fight has occurred or appears imminent), staff should work together to separate the aggressors and attempt to calm them down in separate locations if possible.

**Reassure other service users that the situation is under control and that** **they are safe,** oncethe immediate situation has been dealt with by either staff or the Police. If a service user has been injured during the incident, staff members present will need to ensure that they can receive emergency medical treatment if required.

**Debrief the staff members involved.** The manager or another senior member of staff present at the time will need to carry out this debriefing. They must:

* Check whether the staff member has sustained any injuries and seek medical attention for them if they have:
* Record details of the incident with the staff member, including details of any injuries.
* Assess whether there is a need to report the incident to the Police if they have not already been involved.
* Support the staff member to come to terms with the incident if they have been upset or shaken by it.
* Review and update the Risk Assessment and Risk Management Plan of any service user/s involved to ensure that they fully reflect GNFC’s knowledge and experience post-incident.
* Review the response to the incident as a way of learning lessons from it. This will include assessing whether policies and procedures provided adequate guidance, whether they were followed correctly, and identifying any improvements needed to ensure safety in the future such as additional staff training or a review of the operational framework of the project. This review will not take place immediately after the incident but should follow on within a reasonable time period.
1. **COLLECTING CHILDREN**
* Should any child’s parents be estranged, staff will follow the requests of the parent that we have the contract with unless we are instructed otherwise by a court order.
* If an unfamiliar person tries to collect a child do not allow the child to leave with them. All unusual collections must be notified to staff prior to the child being left and written notice with identity details of the person must be provided. Outside contractors will be supervised at all times. Any concerns or problems will be reported to the Co-ordinator or manager.

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**Failure to Collect a Child Procedure.**

* Attempt to contact parents using all pre-notified numbers;
* If parent/carer is not contactable, all steps must be taken to contact people listed as emergency numbers, as stated on the child’s contract,
* If no contact can be made within a suitably elapsed time (at least 1-hour after scheduled collection time) social care will be notified. Advice will be sought from them regarding reporting the incident to the police.
* Establish reason for failed pick up and record on an uncollected child form.

**Lost Child Procedure.**

Once the child is considered to be lost, after a thorough search, whether inside or on an outing this procedure must be adhered to.

First, making sure the other children are safe;

* The person in charge must immediately contact the police and inform them of the disappearance and the time and circumstances surrounding the event and asking the advice regarding contacting the parents/carers.
* Make a note of the circumstances surrounding the disappearance on the lost child form, which is located in the Health and Safety folder in the office or in the outings folder which is taken on every nursery outing.
* Follow the police’s advice concerning informing the parents/carers of the child and the next steps.
* Inform OfSTED.

**Arrival and departure**

* On arrival staff will note the time of the child’s arrival in the register, on departure staff will note the time
* Ensure registers are easily accessible at all times
* Fill in the form stating number of children going out and coming in at outside play-time from the outside play areas.
1. **In Case of an Emergency Outside**

 Sound the alarm by word of mouth immediately, either speak, shout, or using the walkie-talkies.

* Evacuate the outside area as quickly as possible with the least amount of stress for the children using the nearest fire exits. Staff from inside will come and help carry babies if necessary.
* The co-ordinator will check outside area, close and lock all doors and windows, and if necessary they will also Dial 9999, say which service they need and give the nursery address.
* If it is necessary for all the children and staff to seek refuge and lock ourselves in one room for any reason, we will all congregate in the baby Unit, locking the doors behind us.
* Take a Roll Call as soon as all the children and staff are safely inside using the Daily Register’s from each room.
* Do not exit the building or baby room until the Co-ordinator has confirmed it is safe to do so by telephoning the relevant person (manager, police, house manager e.t.c.) and has given the all clear.

**Toilet related Procedures - Cleaning a Potty Procedure.**

* Put on protective gloves.
* Empty contents down the toilet.
* Spray with anti-bacterial and wipe potty clean using toilet roll.
* Dispose of toilet roll into the toilet and flush away.
* Dispose of gloves in a nappy sack into the nappy bin.
* Wash hands.

**When hand washing is required for children.**

* Before and after each meal and snack.
* After using the toilet or having nappies changed.
* After handling pets or animals.
* After touching items soiled with body fluids or waste.
* Before or after cooking or other food experiences.
* After messy playtime

**When hand washing is required for staff.**

* After using the toilet or helping a child use the toilet.
* After changing a nappy.
* After touching item soiled with body fluids or waste
* After handling pets or animals
* After handling or caring for a sick child.
* Before and after eating and drinking.
* Before preparing, handling or serving food.
* Before dispensing any medication.
* Before and after administrating first aid.
* If they feel/look dirty

**Nappy Changing Procedure.**

* Gently tell child you are going to change their nappy.
* Gently lead / carry the child to the changing area in the bathroom.
* Put on apron and gloves and get out child’s nappy and wipes
* Place child on the changing mats.
* Remove necessary clothing and undo nappy.
* Clean child’s bottom area with wipes/cotton wool supplied by parents remembering to always wipe a girl from front to back to avoid spreading infection.
* Put on clean nappy and replace clothes.
* Throughout the changing process keep talking to the child in a calm, reassuring voice.
* Take child to wash hands then return them to other staff in room.
* Place dirty nappy in a nappy sack and then into the yellow bin.
* Clean the mat with anti-bacterial spray and tissue and flush the tissue down the toilet
* Fill in nappy changing chart

**Clothing Policy**

* It is expected that the children come suitably dressed and prepared for the weather conditions, however, when required, nursery have a selection of sun-hats, coats, hats scarves and gloves as well as spare clothes, shoes of different sizes and wellingtons (parents/carers are advised to provide their own spare clothes and indoor shoes in the winter).
* On sunny days we will use a high factor sun cream and sun hats to protect the children. Parents/carers are advised to bring their own sun cream and sun hat to use in nursery. Parents/carers must give permission for us to apply sun cream, if necessary on their initial contract.

**Animal Procedure.**

From time to time we have animals visiting the nursery. All animals carry with them some potential health and safety risk. Therefore we try to ensure the following:

* That any animals visiting are free from disease;
* That litter trays and feeding bowls are not generally accessible to the children and do not contaminate food preparation areas;
* That animals are limited to specific areas that are easily and quickly cleaned if fouling/accidental mess should occur
* That children are supervised when handling animals;
* That all children wash their hands after being in contact with anything to do with the visiting animals even if they did not actually touch the animal.
* That children are made aware of certain animal behaviour;
* That factors which may affect us having animals on the premises, such as religious beliefs, allergies, anxiety are taken into consideration.

**Managing Prescription Medicines in Nursery**

* Medicines should only be given during the session if it is necessary and would be
* beneficial to the health of the child.
* G.N.F.C. will only accept medicines provided in the original container which includes instructions for administration.
* No child will be given medicines without their parent’s written consent. Any member of staff giving medicines must first check
* prescribed dose
* expiry date
* written instructions provided on the label or container
	+ If there is any doubt about any procedure members of the staff team should **not** administer the medicines but check with parents or a health professional before taking further action.
* Written records must be kept each time medicines are given.
* Before any medication is given to a child, the medicine form must be filled in and signed by the parent or carer.
* Medicines, which need to be stored in the fridge, must be clearly named and dated. All other medication must be kept in the secure cupboard.
* At the required time the child must be removed from their activity and have the medication administered.
* Another member of staff needs to witness the medication being administered and the medication record needs to be completed.
* Before the child’s leaves the parent or carer must check the medication form.
* The form is then placed in the allocated file.

**Policies and Procedures – Burns and Scalds.**

**Purpose:**

To prevent the burning or scalding of anyone involved in cooking, transporting, serving or eating the food

GNFC policy in relation to prevention of burning and scalding by any food or drinks transported or served in the nursery is of great importance as the effects of burn and scald accidents could be severe.

Water at 60oC causes a significant scald within 3 seconds. Hot drinks, including soup, can give nasty and even devastating scalds. Even after 15 minutes a cup of tea can still be hot enough to seriously scald a child. Keep all hot liquids out of the reach of children.

**Control measures - prevention of burns and scalds:**

* + - All food and liquids should be cooled before leaving the kitchen at a temperature that will not cause burns or scalding. For young children the acceptable temperature to consume food or hot drinks is between 105F and 120F that is a maximum of 49c.
		- All hot liquid foods such as gravy, soup or custard are to be transported and served from jugs with lids and plastic serving bowls should be used for non liquid foods allowing time for the food to cool sufficiently before serving.
		- Pans must NOT be used for transporting hot food from the kitchen, or for the food to be served from in nursery.
		- A routine is on the wall of the nursery hall, which must be followed strictly by all staff regarding serving of food.
		- Always make sure that the babies and toddlers food is served first to ensure it is cooler as they need it to be cooler than older children.
		- Always test the food with a separate utensil on your lip before giving the food to babies and toddlers.
		- A First Aid qualified staff member should be present at all meal times.
		- Staff child ratio must be maintained at all times.
		- Never hold a baby while drinking or making hot drinks.
		- Keep mugs with hot liquids away from the edges of tables and other surfaces where a small child could reach it. Always use a lidded mug for hot drinks.

**NB**

* Water temperature must be set at a maximum of 50oC where children have access to taps.
* Nursery taps have a thermostatic mixing valve fitted in the bathroom supplying both sinks at 43oC.
* When this is not possible, e.g. in the residents kitchens, mixer taps must be fitted to reduce the water temperature before it comes out of the tap.