



## Sheffield Hallam University Nurseries

# Health and Safety Policy

The Nurseries operate in accordance with the Health and Safety Policy of Sheffield Hallam University.

The nursery has a health and safety group which reports in to the University's Health, Safety and Compliance Team. The Childcare Local Safety Action Group includes Jackie Rhodes (Chairperson), Rachael Hinchcliffe (Deputy Chairperson), Beth Norton & Natalie Charlesworth (staff representatives) for collegiate Nursery and Leanna Clark for Meadows Nursery

The Nurseries aim to provide a safe and healthy environment for all children, staff and visitors. This includes prevention of injury and the provision of a secure, healthy and hygienic environment.

The Nurseries have a range of policies, procedures and guidance which contribute to health and safety (See below).

Any person who has a concern about any aspect of Health and Safety in the Nursery should speak to staff and/or report their concern to the Childcare Services Manager or a Deputy.

### **Insurance cover**

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed in the nurseries.

### **Staff Responsibilities**

Our induction training for staff and volunteers includes a clear explanation of health and safety issues so that all adults are able to adhere to our policy and understand their shared responsibility for health and safety.

Staff carry out daily risk assessment checks of the environment and resources to ensure safety, and take any necessary action immediately. Accident/ incident forms are completed for any significant injury (for example a cut or head bump), however for children we record all incidents even when there is no apparent injury. Serious accident/incident reports are forwarded to the University Health and Safety office and the Departmental Health and Safety Committee.

The Childcare Services Manager monitors all accidents and injuries and carries out investigations to ensure the reasons for accidents are understood and prevent recurrence.

As staff representatives Beth Norton is the Health and Safety officer with Natalie Charlesworth is the deputy health and Safety Officer

### **Outings and visits**

Reviewed by - All staff and management team, final review Jackie Rhodes

Date - April 2021



We have agreed procedures for the safe conduct of outings.

- Parents always sign consent forms before major outings
- A risk assessment is carried out before an outing takes place
- Our adult to child ratio on outings is higher, this is risk assessed and worked out on the ages and individual needs of the children going on the outing
- Children are assigned to individual staff to ensure each child is individually supervised and to prevent a child getting lost and that there is no unauthorised access to children.
- All outings taken off campus must be recorded in the outings book

Major outings are recorded in an outings record book stating:

- the date and item of outing
- the venue and mode of transport
- names of staff assigned to named children
- time of return
- Staff take a mobile phone on outings, and supplies of tissues, wipes, pants etc. as well as a mini first aid pack and water. The amount of equipment will vary and be consistent with the venue and the number of children as well as how long they will be out for.
- a risk assessment is displayed for parents
- a risk assessment/ outings information log is taken on the trip

## Training

All staff have a comprehensive induction into health and safety. All permanent childcare staff are trained in Paediatric First Aid, Essential Food Hygiene, Fire Awareness and Manual Handling. In addition the Nursery has staff qualified in First Aid at work.

The Childcare Services Manager and Deputy Manager are responsible for Health and Safety in the Nursery. All nursery staff are made aware of their H&S responsibilities during induction. Staff are trained to check all areas and resources for safety, and to ensure by good supervision that children's actions are safe. We regularly review all aspects of Health and Safety practice involving the University's Health and Safety office as appropriate.

In order to maintain a safe environment we carry out risk assessments on all areas and activities. These are reviewed annually or in response to any changes.

## Kitchen

- Children do not have access to the kitchen
- All surfaces are clean and non-porous
- There are separate facilities for hand-washing and for washing up
- Cleaning materials and other dangerous materials are stored out of children's reach
- When children take part in cooking activities they are supervised at all times



- Children are kept away from hot surfaces and hot water
- Children do not have unsupervised access to electrical equipment.

### **Electrical/gas equipment**

- All electrical/gas equipment is PAT tested and conforms to safety requirements, it is checked regularly
- Staff are trained on how to use individual pieces of electrical equipment safely
- Heaters, electric sockets, wires and leads are properly guarded and the children are taught not to touch them
- There are sufficient sockets to prevent overloading
- The temperature of hot water is controlled to prevent scalds
- Lighting and ventilation is adequate in all areas including storage areas.

### **Hygiene**

We regularly seek information from the Environmental Health Department and the Health Authority to ensure that we keep up to date with the latest recommendations.

Our daily routines encourage the children to learn about personal hygiene. We have a daily cleaning routine for the setting which includes play room(s), kitchen, rest area, toilets and nappy changing areas.

The toilet area has a high standard of hygiene including hand washing and drying facilities and the disposal of nappies. We implement good hygiene practices by:

- Cleaning tables between activities;
- Checking toilets regularly;
- Wearing protective clothing - such as aprons and disposable gloves - as appropriate;
- Providing sets of clean clothes;
- Providing tissues and wipes.

### **Food and drink**

Staff who prepare and handle food receive appropriate training and understand - and comply with - food safety and hygiene regulations.

- All food and drink is stored appropriately
- Snack and meal times are appropriately supervised and children do not walk about with food and drinks
- At least one member of staff sits with the children at the table whilst they are eating to promote good social skills
- Fresh drinking water is available to the children at all times



- To promote oral health staff are only permitted to have water in the rooms when children are present (any soft drinks must be poured in to coloured water bottles or they will be removed and put in the staff room)
- Staff are permitted hot drinks during the day (in the rooms) but they must be made in a cup with a screw top lid. No hot drinks will be allowed in a cup that has a pop on lid. This is to safeguard children and any incorrect cups found in rooms will be removed and put in the staff room.
- Staff are not permitted hot drinks in the garden as there is nowhere safe to store cups out of the reach of children.
- Staff personal snacks must be stored in the staff room and not in children's rooms
- We endeavour to be a nut free nursery.

## Animals

- Animals visiting the setting are free from disease and safe to be with children and do not pose a health risk
- A comprehensive risk assessment is written if animals visit the nursery

**Other Nursery Policies and procedures** which contribute to health and safety in the Nursery are

- Fire Safety
- Admissions
- Administration of medicines
- Child Protection
- Staff Vetting
- Food Policy
- Sick Children Policy
- Staff Supervision Policy
- Risk Assessments
- Storage instructions
- Child Collection procedures
- Visitors procedure.

<b>This policy was adopted on</b>	<b>Signed on behalf of the nursery</b>	<b>Date for review</b>
14/4/21	J. Rhodes	April 2022

