

Health & safety policy and risk assessment

Statement of intent

Sevenoaks Day Nursery believes that the health and safety of children is of paramount importance. We make every effort to make the Nursery a safe and healthy place for children, parents, staff, students and visitors.

Aim

We aim to make children, parents and staff aware of health and safety issues and to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment.

1. Risk assessment

Our risk assessment process includes:

- checking for hazards and risks indoors and outside, and in our activities and procedures. It covers anything with which a child may come into contact. Our assessment covers adults and children;
- assessing the level of risk and who might be affected;
- deciding which areas need attention; and
- developing an action plan that specifies the action required, the timescales for action, the person responsible for the action and any funding required.

Our risk assessment is recorded in writing, and is reviewed regularly internally and a volunteer external consultant undertakes a formal review approximately every three years.

Staff are aware of health and safety issues, which are checked throughout the day. A risk assessment checklist is completed daily.

2. Health and Safety general standards

Sevenoaks Day Nursery Trust has appointed a member of staff responsible for health and safety. She is competent to carry out these responsibilities. She has undertaken health and safety training and regularly updates her knowledge and understanding. The Nursery displays the necessary health and safety poster, and the name of the health and safety officer, in the entrance hall.

Insurance cover

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance and employer's liability insurance is displayed in the entrance to the Nursery and in the Club Room.

Awareness raising

- Our induction training for staff and students 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. The induction training consists of handing out and discussing a full set of policies; the health and safety officer then takes them through the building pointing out health and safety equipment, fire exits, kitchen rules, etc. She also discusses techniques for the safe lifting of children and reminds new staff that potentially dangerous substances are to be kept in a locked cupboard under the sink in the kitchen, where the children are not allowed access, or on high shelves which the children cannot reach.
- Records are kept of these induction training sessions and new staff and students are asked to sign the records to confirm that they have taken part.
- Health and safety issues are explained to the parents of new children so that they understand the part played by these issues in the daily life of the Nursery.
- As necessary, health and safety training is included in the annual training plans of staff, and health and safety is discussed regularly at staff meetings.
- We have a no smoking policy.
- Children are made aware of health and safety issues through discussions, planned activities and routines.

Safety of adults

- Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.
- When adults need to reach up to store equipment or to change light bulbs they are provided with a suitable stool or stepladder to do so.
- All warning signs are clear and in easily understandable language.
- Staff are never encouraged to be alone on Nursery premises. However, staff may, on a rare occasion, be in the building on their own or leave on their own after dark. In this situation, the member of staff should inform a partner, friend or the manager who will raise the alarm if there is an unexpected delay in hearing from them.
- The sickness of staff and their involvement in accidents is recorded. The records are reviewed at least once every three months to identify any issues that need to be addressed.
- The only substances that may be hazardous to health are domestic cleaning products, all of which are kept in their original containers which are labelled with hazard precautions. Each label states what the risks are and what to do if the cleaning product makes contact with eyes or skin or is ingested. The cleaning products are stored in kitchen cupboards (to which the children do not have access) or on high shelves which the children cannot reach. Staff using cleaning products are reminded to

check for dry, red or itchy skin on their hands and, if finding any, to go to doctors for advice and tell the Health & Safety Officer. (Note that HSE Publication COSHH Essentials INDG136(rev4) does not require that a list is kept of all cleaning products – see <http://www.hse.gov.uk/risk/casestudies/pdf/villagehall.pdf>).

- Domestic hand wash, purchased from Kent County Council supplies department, is decanted from its original container into push top dispensers, one of which is placed on each hand basin in the toilets, for use by staff and by children, to encourage good hygiene. Children are always supervised when using the toilets and, if a child should accidentally get a splash in its eye, the staff would follow the instructions on the original container. We have a VDU checklist for use if any staff member is required to make extensive use of a VDU. Such staff are advised that the Nursery will pay for an eyesight test and, if required, suitable spectacles.

Children's safety

- The Nursery always meets the Ofsted requirements for the number of children and staff at each session.
- We ensure all staff, Trustees, members of the Management Committee and any volunteers who might have access to the children, have been checked for criminal records by an enhanced disclosure from the Disclosure and Barring Service (DBS, formerly CRB).
- Adults do not normally supervise children on their own.
- All children are supervised by adults at all times.
- Whenever children are on the premises at least two adults must be present unless the children are with a parent or guardian.

Security

- Systems are in place for the safe arrival and departure of children. The times of the children's arrivals and departures are recorded.
- The only access to the buildings is through the front door, which is fitted with an electronic lock, with an external key pad for use by staff and an internal high-level door release button which cannot be reached by the children, thus preventing unauthorised access. There is a low-level emergency release ('green box') which the children have operated in the past; it would have been better had it been installed somewhat higher so that it was out of children's reach, however it has been taped over so the children cannot play with it but can still be operated by staff, and this is acceptable.
- Extra care is taken at departure time. Children will only ever be allowed to leave with an authorised adult, regardless of whether the person is a relation or known to the staff. Authorisation is given by parents signing their Booking In form to state who they authorise to collect their child.
- If an authorised person arrives to collect a child and is suspected of being under the influence of alcohol, drugs or medication, staff will alert the Manager or a Deputy Supervisor. The Nursery will attempt to arrange for the child to be collected by another authorised adult and an incident form will be completed
- The arrival and departure times of adults - staff, students and visitors - are recorded.

- The Nursery takes security steps to ensure that no unauthorised person has unsupervised access to the children.
- The Nursery takes security steps to ensure that children do not leave our premises unnoticed.
- It is the responsibility of staff to store their personal possessions. They either put them in a high place, out of the reach of the children, or they are able to lock them away.

Windows, doors and floors

- The windows in the Baby Room, Toddler Room and Classroom only open slightly unless released by a high level safety catch.
- We take precautions to prevent children's fingers from being trapped in doors; the Toddler Room door is kept open by safety gates, the door from the Toddler Room to the Baby Room is lightweight, and staff discourage children from playing by doors.
- The floor in each room is cleaned at least twice-a-day. Toys are tidied away when play is finished and no electrical cables trail across floors.
- All surfaces are checked daily to ensure they are clean and not uneven or damaged.

Electrical/gas equipment

- The Nursery has no gas.
- All portable electrical appliances conform to safety requirements and are checked annually. The fixed electrical system is checked every five years.
- Our boiler/electrical switchgear/meter cupboard is not accessible to the children.
- Fires, heaters, electric sockets, wires and leads are properly guarded and the children are taught not to touch them.
- Storage heaters are checked daily to make sure there is nothing covering the guard and the guard is safely attached to the wall.
- There are sufficient sockets to prevent overloading.
- The temperature of hot water is set at low at the toilet washbasins. (It is hot in the kitchen but the children do not have access.)
- Lighting and ventilation is adequate in all areas including storage areas.

Storage

- All resources and materials from which children select are stored safely.
- All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

Outdoor area

- Our outdoor area is securely fenced. The back gate to the club room playground and the middle gate are usually locked for security. In case of fire, the keys for both gates

are kept on a hook outside the baby room and another set is kept on a hook by the fire door from the club room.

- It is the responsibility of the baby room staff to make sure that the gate keys are left on the hook outside the baby room door.
- Our outdoor area is checked for safety and cleared of rubbish before it is used.
- Usually there is no vegetation other than weeds. However, we may occasionally have sunflowers, vegetables and other non-poisonous plants on the premises in order to teach the children about how things grow.
- Where water can form a pool on equipment, it is emptied before children start playing outside.
- Our outdoor sand pit is covered when not in use and is cleaned regularly.
- All outdoor activities are supervised at all times.

Pram area

Except in very cold weather, babies sleep in the pram area. This is outside the baby room and has a roof (similar to a car port) and heavy plastic curtains at each end to protect against objects being thrown over the fence from the adjacent property and to stop animals entering. Potential hazards and the corresponding precautions are:

- Blocked exit in emergency/fire: the door is unbolted as soon as staff arrive and the fire exit is checked daily by the Health & Safety Officer. Keys are hung outside the baby room door to unlock the gates to the field or the toddler playground, ensuring easy exit.
- Strangers entering the grounds: the gate from the field and the middle gate from the playground are both kept locked, except in an emergency as noted above.
- Bites or scratches from animals or insects: a cat net is fitted to each pram.
- A baby falling out of a pram or turning over: a safety harness is fitted to each pram and worn by the baby to ensure it sleeps on its back.
- Cross infection between babies: each baby is allocated its own pram, each mattress has a safety logo and is changed when a pram changes hands, the pram and blanket are colour-coded, and sheets are boiled.
- Baby crying, coughing or making any unusual noise: an audio monitor is fitted between the pram area and the baby room.
- Baby too hot or too cold: each baby is checked every 10 minutes, with the checks recorded on a wall chart and in the child's daily book.

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 Nursery which includes play rooms, kitchen, rest area, toilets and nappy changing areas.

- We have a schedule for cleaning resources and equipment, dressing-up clothes and furnishings.
- The toilet area has a high standard of hygiene including hand washing and drying facilities. We have robust procedures for 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; in particular, disposable gloves are used when dealing with blood or other body fluids;
 - requesting parents to provide a spare set of clean clothes for their child;
 - providing tissues and wipes; and
 - ensuring sole use of flannels and towels.

Activities

- Before purchase or loan, equipment and resources are checked to ensure that they are safe for the ages and stages of the children currently attending the Nursery.
- The layout of play equipment allows adults and children to move safely and freely between activities.
- All equipment is regularly checked for cleanliness and safety and any dangerous items are repaired or discarded.
- In winter, the prams are brought into the Babies' room to ensure they are warm and dry before sleep time. Staff supervise the children to prevent them from playing with the prams.
- All materials, including paint and glue, are non-toxic.
- Sand is clean and suitable for children's play.
- Physical play is constantly supervised.
- Children are taught to handle and store tools safely.
- Children who are sleeping are checked regularly (at least once every 10 minutes), including sleeping babies in prams who are also monitored using a baby monitor. We record how often sleeping babies are checked in their contact books as well as recording it on a sleep chart on the wall in the Baby Room.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.
- Any faulty equipment is removed from use and repaired. If it cannot be repaired it is discarded.

3. Fire safety and emergency evacuation

We ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. The person in charge and staff are familiar with the current legal requirements. Where necessary, we seek the advice of a competent person.

Procedures:

- The basis of our fire safety procedures is risk assessment. This is carried out by a competent person.
- The Health & Safety Officer has received training in fire safety sufficient to be competent to carry out risk assessment on an ongoing basis, which is recorded in writing. See the Appendix for the fire safety risk assessment.
- Records are kept of fire drills and the servicing of fire safety equipment.

Emergency evacuation procedure

- Our emergency evacuation procedures are approved by the Fire Safety Officer and are:
 - clearly displayed in the premises;
 - explained to new members of staff and students ; and
 - practised regularly at least four times a year.

The procedure for practice drills, includes:

- How children are familiar with the sound of the fire alarm.
- How the children and staff know where the fire exits are.
- How children are led from the building to the assembly point.
- How they will be accounted for and by whom.
- How long it takes to get the children out safely.
- In the event of a real fire, who calls the emergency services and when.
- How parents are contacted.

The fire drill record book contains:

- Date and time of the drill.
- How long it took.
- Whether there were any problems that delayed evacuation.
- Any further action taken to improve the drill procedure.

4. Recording and reporting of accidents and incidents

Accident records:

- An accident form is completed for each accident, followed by an “Accident Review” form to investigate the accident and consider remedial actions. Where an accident is considered to be minor, a minor injuries form is completed.
- We inform parents of any accidents or injuries sustained by a child whilst in the Nursery’s care, and of any first aid treatment given. Parents/guardians are asked to sign the accident form or minor injuries form to confirm that they have been informed.

- The forms are kept in the “Accident” folder or the “Minor Injuries” folder.
- The Accident folder and the Minor Injuries folder are kept safely and accessible. All staff know where they are kept and how to complete them; and each accident form is reviewed by a member of the Management Committee at least monthly to identify any potential or actual hazards. Any matters of concern are raised with the Management Committee.
- Ofsted and the Chairman of the Trustees will be notified of any serious injury requiring treatment by a general practitioner or hospital doctor as defined by Ofsted regulations, or the death of any child whilst in the Nursery’s care, and of the action taken in respect of it. We will make this notification as soon as reasonably practicable.
- We will act on any advice received from the local safeguarding children agency.
- We meet our legal requirements for the safety of our employees by complying with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations).
- We will make a report to the Health and Safety Executive using the format for the Reporting of Injuries, Diseases and Dangerous Occurrences in circumstances where we are required to do so.

Incident records

- The Nursery keeps a record of each incident including incidents that that are reportable to the Health and Safety Executive.
- We keep incident forms in an “Incident” folder.
- The incidents we record include:
 - break in, burglary, theft of personal or the Nursery's property;
 - an intruder gaining unauthorised access to the premises;
 - fire, flood or electrical failure;
 - attack on member of staff or parent on the premises or near by;
 - any racist incident involving a staff or family on the centre's premises;
 - death of a child, and
 - a terrorist attack, or threat of one.
- Staff record the date and time of the incident, nature of the event, who was affected, what was done about it - or if it was reported to the police, and if so a crime number. Any follow up, or insurance claim made, will also be recorded.
- In the unlikely even of a terrorist attack staff would follow the advice of the emergency services with regard to evacuation, medical aid and contacting children's families. The Nursery’s standard Fire Safety Policy would be followed and staff would take charge of their key children. The incident would be recorded when the threat is averted.
- In the unlikely event of a child dying on the premises, for example, through cot death in the case of a baby, or any other means involving an older child, the emergency services would be called, and the advice of these services followed.
- The incident book is not for recording issues of concern involving a child. This is recorded in the child's own file.

- Child protection matters or behavioural incidents between children are NOT regarded as incidents and there are separate procedures for these.

5. Food hygiene and kitchen safety

(Including procedures for reporting food poisoning)

At the Nursery we provide and serve children with snacks and lunch during the day. Older children attending club may bring packed lunches.

We maintain the highest possible food hygiene standards with regard to the purchase, storage, preparation and serving of food.

We are registered as a food provider with the local authority Environmental Health Department.

Procedures:

- At least one person has an in date food hygiene certificate.
- The person responsible for food preparation and serving carries out daily opening and closing checks on the kitchen to ensure standards are met consistently.
- We use reliable suppliers for the food we purchase.
- Food is stored at correct temperatures and is checked to ensure it is in date and not subject to contamination by pests, rodents or mould.
- Packed lunches are stored in a fridge.
- Food preparation areas are cleaned before use as well as after use.
- There are separate facilities for hand washing and for washing up.
- All surfaces are clean and non-porous.
- All utensils, crockery etc are clean and stored appropriately.
- Waste food is disposed of daily.
- Cleaning materials and other dangerous materials are stored in the cupboard under the kitchen sink (which has childproof catches fitted) or out of children's reach.
- Children do not have unsupervised access to the kitchen. The bottom half of the kitchen barn door is kept closed except while the children are seated and food is being served.
- When children take part in cooking activities, they:
 - Are supervised at all times;
 - Understand the importance of hand washing and simple hygiene rules;
 - Are kept away from hot surfaces and hot water; and
 - Do not have access to electrical equipment such as blenders etc.
- Adults do not carry hot drinks through the play areas except when the children are seated and do not place hot drinks within reach of children.
- Snack and meal times are appropriately supervised and children do not walk about with food and drinks.

- Drinks are provided regularly and more frequently in the summer. In summer, water is also available outside whenever the children are outside.
- We operate systems to ensure that children do not have access to food or drinks to which they are allergic.

Reporting of food poisoning

- Food poisoning can occur for a number of reasons; not all cases of sickness or diarrhoea are as a result of food poisoning and not all cases of sickness and diarrhoea are reportable.
- Where children and/or adults have been diagnosed by a GP or hospital doctor to be suffering from food poisoning and where it seems possible that the source of the outbreak is within the Nursery, the manager will contact the Environmental Health Department and the Health Protection Agency, to report the outbreak and will comply with any investigation.
- If the food poisoning is identified as a notifiable disease under the Public Health (Infectious Diseases) Regulations 1988 we will report the matter to Ofsted.

6. Missing child

Procedures:

If a child goes missing from the Nursery

- The member of staff reports the loss of the child immediately to the manager or deputy.
- If children and staff are outside, they are brought back indoors to:
 - ensure that the children do not get alarmed, and
 - free staff to deal with the situation.
- The register is checked to make sure no other child has gone astray.
- The person in charge directs the remaining staff to check both inside and outside, carrying out a thorough search of the building and garden.
- After searching for a maximum of ten minutes, if the child is not found, the missing child will be reported to the police and the parent will be contacted.
- The person in charge will talk to staff to establish what happened.
- The person in charge will contact a member of the management committee to come down to the Nursery as soon as possible.

The investigation

- A member of the management committee will carry out a full investigation taking written statements from all the staff present at the time.
- The person in charge at the time of the incident will write an incident report detailing:
 - the date and time of the report;
 - which staff and children were in the group;
 - when the child was last seen in the group;

- what the group had been doing between the time the child was last seen and when he/she was first missed; and
- the time it is estimated that the child went missing.
- A conclusion should be drawn as to how the breach of security happened.
- If the incident warrants a police investigation all staff will co-operate fully. In this case, the police will handle all aspects of the investigation, including interviewing the staff. Social Services may be involved if it seems likely that there is a child protection issue to address.
- The incident will be recorded in the incident book; the local authority health and safety officer may want to investigate and will decide if there is a case for prosecution.
- In the event of disciplinary action needing to be taken, OFSTED will be informed.
- The Nursery's liability insurer will be informed.

7. Animals

- About once a year "The Mini Beast Man" brings a selection of small, non-furry animals to show the children. The children wash their hands after touching them.
- Otherwise no pets are allowed at the Nursery.

8. First aid

Staff with current first aid training are on the premises at all times. The first aid qualification includes first aid training for infants and young children.

- A first aid kit in each room:
 - includes appropriate content to meet the needs of children;
 - complies with the Health and Safety (First Aid) Regulations 1981;
 - is regularly checked by a designated member of staff and re-stocked as necessary;
 - is easily accessible to adults; and
 - is kept out of the reach of children.
- At the time of admission to the Nursery, parents' written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval.
- Parents sign a consent form at registration allowing staff to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that parents have been informed and are on their way to the hospital. We ensure that the cars of the Manager and a minimum of one other staff member are insured for this purpose.

9. Administration of medication

- The Nursery is willing to administer Paracetamol, Ibuprofen or other over the counter medicine or remedies to a child in the following circumstances:

1. The child's parent or guardian has provided written permission for the Nursery to administer the Paracetamol/Ibuprofen/other medicine. This may be a general permission given when the child first joins the Nursery or any time subsequently.
 2. The parent/guardian has supplied Paracetamol/Ibuprofen/other medicine for the child and the medication is in date. (All medication must be clearly named.)
 3. Immediately prior to administration, the Nursery has sought and been given verbal permission by the parent/guardian to administer the Paracetamol/Ibuprofen/medication having asked and documented when the previous dose was given.
 4. In the opinion of the person in charge (i.e. the manager or one of the deputies), it is appropriate to administer Paracetamol/Ibuprofen/other medicine, for example, to relieve a high temperature before the child's parent/guardian can pick them up from the Nursery.
 5. Such medication is administered for no longer than 48 hours. Should the child still be unwell after such time, parents may be asked to take their child to the doctor before returning them to the Nursery. The Nursery will refuse admittance to children who have a temperature, sickness and diarrhoea or a contagious infection or disease.
- The time and amount of Paracetamol/Ibuprofen/medicine administered will be recorded.
 - After Paracetamol/Ibuprofen has been administered, the Nursery will, on collection of the child, inform the person picking up the child of the timing and amount administered. The Nursery will ask the person picking up the child to sign a form confirming that they have been informed and the time and the amount administered.
 - The Nursery will undertake to administer prescribed medication, including inhalers and epipens.
 - Prescribed medication must be in-date and prescribed for the current condition.
 - Children taking prescribed medication must be well enough to attend the Nursery.
 - Children's prescribed drugs are stored in their original containers, are clearly labelled and are inaccessible to the children.
 - Parents/guardians give prior written permission for the administration of medication. This states the name of the child, name/s of parent(s)/guardian(s), date the medication starts, the name of the medication and prescribing doctor, the dose and times, or how and when the medication is to be administered, how the medication should be stored and expiry date. Any possible side effects that may be expected should be noted and the permission should be signed and dated by the parent/guardian.
 - The administration is recorded accurately each time it is given and is signed by staff. Parents/guardians sign the record book to acknowledge the administration of a medicine. The record book shows the name of the child, name of medication, date and time of dose, dose given and method, and signed by the manager or deputy supervisor and one other person.
 - If the administration of prescribed medication requires specific medical knowledge, individual training is provided for the relevant member of staff by a relevant health professional.

Storage of medicines

- All medication is stored safely in a secure cupboard or refrigerated. Where the cupboard or refrigerator is not used solely for storing medicines, they are kept in a marked plastic box.
- In some circumstances, medication may be kept in the Nursery. The health and safety officer checks that any medication held to administer on an as and when required basis, or on a regular basis, is in date and returns any out-of-date medication back to the parent.
- If rectal diazepam is given another member of staff must be present and co-signs the record book.
- No child may self-administer. Where children are capable of understanding when they need medication, for example with asthma, they should be encouraged to tell a member of staff what they need. However, this does not replace staff vigilance in knowing and responding when a child requires medication.

Children who have long term medical conditions and who may require on ongoing medication

- A risk assessment is carried out for each child with long term medical conditions that require ongoing medication. This is the responsibility of the manager alongside the key person. Other medical or social care personnel may need to be involved in the risk assessment.
- Parents will also contribute to a risk assessment. They should be shown around the Nursery, understand the routines and activities and point out anything which they think may be a risk factor for their child.
- For some medical conditions key staff will need to have training in a basic understanding of the condition as well as how the medication is to be administered correctly. The training needs for staff are part of the risk assessment.
- The risk assessment includes vigorous activities and any other Nursery activity that may give cause for concern regarding an individual child's health needs.
- A health care plan for the child is drawn up with the parent; outlining the key person's role and what information must be shared with other staff who care for the child.
- The health care plan should include the measures to be taken in an emergency.
- The health care plan is reviewed every six months or more if necessary. This includes reviewing the medication, e.g. changes to the medication or the dosage, any side effects noted etc.
- Parents receive a copy of the health care plan and each contributor, including the parent, signs it.

10. Managing children with allergies, or who are sick or infectious

We provide care for healthy children and promote health through identifying allergies and preventing contact with the allergenic substance and through preventing cross infection of viruses and bacterial infections.

Procedures for children with allergies

- When parents start their children at the Nursery they are asked if their child suffers from any known allergies. This is recorded on the registration form.
- If a child has an allergy, a risk assessment form is completed to detail the following:
 - The allergen (i.e. the substance, material or living creature the child is allergic to such as nuts, eggs, bee stings, cats etc).
 - The nature of the allergic reactions e.g. anaphylactic shock reaction, including rash, reddening of skin, swelling, breathing problems etc.
 - What to do in case of allergic reactions, any medication used and how it is to be used (e.g. EpiPen).
 - Control measures – such as how the child can be prevented from contact with the allergen.
 - Review.
- This form is kept in the child's personal file and details of children's allergies are displayed where necessary.
- Generally, no nuts or nut products are used within the Nursery.
- Parents are made aware so that no nut or nut products are accidentally brought in, for example to a party.

Procedure for children who are sick or infectious

- If children appear unwell during the day – have a temperature, sickness, diarrhoea or pains, particularly in the head or stomach – the manager calls the parents and if necessary asks them to collect the child, or send a known carer to collect on their behalf.
- If a child has a temperature, they are kept cool.
- Temperature is taken using a 'fever scan'.
- In extreme cases of emergency the child should be taken to the nearest hospital and the parent informed.
- Parents may be asked to take their child to the doctor before returning them to the Nursery; the Nursery can refuse admittance to children who have a temperature, sickness and diarrhoea or a contagious infection or disease.
- Where children have been prescribed antibiotics, parents are asked to keep them at home for at least 24 hours before returning to the Nursery.
- After sickness and/or diarrhoea, parents are asked to keep children home for 48 hours or until a formed stool is passed (whichever is the later).
- If children develop symptoms of an eye infection then parents are asked to keep them at home for a minimum of 24 hours until either they are treated or an improvement is noted.
- The Nursery has a list of excludable diseases and current exclusion times. The full list is obtainable from www.patient.co.uk and includes common childhood illnesses such as measles.

Reporting of 'notifiable diseases'

- If a child or adult is diagnosed suffering from a notifiable disease under the Public Health (Infectious Diseases) Regulations 1988, the GP will report this to the Health Protection Agency.
- When the Nursery becomes aware, or is formally informed of the notifiable disease, the manager informs Ofsted and acts on any advice given by the Health Protection Agency.

HIV/AIDS/Hepatitis procedure

- HIV virus, like other viruses such as Hepatitis, (A, B and C) are spread through body fluids. Hygiene precautions for dealing with body fluids are the same for all children and adults.
- Single use vinyl gloves and aprons are worn when changing children's nappies, pants and clothing that are soiled with blood, urine, faeces or vomit.
- Protective rubber gloves are used for cleaning/sluicing clothing after changing.
- Soiled clothing is rinsed and either bagged for parents to collect or laundered in the Nursery.
- Spills of blood, urine, faeces or vomit are cleared using mild disinfectant solution and mops; cloths used are disposed of with the clinical waste.
- Tables and other furniture, furnishings or toys affected by blood, urine, faeces or vomit are cleaned using a disinfectant.

Nits and head lice

- Nits and head lice are not an excludable condition, although in exceptional cases a parent may be asked to keep the child away until the infestation has been treated.
- On identifying cases of head lice, all parents are informed and asked to treat their child and all the family if they are found to have head lice.

11. Records

We keep records of:

Adults

- names and addresses of all staff on the premises, including temporary staff who work with the children or who have substantial access to them;
- names and addresses of the trustees and of members of the management committee;
- all records relating to the staff's employment with the Nursery, including application forms, references, results of checks undertaken, etc.

Children

- names, addresses and telephone numbers of parents/guardians and adults authorised to collect children from the Nursery;
- the names of anyone specifically not permitted to have contact with specific children;
- the names, addresses and telephone numbers of emergency contacts in case of children's illness or accident;

- the allergies, dietary requirements and illnesses of individual children;
- the times of attendance of children, staff, students and visitors;
- accidents and medicine administration records;
- consents for administration of medication, emergency treatment; and incidents.

This policy was adopted by the Trustees of Sevenoaks Day Nursery Trust

on (date)

Signed on behalf of the Trustees

Role of signatory (e.g. chairperson etc.)

APPENDIX: FIRE SAFETY RISK ASSESSMENT

Risk Assessment for: Sevenoaks Day Nursery, Otford Road, Sevenoaks, Kent TN14 5DN

Area assessed: complete premises.

Assessment undertaken by: see main document.

Assessment conducted according to 'Fire safety risk assessment – educational premises', Department for Communities and Local Government, 2006.

Step 1 – Identify fire hazards

Sources of ignition: electrical heaters, kitchen electrical equipment, computers, TVs, radios, fans etc.

Sources of fuel: furnishings, documents, stationery, modelling materials.

Sources of oxygen: no additional sources

Step 2 – People at risk

Children, nursery staff, parents, students, Trustees and Management Committee, contractors and visitors.

Step 3 – Evaluate, remove, reduce (see 'Health and safety policy' [Reference 3])

(3.1) Evaluate the risk of fire occurring: no significant risks beyond those of any daycare nursery.

- Rubbish is gathered up twice per day and stored outside in the refuse bin.
- Staff are required to check that the big green refuse bin is located at a distance from the buildings, and not blocking any of the exits.

(3.2) Evaluate the risk to people from a fire starting in the premises:

- Fire in the kitchen could affect the Classroom, which may be empty when children are all resting. It has a local smoke alarm and the door is kept open so smoke would be smelled by staff in the Toddler Room.
- The Toddler Room may be empty during meal times, there is a local smoke alarm and the door is kept open so smoke would be smelled by staff in the Classroom or the Baby Room.
- The Baby Room is staffed at all times when the Nursery is open.
- Children are never left alone in a room, even when asleep, although babies may sleep in prams in the Pram Port outside the Baby Room where they have a sound monitor and are checked at least once every 10 minutes.
- The Club Room is generally vacant, except when being used for holiday club, as an administration office or as a staff rest room. There is a local smoke alarm.
- Fire doors are clearly marked, never obstructed and easily opened from inside. Each room has two exits leading outside, either directly or through one room. All exits are kept clear of rubbish, toys and equipment, etc. at all times. In particular, prams outside the baby room are lined up on each side to leave a clear passageway under the Pram Port. Staff ensure that the front gate is kept clear of bikes and equipment. Because the occupants are primarily young children who will need assistance or guidance to evacuate the premises in case of fire, we consider that the premises are 'higher risk' according to the definition on page 64 of the DCLG guidance. The maximum travel distance to an exit in any room is only 5 m (compared with a suggested 25 m where more than one escape route is provided in a higher fire-risk area – Table 2 on page 70 of the DCLG guidance).

- From the Classroom, the normal exit would be into the hallway and out through the main door, which is fitted with an electronic lock with a high-level release button and which would release if there were a power failure. The Fire Exit from the Classroom goes directly outside.
- From the Toddler Room, the normal exit would be into the hallway and out through the main door. The fire exit is through the Baby Room.
- From the Baby Room, the normal exit would be into the hallway and out through the main door. The fire exit is into the Pram Port and then through a gate onto the field; the gate onto the field is normally locked and a set of keys is kept on a hook in the Pram Port of which staff are fully aware.
- From the Club Room, the normal exit would be through the Club Room entrance door and through the gate onto the field. The Fire Exit goes directly outside and through the gate onto the field, with a set of keys on a hook by the Fire Exit.
- A water fire extinguisher is situated in the Clubroom and another in the main entrance hall (the latter has been fitted with a transparent cover supplied by the fire protection contractor, to prevent children playing with it). Fire blankets are fixed to the walls of the Kitchen and all four rooms. Local smoke alarms conforming to BSEN standards are fitted in each room except the Baby Room, which is always staffed. Smoke detectors are checked monthly by staff, and fire extinguishers and fire blankets are checked annually by a competent contractor.
- Mobile phones could be used to call the emergency services if there was a power failure. The original emergency evacuation procedures were approved by Kent Fire Brigade and subsequent changes approved by the Trustees and Management Committee, and are clearly displayed in the premises; explained to new members of staff; and practised regularly at least once every three months.
- Records are kept of fire drills and the servicing of fire safety equipment.

(3.3) Remove and reduce the hazards that may cause a fire: no opportunities for improvement.

(3.4) Remove and reduce the risks to people from a fire: no opportunities for improvement.