



## **Health & Safety Policy**

### **Duties of Employers**

It shall be the duty of every employer to ensure, so far as is reasonable, the health, safety and welfare at work of all the employees and users of East Street Early Years CIO.  
(Health and Safety at Work etc. Act Section 2 (2)(a)).

### **Duties of Employees**

It shall be the duty of every employee while at work to:

- a) take care of the health and safety of himself/herself and of others who may be affected by his/her act or omissions at work  
  
and
- b) as regards any duty or requirement imposed on his/her employer or any other person by or under any of the relevant statutory provisions, to co-operate with them so far as is necessary to enable that duty or requirement to be performed or complied with.

(Health and Safety at Work etc. Act Sections 7 and 8)

The following statements are practical guidelines for ensuring a safe environment. All staff should be familiar with these guidelines. Everybody who uses the setting should be encouraged to be aware of safety issues and report them.

The Health & Safety at Work Act requires all staff to take responsible care of themselves and others while at work (section 7). The East Street Early Years policy lays on all employees the following duties: -

- a) To make conscious decisions that safe working methods are only used and that taking risks can injure any person within range.
- b) To be alert and watch out for hazards, both those which affect yourself and those which affect others and to report any defects.
- c) To observe safe standards of behavior and wear appropriate clothing where necessary i.e. PPE.
- d) To be immediately responsible for the safety of him/herself and in the case of session/room leaders for that of his/her children.
- e) To observe safety codes at all times.
- f) To use appropriately and not intentionally misuse, neglect, damage, or interfere with things provided for the health and safety of any person making use of the setting. In order to carry out these duties, make sure that you know: -
  - The position of the nearest fire alarm point.
  - The procedure for responding to the fire alarm.
  - The correct assembly point.
  - The location and contents of the First Aid Boxes.
  - The nearest telephone and other means of seeking help in an emergency.
  - What to do in the event of an accident or sudden illness.

Guidelines	Person(s) responsible
<p><b>a. Accident and First Aid</b></p> <ul style="list-style-type: none"> <li>All accidents must be reported.</li> <li>Minor accidents to be written on accident forms in each room.</li> <li>Any fatal or major injuries must be reported to Oxfordshire County Council, Ofsted and HSE.</li> <li>First Aid box to be checked and items replaced in each room.</li> <li>Near misses to be recorded in central record and be reported to Early Years Manager and stored in file in Early Years' office.</li> </ul>	<p>Worker who witnessed the accident must complete the report (see Accident Policy). Manager must monitor accidents and report serious incidents as necessary.</p> <p>Designated person from each Early Year's room has been nominated. East Street Early Years staff member. Lists and contents are reviewed monthly and signed off by designated person.</p> <p>Staff members</p>
<p><b>b. Fire</b></p> <ul style="list-style-type: none"> <li>Fire notices must be clearly displayed around the building.</li> <li>Fire extinguishers, alarms and other equipment must be checked regularly.</li> <li>All fire exits must be kept clear. Fire exits must NEVER be locked when people are in the building.</li> <li>Fire Procedure Safety Plan to be followed (see below),</li> </ul>	<p>Oxfordshire County Council</p> <p>Oxfordshire County Council</p> <p>All staff members</p> <p>Early Years Manager</p>
<p><b>c. Fire Drills</b></p> <ul style="list-style-type: none"> <li>Should be carried out regularly, at least termly and at different times of the day, to ensure all staff, children and other adults are aware of the procedure.</li> <li>Fire drills must be completed termly and recorded in the folder in the Early Years office</li> </ul>	<p>Early Years Manager</p> <p>Early Years Manager</p>
<p><b>d. Hygiene</b></p> <p>All staff to receive Food Hygiene training and to be encouraged to maintain good personal hygiene. All children to be supported to develop and maintain good self-care skills.</p>	<p>Early Years Manager</p> <p>All room staff</p>
<p><b>e. Child Safety</b></p> <p>All safeguarding procedures to be adhered to at all times. Please refer to Safeguarding Policy.</p> <p>East Street Early Years adheres to an Intimate Care policy- see separate policy.</p>	<p>All East Street Early Years staff.</p>
<p><b>f. Adult safety</b></p> <p>We abide by the Lone Worker's Policy.</p>	<p>All East Street Early Years staff.</p>

Guidelines	Person(s) responsible
<p><b>g. Building Equipment Safety</b></p> <p>All regular risk assessments to be carried out. All faults to be reported and acted upon immediately.</p>	<p>All East Street Early Years staff.</p>
<p><b>h. Use of mobile phones and cameras</b></p>	<p>See separate Safeguarding Policy</p>

### **Fire Evacuation Plan.**

#### **On discovering a fire, you should:**

- Operate nearest alarm.
- Evacuate the building via nearest exit, do not walk through rest of building, check toilets and any areas you pass on your nearest exit out of the building.
- Call Fire Service from nearest phone telling them to come to East Street Centre, via Calder Close entrance.
- Take registers/signing in books with you if possible.
- Designated staff will 'sweep' rooms and alert people.
- Designated fire marshal where possible should use fire extinguishing equipment.
- Congregate at the front of the building (Car park entrance), at the designated assembly point.

#### **On hearing the alarm:**

- You should leave the building by the nearest exit (do not walk through rest of building) and make your way to the assembly point. Do not stop to collect personal belongings.

#### **Fire alarm points - Fire alarm points are situated in the following locations:**

- Entrance lobby.
- Corridors.
- Hall.
- Early Years rooms.

#### **Fire exits - The main exits from the building are clearly signposted:**

- Through main front door.
- Exit through side door in main corridor.
- From Hall.
- From Family room.
- From Staff room.
- From all Early Years rooms.

#### **At the Fire Assembly Point:**

- Senior staff are responsible for checking child registers along with the visitor and staff signing in log to ensure everyone has left the building safely.
- If the emergency services have been called a senior member of staff must meet them on arrival.
- No-one is to re-enter building until they have been advised that it is safe to do so, either by the emergency services or a senior member of staff.

#### **Plans are put in place for anyone who may have difficulty in exiting the building safely.**

If for any reason the building was to be evacuated for a long period of time, the Early Years staff will take the children over to the Ridings Nursing home, from here parents will be contacted informing them of the situation and the change in the collection process.

## **Food allergies**

A number of children who attend the East Street Early Years have specific allergies. Within this group are children who have potentially life-threatening allergies to peanuts. As a result of this it is imperative that they avoid all products containing peanuts or nut oil ingredients.

Ingestion of such foods, or even contact with toys and equipment that have been touched or mouthed by others who have nut residue on them could trigger an anaphylactic, life-threatening allergic reaction.

At the East Street Early Years, we have created a policy restricting anyone from bringing in food items containing any forms of nut or nut oil. The East Street Early Years and the families of the children with these allergies acknowledge the fact that despite our best efforts, we cannot guarantee an absolutely allergen-free environment. The goal of this policy is to take measures to reduce the risks to children with these life-threatening allergies.

The East Street Early Years will not serve any food items containing peanut or nut ingredients or any food items have been made with equipment that produces these products. We ask that parents only bring peanut/nut free food into the setting. All food container labels must be read and if they state nuts may be present, then these such foods must not be brought into the setting. If food has been prepared by parents at home, these items should be clearly labelled informing staff as to what ingredients have gone into them, food will not be given if staff are unable to identify its contents.

Taking further action, it is the parent's responsibility to inform staff if your child cannot eat certain food, please advise the keyperson of the child or a senior member of staff as soon as possible. Parents will be provided with a 'Food Allergy Action Plan' to be completed by the parent and the child's doctor. This must be completed and returned to the East Street Early Years as soon as possible and will be kept in the child's room with an attached photograph of the child. This will provide easy immediate access for the staff should action be required.

## **Nutrition**

We are very much aware of the importance of establishing healthy eating habits within our Early Years. Menus are planned in advance and food offered is fresh, wholesome and balanced.

Our aim is to provide nutritious food and snacks, avoiding the intake of food and drink containing sugar, salt, additives, preservatives and colorings.

Before a child starts to attend the Early Years, staff will discuss with parents/guardians the child's dietary needs, including any allergies. Parents/guardians of children who are on special diets will be asked to provide as much information as possible about suitable foods parents provide the food themselves if they wish to do so, labelling food content for practitioners.

Drinks and snacks are served to all our children; therefore, it is not necessary for you to provide any of these. Parents providing packed meals will be advised about safe storage.

The new Government guidance is that settings should provide just water and plain milk to drink in order to reduce children's intake of 'free sugars' (sugar that has been added to food or is naturally present in honey, syrups and fruit juices).

A set menu will be displayed for your information. All children will have suitable food made available to them.

Water will be available at all times.

Parents/guardians will be advised if their child is not eating well.

Members of staff will sit with their children while they eat and provide a good role model for healthy eating.

Withholding food will not be used as a punishment.

Children will be encouraged to develop good eating skills and table manners, and will be given plenty of time to eat. Children will be encouraged to have opportunities to self-select food. Portion size is important for

children as they have a small stomach and under-developed gut which prevents them from consuming large quantities of food at a time so this will be monitored by our staff.

We aim to encourage children to try new tastes and flavours and to experience food from other cultures; ensuring children from all backgrounds encounter familiar tastes and also have the opportunity to try unfamiliar foods.

It is vitally important that children learn to eat well in early life, and Early Years settings can play a key role in supporting good health through the foods and drinks they provide.

All meals and snacks are freshly prepared on the premises.

All staff will be encouraged to set a good example to the children by only consuming suitable food and drink whilst in the presence of the children.

You can help us at home by reinforcing the messages we are trying to get across to your children about Healthy Eating – please ask any staff member for more information.

## **SUN SAFETY**

Children are encouraged to access the well-resourced outdoor play spaces as much as possible, but during the summer months we are aware of the need to protect them from the harmful rays of the sun. We have therefore developed this policy:

- All children have sunscreen applied before going out to play.
- Parents/carer's are to apply sun cream to all sessional children's skin before they are left in the setting, if your child attends all day, then sun cream must be provided for staff to top up in the afternoon.
- Shaded areas are provided in the Early Years Garden.
- All the children wear protective sun hats, (parents to supply with child's name)
- The children's activities are organised in shaded areas and children are encouraged to play within these areas.
- Staff ensure all children are given drinks frequently throughout the session.

## **Sleeping Baby Policy**

East Street Early Years will discuss with you in detail the sleep routines you have established for your baby and how we can best accommodate them into our own routine. These discussions will need to be ongoing as the sleep needs of your baby will change as s/he grows and develops.

As a parent you too need your sleep, so it is vital that we work in partnership with you to provide a sleep routine for your child that fits your requirements. We will need to know how many naps your child normally has, for how long and at what times during the day. You may need to consider:

- When is the latest we can let your child sleep until without it affecting their nighttime routine?
- Do you want us to wake your baby after a certain length of time or can we let him/her sleep on?
- What routine do you have to settle your child?
- Do they have a dummy or comforter?
- Where does your baby prefer to sleep?

We will regularly monitor and check your baby while s/he is sleeping, staff will record the total time slept on the record sheet.

If you ever have any concerns over your child's sleeping routine, please do discuss them with your child's Key Person and we can make arrangements to change times etc. if necessary.

## **Control of Substances Hazardous to Health (COSHH) Regulations 2004**

### **Step by Step Risk Assessment**

#### **Step 1: Assess the risks**

Identify the hazardous substances present in your workplace. List all sources, obtain a Safety Data Sheet for each (available from the suppliers) and make a decision as to whether a COSHH assessment is needed:

- Think about substances you use or have been supplied to you, those produced by your work activity and those naturally or incidentally present in your workplace.
- Make a judgement on how likely it is that a substance will affect someone's health particularly those who may suffer from respiratory or allergic problems or who may be pregnant
- Use information about the hazard from the label and the suppliers Safety Data Sheet.
- Consider how much of the substance is in use or produced by the work activity and how people could be exposed to it.
- Consider who could be exposed to the substance, how often and for how long. Include the possibility of substances being inhaled, absorbed through the skin or swallowed.

#### **Step 2: Decide what precautions are needed**

Check your chemical supplier or manufacturer's advice on storage, use and disposal. Most of the required information will be on the suppliers Safety Data Sheet.

Check how the substance will be used:

- Simple, short processes may need only simple controls.
- Longer and higher levels of exposure will need greater controls.
- Use the HSE website and OCC helpdesk for further advice where necessary.

#### **Step 3: Prevent or adequately control exposure**

The risks to health must be reduced to as low a level as reasonably possible. There is a requirement in the legislation to consider controls in a strict order:

1. Can you change the process or activity to avoid using the hazardous substance?
2. Can you replace the hazardous substance with a safer alternative? (e.g. use sanitiser in place of bleach – use of bleach is not permitted on Oxfordshire County Council sites.
3. Can you use the hazardous substance in a safer form, e.g. buy a ready diluted solution instead of concentrated?
4. Can you use processes, systems and engineering controls which minimise the amount of substance used or produced?
5. Can you reduce:
  - The number of people exposed?
  - The level and duration of their exposure?
  - The quantity of hazardous substances used or produced?
6. As a last resort, can you provide personal protective equipment (PPE)?  
You must consider the need to avoid inhalation and ingestion and to protect skin when deciding on control measures. Arrangements are required for safe storage, disposal of substances and any waste. As well as employees, controls must adequately protect visitors, contractors, members of the public, etc.

#### Step 4: Ensure that control measures are used and maintained

You must take all reasonable steps to ensure that control measures and safety procedures are used by everyone and that there are regular checks to make sure that they are still effective and maintained properly.

#### Step 5: Monitor the exposure

Exposure must be monitored where:

- There is heavy exposure and there could be serious risks to health if control measures failed or deteriorated
- Exposure limits, as detailed on Safety Data Sheets, might be exceeded.
- Control measures might not be working properly.
- If this is of concern, contact the HSW helpdesk.

#### Step 6: Carry out appropriate health surveillance

This is required for some chemicals, or if an employee has particular problems with a hazardous substance, and if there is a benefit in carrying out the surveillance. If you have a question or concern regarding health surveillance contact the HSW helpdesk and Occupational Health.

#### Step 7: Prepare plans and procedures to deal with accidents, incidents and emergencies

Set up procedures, and plan warning and communication systems, to enable an appropriate response to emergencies involving hazardous substances as soon as an incident occurs. The response must minimise harm and return conditions to normal as quickly as possible. This may include dealing with:

- Large and small spillages.
- Contamination of clothing.
- Specific first aid measures.
- Specific precautions in case of a fire.

Information on the suppliers Safety Data Sheet should be considered.

#### Step 8: Ensure employees are properly informed, trained and supervised

You should provide your employees with suitable and sufficient information, instruction and training on:

- Risks
- Safety precautions, including the safe use of personal protective equipment, if required.
- Use of controls and emergency procedures.

The information and training must be appropriate to the level of risk identified by the assessment and given in a manner and form which will be understood by employees

<b>Adopted by the ESEY Committee on</b>		MARCH 2020	
<b>Signed by the Chair of the ESEY Committee</b>		SAM WALDEN	
<b>Last reviewed:</b>	March 2020	<b>Date of next review</b>	March 2021

<b>Review of policy:</b> annual review March 2020	<b>Changes made:</b> No changes identified
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