



Tiny Hands Big Futures Ltd

Health, Safety

Policy

September 2024

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General Statement of Policy

This document is the health and safety policy of Tiny Hands Big Futures Ltd.

Our policy is to provide a safe environment for children with regard to their well-being, as well as to provide safe and healthy working conditions, equipment and systems of work for our employees and volunteers and to provide all such information and training as is necessary. We also accept responsibility for all other people who may be affected by our activities.

Tiny Hands Big Futures Ltd carries public liability insurance and employers liability insurance. The certificate is displayed in the office.

This policy will be kept up to date in line with any organisational changes. It will be reviewed at least once a year.

Overall and final responsibility is vested in:

Name: Tracy Rodgers

Managing Director: Tracy Rodgers

Hugi Nest Manager: Ruby Cunliffe Deputy Manager: Hayley Whittaker

Organisation of Health and Safety

Responsibilities

Overall and final responsibility to ensure that health and safety standards are maintained/improved is that of the Manager. Day to day responsibility for ensuring that this policy is put into practice is delegated to the Deputy Manager. The Manager is responsible for ensuring all staff are fully aware and comply with the contents of this policy.

The following named people have responsibility in the following areas:

Manager: Tracy Rodgers

Building Manager & Health and Safety Officer: Michael Rodgers, Hayley Whittaker

Health/Fire Safety Officer: Tracy Rodgers

The Manager, in conjunction with the Health/Fire Safety Officer is responsible for ensuring the following take place:

- conducting general risk assessments

- conducting COSH assessments
- conducting fire risk assessments
- investigating accident and incidents
- investigating work-related causes of sickness absences

All staff, students and volunteers have a responsibility to co-operate with the Manager and Health/Fire Safety Officer to achieve a safe work place and to take responsible care of themselves and others. All staff, students and volunteers receive an induction during the first week they are working in Tiny Hands Big Futures Ltd which includes health and safety issues.

When a staff member, student or volunteer notices a health or safety concern that they are not able to put right, they must inform the Health/Fire Safety Officer or the Manager immediately.

All staff, students and volunteers have a duty to report all accidents, near misses or hazardous situations to the appropriate persons indicated in this policy.

Risk Assessments

Formal risk assessments will be carried out every 12 weeks by the Health and Safety Officer and recorded on the Risk Assessment Form. A risk assessment will be carried out in four stages:

- identify potential hazards
- determine who could be harmed
- establish procedure to eliminate or reduce the risk of the hazard (i.e. control measure)
- record findings and action taken, and inform all staff and volunteers

Daily risk assessments

Daily risk assessments are carried out each morning before the children arrive, by the Manager/Deputy Manager or Health and Safety officer to ensure the health and safety of the children and adults using the centre.

The daily risk assessments include checking water, lights, temperature of each area, protective covers fitted to all plug socket accessible to children, the door security lock is working correctly, the downstairs fire exit shutters are open and fire exit paths are all clear.

Checks to be made daily

Visual checks should be made each time an electrical appliance is used and any concerns reported to the Health and Safety Officer. Where doubt is expressed about the safety of an appliance it must not be used until the Health and Safety Officer deems it safe. The washing machine must not be left on when the nursery is unoccupied. The person responsible for locking up the nursery at night must first

check that all windows are closed and that all appliances are switched off and as far as possible unplugged.

All Fire Escape routes should be checked to ensure there are no obstructions, which could inhibit swift evacuation.

Checks to be made weekly

The Building Manager is responsible for manually checking the fire alarm system is in good working order.

Checks to be made quarterly

Fire evacuation practices must be carried out and recorded by the Fire Safety Officer in the Fire Safety log book. The practice will be discussed with the children first to avoid any unnecessary anxiety.

Checks to be made annually

Checks must be carried out on all portable electrical appliances and a certificate obtained from the qualified electrician conducting the tests (PAT testing). An inventory of these items will be kept by the Building Manager.

The fire extinguishers are checked annually by the Fire Service.

Additional Check

The Building Manager will ensure the mains electrics are tested every ten years and a certificate obtained from the qualified electrician conducting the test.

Fire Safety

It is essential that all staff are aware of what to do in the event of a fire.

Staff should:

- prevent where possible any cause of fire
- be familiar with the action to be taken in the event of a fire
- know the location of fire extinguishers, fire blankets, fire alarms and fire exits
- receive training in how to use the fire extinguishers (if appropriate)

The Building Manager and Tiny Hands Big Futures Ltd Health and Safety officer and should:

- ensure the correct amount and type of extinguisher is available
- ensure extinguishers are regularly checked to be in good order and clarify any queries with the local fire safety officer
- ensure that all fire exits are clearly marked, kept clear and available for use at all times

The Building Manager will carry out a fire drill at least three times during the year. The Fire Safety Officer will ensure that all staff and children are aware of and understand the fire drill.

The fire drill will take place at different times and on different days. Different areas of the nursery will be designated as being 'on fire' to check that different exit routes can be used to leave the building.

All fire drills will be recorded in the fire safety log book by the Tiny Hands Big Futures Ltd Fire Safety officer. This will include: date, time, duration, staff, children and visitors involved, any difficulties experienced and how they were resolved.

Following any emergency evacuation from the nursery we have permission to use an area outside Capita offices for short term temporary accommodation.

Objectives

1. To protect the nursery from fire risk and to avoid a fire starting by reducing the dangers.
2. To ensure the maximum safety of children and other persons using the nursery.
3. To ensure effective evacuation procedures are in place.

Procedure in the event of a fire or suspicion of fire

DO not hesitate - act swiftly efficiently and calmly. Inform management immediately you detect a fire. A member of management will

1. Raise the alarm by breaking the glass to instigate action. Fire alarms are located by both exits.
2. Dial 999 to call THE FIRE BRIGADE.

Be ready with the following information:

- address of the centre
 - the location of the fire
 - your name
 - the number of babies, children and adults in the nursery
 - any child, member of staff and other adult with a physical disability
 - any adults unable to access the emergency staircase and therefore needing rescue from the access point
3. If the fire is a small one use the CORRECT fire extinguisher (if training has been provided) to tackle the fire making sure there is safe exit for you. Do not allow a fire to get between you and your escape route.

UNDER NO CIRCUMSTANCES SHOULD STAFF ATTEMPT TO TACKLE A MAJOR FIRE THEMSELVES. IF IN DOUBT - EVACUATE.

4. The Fire Safety Officer is responsible for bringing the daily attendance registers out of the building and the Emergency Contact List and nursery mobile phone.
5. The Manager will check that every one is out and at the assembly point. Do not endanger your own life by returning to the building. Remain with the other staff and

children to offer reassurance. Wait until the Fire Service arrive and give them clear information as to likely whereabouts of anyone not accounted for.

6. Do not return to the building until instructed that it is safe to do so by the Tiny Hands Big Futures Ltd Fire Officer in charge.
7. Contact parents straight away to inform them of the situation and safety of their children.

Emergency Evacuation Procedure

On hearing the fire alarm the centre staff will escort the children calmly out of the building through the nearest safe exit to meet in the car park at the designated meeting place.

The last person out of the centre should be the Tiny Hands Big Futures Ltd Fire Safety Officer. The Tiny Hands Big Futures Ltd Fire Safety Officer is responsible for checking the toilets, closing all windows and doors and collecting all registers, Emergency Contact list and nursery mobile phone before leaving the building. The Tiny Hands Big Futures Ltd Manager will register the children once all the children and staff are assembled safely outside.

A member of the Tiny Hands Big Futures Ltd Management Team or staff will telephone the fire services.

Main fire exit route from the centre.

The main fire exit route is via the main entrance or through the doors or out of the emergency fire doors located at the end of the building. This should be negotiated calmly and carefully. Walk to the corner of the playground if needed to exit further the children will be taken to the green space at the side of the centre, keeping the children away from the road and stay at the assembly point.

All children have PEEP

Smoking Policy

Smoking is not allowed anywhere in the building or in the presence of nursery children or when children are about to be present.

First aid

Although a safe environment in which children can play and explore without risk of danger is paramount accidents do happen. Being prepared to deal with them is crucial in making parents/carers feel confident about leaving their children.

Tiny Hands Big Futures Ltd is required to keep up to date details of parents/carers and other nominated emergency contacts for each child. Parents/carers are asked to inform us of their children's health details and regularly updated such details with the Tiny Hands Big Futures Ltd Manager/deputy.

Tiny Hands Big Futures Ltd staff are paediatric first aid trained which ensures that at every session there is at least one member of staff present with a current first aid certificate.

Staff administering first aid should protect themselves by wearing disposable gloves. First aid will be administered in a quiet area of the nursery where possible. Staff should always remain calm when administering first aid as any distress shown may increase the anxiety of the child.

During sessions Health and Safety checks the contents of the Tiny Hands Big Futures Ltd first aid boxes will be checked and recorded. It is the responsibility of the Tiny Hands Big Futures Ltd Health and Safety Officer to maintain the contents of the first aid boxes. The first aid boxes will be kept in an accessible place for staff use but out of the reach of children. On trips a portable travel first aid kit will be taken.

Any equipment used from the first aid box should be reported to the Tiny Hands Big Futures Ltd Health and Safety Officer so that it can be replaced as soon as possible.

All first aid administered to children will be recorded in a Tiny Hands Big Futures Ltd accident book and the form countersigned by the parent/carer.

If a child sustains a head injury whilst at the nursery a 'bump note' will be given to the parent/carer on collection. The 'bump note' will be completed, by the staff member who dealt with the injury.

For any serious injury sustained by a child, the Tiny Hands Big Futures Ltd Manager/deputy will contact a parent/carer immediately to inform them. Unless the child is in further danger ie falling objects, they must not be moved. The first aider will check that the child is breathing and conscious whilst remaining calm and talking to the child in a reassuring and positive manner. Where necessary two members of staff will remain with the child and one will accompany the child to hospital if the parent/carer has not arrived. The staff member will provide any vital information about the injury and also pass on the child's medical record and any medication to an appropriate person eg paramedic, nurse or doctor.

If a member of staff sustains a serious injury, the Tiny Hands Big Futures Ltd Manager or deputy will telephone their named emergency contact person. The First Aider will stay with the injured person while the emergency services arrive. Unless the casualty is in further danger ie falling objects they must not be moved.

Emergency medical treatment will be sought where necessary. On registration parent/carers are required to read and sign an Admission Form, giving permission for nursery to take appropriate medical action when necessary. Ofsted will be notified of serious accident, illness or injury to, or death, of any child while in our care and of the action taken. Notification will be made as soon as is reasonably practicable, but in any event within 14 days of the incident occurring. Sheffield Safeguarding Children Board will also be notified and any advice will be acted upon, and reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations).

Accident Record Book

It is a legal requirement to keep an accident book and retain records for 3 years. Records of injuries, dangerous occurrences and diseases reported under RIDDOR must be kept for 21 years.

All injuries must be recorded with the following information:

- time, date and place of accident
- an accurate description of the circumstances
- names of the staff involved and actions carried out
- account of any first aid administered
- signature of staff member who administered first aid
- signature of parent/carer

Parents are asked to complete a Home Accident Form when their child has received an injury whilst not in nursery.

Incident recording form

Within the centre many different types of incidents may occur and these need to be recorded. These records may have to be passed on to the appropriate person depending on the particular incident.

The information that must be included in the report should be appropriate to the situation, but as a guide it should include the following:

- time, date and place
- full accurate description of the incident
- staff involved and action taken
- further action required (e.g. contact maintenance department)
- signature of person making the report

Types of incidents that might occur that need to be reported:

- theft
- children's challenging behaviour
- flood damage
- attempted break in
- intruder and security incidents
- fire
- damage to play setting
- personal injury
- casualty requiring hospitalisation
- mass food poisoning

Sick Child Policy

All children are expected to be fit and well on arrival. If a child becomes ill whilst at nursery it is important to act quickly.

If staff observes any signs of illness in a child then the Tiny Hands Big Futures Ltd Manager/deputy will be informed. The Tiny Hands Big Futures Ltd Manager/deputy will examine the child carefully, looking for signs of pallor, skin irregularities and the child's temperature will be recorded. Staff will remain calm and reassuring.

If a child has sickness and diarrhoea their parent/carer will be contacted and informed of the situation and asked to come to the centre immediately. The child will be cared for by a member of staff away from the other children in the centre until the parent/carer arrives to take them home.

Any child showing signs of being very unwell, the parents/carers will be contacted. Where the Tiny Hands Big Futures Ltd Manager/deputy deems it necessary an ambulance will be called, for instance if the child is having a seizure, choking, collapses or has a serious accident. The parents/carers will be informed and reassured that the Manager/ deputy will accompany the child to the hospital and wait there until the parent/carer arrives if necessary. When the child (and parent/carer) has been handed over to medical experts or returned home in the case of a less serious illness, a report will be written by the Tiny Hands Big Futures Ltd Manager/deputy. The Manager/deputy will keep in contact with the child's parents/carers and be prepared to answer any queries from other parents at the nursery.

When an illness is defined as a 'communicable disease' the Consultant for Communicable Disease Control will have been advised by the hospital to contact nursery. The Tiny Hands Big Futures Ltd Manager/deputy will contact the parents/carers of the other children and members of staff as a priority to inform them of the situation.

Parents/carers will be asked not to leave their child at the centre if it is apparent the child is unwell when they arrive.

Hygiene will be maintained in the centre by washing all bedding that the sick child has used and wiping the bed and toys with an appropriate sterilising solution.

Exclusion for infectious illnesses

The exclusion period for sickness and diarrhoea is as follows:

Staff:	24 hours (no handling of food for a further 24 hours)
Children	48 hours

If there is an outbreak of diarrhoea or vomiting in nursery the local Environmental Health Department will be contacted for advice.

Children, staff, students and volunteers will also be excluded for other infectious diseases such as chicken pox.

All parents/carers will be informed by a notice on the Parents' Board/verbally/by text when a child attending nursery develops an infectious illness.

A child returning to the nursery still unwell after contracting an infectious illness or before the recommended exclusion period will be discussed with the parent/carer. If this does not resolve the situation advice will be sought from the NHS helpline.

OFSTED will be notified of any communicable diseases as defined by the Health Protection Agency and also be reported under RIDDOR. All communicable diseases will be recorded and records kept for 3 years. Parents/carers will be notified immediately following notification of a communicable disease.

Administration of medicines

Requests from a parent/carer for their child to receive medicine while at centre should be made to the centre room leader. All medicines must be prescribed by a doctor, nurse or pharmacist and have the child's name and dosage on the pharmacy label. The instructions on the medication must be in English to enable staff to know what they are administering and the correct dosage to be given. A medication form must be filled in and signed by the parent/carer giving permission for staff to administer the medication. The times, frequency, amount of the dose and why the child has been prescribed medicine must be recorded on a medication form and be signed by the parent/carer. After administering the medicine the medication form must be signed and dated by the centre staff who administered the medicine and by the one who witnessed this. There is a separate form for a child requiring on going medication. A member of staff will assist parent/carers to complete the form before passing this to the centre Health and Safety Officer.

All medication is stored in either the kitchen(if appropriate). Other medication eg asthma inhalers are kept in the laundry area in a box clearly labelled. If a child requires emergency medication then this will be available at all times, clearly marked with the child's name and be kept in a safe place out of children's reach.

Staff will ensure that the expiry date for the medicine has not elapsed and that the correct child's name and dosage is on the bottle before administering any medicine to a child.

It may be appropriate to use non-prescribed medications eg nappy cream or pain relief to help a child feel more comfortable. The same process will be followed as for prescribed medicines.

Medication containing paracetamol eg Calpol may be administered in an emergency eg when a child has a high temperature. In these instances Meganursery will contact the child's parent/carer requesting permission to administer the medication and to inform them their child is unwell and needs to be collected from nursery as soon as possible.

If the administration of prescribed medicines requires technical/medical knowledge individual training for staff will be provided from a qualified health professional. Training will be specific to the individual child concerned. The majority of staff has received training for administering an EpiPen.

Tiny Hands Big Futures Ltd will ensure that they have enough written information about medical conditions of any child with long-term medical needs.

Cleaning of body fluids

Body fluids, i.e. blood, vomit, faeces, urine etc can carry infection. Attention must be given to hygiene in order to protect children and staff when cleaning spillages of body fluids, even if there is felt to be no risk. Staff cleaning the spillage must wear disposable gloves and apron. The spillage should be covered with paper towels or newspaper and the appropriate cleaning fluid used to clean the area. The spillage will be disposed of in a safe, secure manner. It will be double wrapped in leak proof bags and be disposed of in a bin to which children do not have access eg nappy bin.

Nappy Changing

When changing a child's nappy staff will wear plastic disposable apron and gloves for every nappy change in order to prevent cross infection between staff and children. These will be disposed of after every nappy change and a fresh apron and pair of gloves worn for the next child. The nappy will be placed in a plastic nappy bag and disposed of in a nappy bin. An appropriate sterilising solution will be used after every nappy change to clean the nappy changing mat. The nappy change is recorded by stating the time and if the nappy was dry, wet or soiled against the child's name. Children must be properly supervised when changing their nappies so that an injury is not sustained eg falling from a nappy-changing unit. If a child is too heavy to safely lift the staff member should either seek assistance when lifting the child onto the nappy changing unit, or place the changing mat on the floor.

Control of substances hazardous to health (COSHH)

All potentially hazardous chemicals and products used in the nursery are stored in places away from children's access.

A list of the chemicals in each product is kept and displayed in the kitchen and children's bathroom areas for staff awareness and if required by the hospital in case of an accident.

Cleaning schedule

Tiny Hands Big Futures Ltd must be safe and clean for children's well-being. This can be achieved by adhering to the following points:

- all surfaces that are used should be appropriately cleaned, especially those used for food preparation (according to food hygiene regulations)

- different coloured cloths used for different purposes i.e. art & craft, food preparation and floor cleaning and clearing of bodily fluids
- food preparation boards or plates need to be appropriately washed
- fresh fruit and vegetables must be washed before they are given to children
- staff and children must maintain personal hygiene standards and wash their hands prior to being involved in food preparation or after using the toilet [hand soap dispensers are available in the appropriate areas and hand sanitiser dispensers are available in each room]
- washing up needs to be done with hot soapy water or using the dishwasher
- the kitchen metal washbasin must be used for hand washing
- hot-air dryers or paper towels must be used for drying hands as these are more hygienic than fabric towels
- before the beginning of nursery session Meganursery must be cleaned and tidied to maintain health and safety standards
- cleaning will be carried out when no children are present in nursery in order that cleaning can be carried out thoroughly in all areas
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Arrival, Departure and Absence Procedure

Arrival

As the children enter the Tiny Hands Big Futures Ltd they are signed in by the staff in the room. It is the responsibility of the parent/carer to ensure that children are brought safely to nursery. Tiny Hands Big Futures Ltd cannot be held responsible for any child before they enter the centre. Every reasonable step shall be taken to establish the child's whereabouts should they not arrive when expected.

Departure

Children must be collected by an individual named on their registration card that is 16 years old or over. Persons other than those named can only collect a child with prior authorisation by the parent/carer completing a Collection Consent form, available in the manager. If parents are unavoidably detained from collecting their child from nursery they must inform the Manager/deputy by telephone of the situation and who will be collecting their child (giving the name and a description of the person together with the password used). Once a child has been collected by the authorised person, a staff member from the child's room must sign the child out of the centre.

Absence procedure

Parents are asked to inform centre by telephone at their earliest convenience when their child/children are not going to at centre due to illness or other none attendance to the centre. Where possible they are also asked to inform us in advance if there child/children are going to absent from centre and give the reason. Ie:- home with visiting family etc.

Tiny Hands Big Futures Ltd manager /deputy of the day then rings parents at 10am and 2pm for the children who have not attended their session/s, and have not advised the centre in advance and these are logged in the central children's absence file. Any ongoing absences and/or concerns for an individual child or family should be raised and discussed with the Manager and /or DSL in the first instance. Management agree any action and follow up or support that may be needed.

Procedure for Uncollected Children

In the event of a parent/carer failing to collect their child by the agreed time the following procedure will be followed.

- Reassure the child at all times to reduce anxiety as much as possible.
- Two members of staff should stay with the child: one member must be appropriately qualified the other a member of the management team.
- Telephone the parent/carer who is due to collect the child to find out the reason for the delay.
- If no reply, phone another emergency number on the child's admission form.
- If no contact has been made after one hour the Tiny Hands Big Futures Ltd Manager/deputy will telephone Children and Families Services (out of hours service on 2734855) or the South Yorkshire Police (out of hours contact tel 220 2020).
- Continue to try and contact the parent and other emergency contacts to inform them of the situation. Record the procedure followed in writing.

Under NO CIRCUMSTANCES should the centre staff take a child to their own home.

Under no circumstances should a child be left alone. A member of the management team and at least one qualified member of staff must wait with the child and remain in the nursery until the child is collect either by a parent (or other authorised person), Children and Families Services or the police.

Unidentified person/s

Tiny Hands Big Futures Ltd operates a door security system to enable a member of the management team to identify anyone coming to the answering.

Parents are required to let us know who will be collecting their child if they are unable to do so. If it is not a named person on the registration form then they are required to complete a Collection Consent Form.

Any person who comes to the centre and is not recognised will be asked for identification and the name of the child they are collecting. A member of the centre management team will contact the parent of the child to verify they have permission to collect their child.

If a person who should not be here gains entry to the centre the following procedure should be followed:

- don't panic – stay calm
- ask who the person is and requests another member of staff inform the Nursery Manager/deputy if they are not already present
- do not leave the intruder alone
- when the Tiny Hands Big Futures Ltd Manager/deputy arrives stay with them
- the Manager/deputy will speak to the person and ask them the nature of their visit
- staff must not become contentious but stay calm and get the intruder to leave centre
- if the intruder becomes aggressive and she/he is making no attempt to leave centre, telephone the police on 999 immediately

Abduction and Emergency Intruder Procedure

All children will be registered at the beginning of their session and signed out at the end by centre staff.

Children will only be handed into the care of a person who has been named on their registration card. Children will not be handed into the care of anyone else except with the prior permission of the parent/carer. (Parents/carers are requested to complete a Collection Consent form).

If a person arrives at centre to take a child home that is not named on the registration card or the parent/carer has not given prior permission a member of the management team will contact the parent/carer for permission before the child is handed into the person's care. Further information is contained in the Admission Policy.

If a child goes missing, staff will contact a member of the Tiny Hands Big Futures Ltd in order to check the premises. Parents/carers will be contacted. In the event of the child not being found the police will be contacted. A written report of the incident will be made and Ofsted informed as soon as reasonably practicable.

Food Policy

Children require a healthy diet to help them participate in the centre. We pro-actively promote healthy eating by providing healthy and nutritious snacks for children in nursery. Parents provide a packed lunch for their child.

All snacks are planned to meet nutritional, dietary and cultural requirements (reflecting the backgrounds of the children and the wider community). Parents/carers are encouraged to give their suggestions for our menus regarding food for snacks and mealtimes.

In the case of children with dietary requirements these will be respected and alternatives provided. In the case of a child with a food allergy this will be discussed with the parents/carers and a care plan drawn up. The care plan will be displayed in the office and a copy in the child's file. For a child with a high sensitivity to a food allergy a care plan will also be displayed in the appropriate room. Where children have food allergies or have dietary requirements this will be brought to the attention of all relevant staff. A list of children with dietary requirements (including food allergies) is placed in the kitchen and also in the centre office. Parent/carers are asked to inform us of any changes in their child's dietary requirements. When provisions are purchased, foodstuffs will be avoided which contain potentially harmful or unnecessary additives.

The use of sugar is kept to a minimum and salt is not added to food. Menus are displayed on the parents' board in the nursery foyer.

Meal or snack times should be happy times where children are encouraged to be independent. Staff sit with the children at meal/snack times, which are eaten in their own rooms. Appropriate cups, plates and utensils are provided for all children according to age and ability.

Children have access to fresh drinking water in all rooms. Babies are offered cooled boiled water to drink in appropriate cups. Cups and water bottles are labelled with either the child's name and/or a picture (depending on age of the child). Drinks are offered on a regular basis and children are encouraged to ask for a drink when they need one. Preschool children are encouraged to pour their own drinks (drink bottles & a jug of water are accessible on a table in their room), especially after physical play and during hot weather. Drinking water helps maintain a healthy weight as part of a balanced diet and lifestyle. When children are thirsty mental performance, attention and concentration can decrease. Keeping children well hydrated throughout the day boosts their learning capacity.

Storage of food

For general use the refrigerator should have a thermometer within it and be kept at below 5°C. However, the following foods must be stored at or below 4°C:

- soft cheeses
- patēs
- cooked products containing meat
- fish (including smoked and cured fish)

- eggs
- cheese
- vegetables
- salads
- many dairy desserts
- sandwiches containing any of the above products

Frozen foods must be stored in a freezer operating at -18°C or slightly below. The temperature, and packaging, of deliveries of frozen food should be checked before unloading. The food should be transferred to the freezer as quickly as possible. New stock should always be placed below or behind existing food. No food should be stored above the freezer load line and must not be kept longer than recommended by the manufacturer.

Food Hygiene

All staff, hold a Level 2 Food Hygiene certificate. Staff involved in food preparation will:

- wash their hands in a separate washbasin (not used for food preparation) before handling food and after using the toilet
- ensure that any cut is covered in a suitable (preferably blue) waterproof dressing
- keep themselves and their clothes clean
- wear an apron and tie long hair back before preparing food or washing dishes (disposable hats are available for room staff to use)
- clean up as they go along and keep surfaces and equipment clean
- prepare raw and cooked food in separate areas and on separate boards
- keep food covered and either refrigerated or piping hot - food should be cooked to a temperature of at least 75°C
- keep hands off food as far as possible
- ensure waste food is disposed of properly
- inform the Manager/deputy if you suffer from skin, throat, nose or bowel problems

Chopping Boards

It is important that you use the correct colour chopping board when preparing food:

- blue - fish
- yellow - cooked meat
- red - raw meat
- green - fruit and vegetables
- white - bread and dairy

Food should not be chopped directly onto the work surface.

Cleaning Cloths

It is also important that you use the correct colour cloth for cleaning different areas:

- yellow – cooked food/mealtimes
- green – raw meat

- red - toilets/ bodily waste
- blue – general cleaning areas

HACCP (Hazard Analysis and Critical Control Point)

'Safer food, better business' (SFBB) is followed to ensure procedures are in place to manage food safely and comply with food hygiene regulations.

Ofsted will be notified as soon as is reasonably practicable (but in any event within 14 days of the incident) of any food poisoning affecting two or more children that are cared for on the premises, and also be reported under RIDDOR.

Safety at Mealtimes

Staff will ensure that:

- children are encouraged to learn about personal hygiene through daily routines eg washing hands to remove dirt and germs before eating
- all hot food, containers, equipment etc are supervised when placed near children who are serving the food for themselves
- children are never left unsupervised when in high or low chairs
- babies feeding equipment and dummies are sterilised in a suitable sterilising unit
- all feeding areas are kept clean and hygienic eg spilled food wiped or swept up, tables and chairs cleaned with an appropriate sterilising solution after mealtimes etc.

Safety at Sleptimes

Cots and beds are provided for babies/children at rest/sleep times. Staff record the time the baby/child goes to sleep and the time they wake up. Staff monitor the baby/child every 15 minutes whilst they are sleeping. Parents are informed of their child's sleep time on a daily basis by staff. Separate bedding is used for each child and is washed when soiled or at the end of the week (whichever is most appropriate) and cots/beds wiped with an appropriate sterilising solution after use.

Babies 0-12 months

The following advice is given to help lower the chance of a baby aged under one year dying of Sudden Infant Death (SIDS).

- babies should always be placed on their backs to sleep and not on their front or side
- babies found sleeping on their tummy should be gently turned onto their back again
- once a baby is able to roll from back to front and back again on their own they should still be placed to sleep on their back, but they can be left to find their own position
- premature babies are slept on their front in hospital for medical reasons, however once discharged from the hospital they should be slept on their back unless another sleep position is medically advised

- if a mother, father or carer requests that their baby sleeps on its tummy or side and they are under 6 months old, supporting evidence is required from a paediatrician or GP that specifies the sleeping position – this will be recorded in centre and signed by the parent/carer
- babies should be placed in the ‘feet to foot’ position (where the baby’s feet are placed at the foot of the cot) so they can’t wriggle down

Babies under 1 year of age should sleep in a cot which has a firm, flat, well-fitting mattress with a completely waterproof cover with no tears, cracks or holes. It is recommended that mattresses should be cleaned and inspected for damage every week. Bedding must be firmly tucked in, no higher than the baby’s shoulders. Should a baby fall asleep whilst being nursed by a member of staff they should be transferred to a cot to complete their rest. A member of staff must be present **at all times** in the room where babies under 6 months old sleep. The ideal temperature for a baby room is 16-20°C. (For further information please read the Sheffield Safe Sleep Good Practice for Early Years and Childcare Settings – copy in baby room).

Safety in Play Areas

All areas in which children play (both inside and outdoors) are checked daily for safety and hygiene.

Children will be closely supervised at all times, especially near water activities. Correct staff:child ratios according to the current EYFS will be maintained both inside and outdoors. If additional assistance is required eg helping children up or down stairs to the roof garden then staff will ask the centre manager/deputy to assist.

Where plants are placed in nursery (inside and outdoors) the following will be considered for the suitability of access by children:

- no poisonous plants
- if children with allergies will be affected
- if a plant could potentially harm a child eg nettles, thorns

When a staff member, student or volunteer notices a health or safety problem that they are not able to put right, they must tell the centre Health and Safety Officer or the centre Manager.

All staff, students and volunteers have a duty to report all accidents, near misses or hazardous situations to the appropriate persons indicated in this policy.

Manual Handling

Staff must be aware of the health and well being of themselves and others when trying to lift heavy children. When changing nappies, if a child is too heavy, either seek assistance when lifting the child onto the nappy changing unit or place the changing mat on the floor.

Staff should not try to lift or move anything heavy on their own. First establish if there is an alternative form of transportation eg a trolley that could be used to help move

objects or if a parcel can be opened to reveal smaller items. Where possible seek help from another member of staff.

If unsure what to do - seek advice from the Centre Health and Safety Officer

Maintenance of toys

Toys and equipment should be stored in the room in a safe manner which allows them to be accessible to the children. They should be kept safe, clean and well maintained. This will be done through regular checks on toys and equipment.

Toys and equipment should be checked for damage, missing parts, cleanliness and safety. Toys and equipment are cleaned on a regular basis and also when necessary, i.e. if a child plays with a toy and it is later discovered that he/she has an infectious disease.

When staff are involved in setting out large pieces of equipment i.e. a water tray or climbing frame, they will use appropriate manual handling methods and seek support when necessary.

Baby toys are sterilised on a daily basis.

Maintenance of electrical equipment

It is essential that Tiny Hands Big Futures Ltd is a safe environment for the children and adults to be involved in.

An inventory will be kept of all the electrical equipment used at the nursery, i.e. CD players, fans etc. These must be PAT tested by a qualified person annually. The PAT tester will sign and date the inventory after testing the equipment. Any equipment found to be defective will not be used and it will either be repaired or disposed of safely.

If through the daily risk assessment checks staff find equipment that is defective the centre Health and Safety officer or centre Manager/deputy informed. This equipment must not be used until a qualified electrician has repaired it and all staff must be informed. This equipment must be put out of the way of children, or if this is not possible, a sign stating 'Do not touch' must be put on it to inform others and a suitable partition used.

Trips and Outings

Trips need to be planned to ensure sufficient staff are available regarding staff: child ratios and to meet the needs of the children. Parents/carers will be informed of the destinations and times of trips in advance and any additional payment required. A consent form signed by the parent/carer must be obtained for any child taken off-site.

Risk assessments will be carried out before finalising details of the trip. A prior visit where practicable will be made by staff to access any potential risk en route or at the venue. The centre insurance must be checked that it adequately covers the off-site trip.

The Centre Manager/deputy will have a list of all children who are going on the trip. Any staff members who are staying in nursery will also have a list of the remaining children. No student/volunteer will be left in sole charge of the children.

All medication required on the trip will be taken eg asthma inhaler. A first aid kit will be taken on each trip and at least one qualified first aider will be present. A qualified first aider and a first aid kit will remain in nursery for use by staff for children not going on the trip. The centre mobile phone will be taken on all trips.

Parents/carers will be asked to provide their children with suitable clothing and footwear for the outing. In hot weather parents will be requested to apply sun protection cream to their child's skin and give permission for staff to re-apply cream if necessary, and also provide a sun hat for their child to wear.

During the trip regular 'head-counts' will be carried out. Staff will use wrist restraints for children 2 years and over. Staff will use pushchairs for transporting children under 2 years old.

What to do in case of a child missing whilst on a trip

If a child goes missing whilst on a trip the senior member of staff will follow the procedure set out below:

- stay calm
- alert all staff to the situation
- carry out a 'head-count' of all children
- keep all children and staff together in a safe place
- check the 'lost children' area and if the child is not found alert the owner of the place visiting
- contact the Manager/deputy (if not present) who will inform the child's parents and the police
- give personal details of the child and a description of the clothes the child is wearing to assist the police
- record in writing the procedure that has been followed as soon as possible
- the Manager/deputy must inform Ofsted as soon as possible, preferably the same day

All major incidents such as a lost child involving the police is deemed serious and records will be forwarded to Ofsted by the Manager. In case of an unforeseen circumstance eg coach being delayed returning to nursery or something of a more serious nature the Manager will inform parents of the situation. In the case of a more serious incident the Manager will contact the named next of kin of students, volunteers and staff accompanying children on the trip to inform them of the situation. If the Manager is attending the trip a person specified by the Manager will undertake this

duty. The specified person will be given contact details of all children, volunteers and staff prior to the trip taking place.

Vehicle Use

Vehicles will be hired from a reputable company. When another vehicle is used such as a hired mini bus the following checks will be carried out:

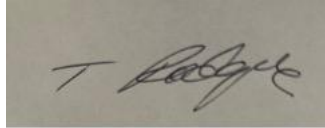
- All drivers must have an appropriate valid driving licence
- All vehicles used must comply with legal and insurance requirements
- The number of passengers in the vehicle will not exceed the legal limit
- The legally allowed weight will not be exceeded
- The vehicle will be checked to ensure that it is in good working order before any journey. The checks will be made on: fuel, oil, water, tyres, lights, reflector, horn, wipers, windows, mirrors, brakes, steering and if appropriate a first aid box and fire extinguisher
- All vehicles used will have seat belts (where appropriate) - it is the driver's responsibility to ensure that they are worn
- The appropriate seat belt, child seat or booster seat will be used for children travelling in the vehicle where applicable
- There should be one adult for every five children in the vehicle and at least one adult will be supervising the children (i.e. not driving)
- No children will sit at the front of the vehicle
- The maximum seating for the vehicle will not be exceeded
- Any exit doors within the vehicle used will be shut correctly and the path to them should be clear
- Effective supervision will prevent anyone from tampering with the doors
- Particular attention will be paid when the children are getting in or out of the vehicle

This policy links with the following Tiny Hands Big Futures Ltd policies and documents:

Admissions
Compliments and Complaints
Confidentiality
Curriculum Development
Inclusion
Safeguarding
Working in Partnership with Parents

Admission Form
Parental Contract

Policy Written By Tracy Rodgers and updated as required.

A rectangular box containing a handwritten signature in black ink. The signature appears to be "Tracy Rodgers" written in a cursive style.