

Beechwood Childcare Limited

Health and Safety Policy

1. Children must be supervised at all times both inside and outside the building.
2. Whilst the nursery building is occupied all internal doors must be unlocked.
3. **All** accidents, whether to staff or children, must be recorded in the accident book at the time of the incident. If a child is involved, the entry must be counter-signed by a parent or guardian who collect the child.
4. Protective clothing must be worn when dealing with natural body fluids.
5. The nappy changing mat must be cleaned between each nappy change, using an antibacterial spray. Also, disposable gloves must be changed after each nappy change. This also applies to potties- these are to be cleaned with antibacterial spray after each child have used it.
6. Regular fire drills (once every half term) must be carried out and recorded in the book provided.
7. Any medication provided by parents for children must be recorded on a medication form **by the parents** with details of time, dose, etc. and signed by parents. No medication to be given without this written authority. Staff must sign the form to show they have administered the medication. (see medication policy) Parents must sign at the end of each day to confirm that the medicine has been administered according to their instructions. This is a requirement of OFSTED.
8. No smoking is allowed.
9. No member of staff should attend work under the influence of alcohol or drugs (see policy).
10. No child is to be released to anyone unknown to the staff. If parents wish to have their child collected by another adult, verbal authorisation must be given, and password system used.
11. No smacking or other aggressive physical contact with children is allowed.
12. Children should not be forced to eat. Food will not be withheld as a punishment.
13. Any uniform provided must be worn, along with sensible footwear. Jewellery must be kept to a minimum, hair should be tied back at all times if possible, false nails should be removed and nails should be kept to a sensible length.
14. Hot drinks must not be carried around. They should be placed out of children's reach at all times.
15. No cleaning materials to be left out at any time when children are in attendance.
16. Staff are responsible for the security of the children including opening and locking-up premises as necessary. Nobody should be able to gain access to the building without staff co-operation.
17. Children will not be taken off-site without the prior agreement of their parents.
18. Children will only be transported in a legal and roadworthy vehicle and must always wear appropriate seat restraints. The driver of the vehicle must be a Beechwood Childcare Limited authorised user.
19. Waterproof, flat, clean surfaces are available for children who sleep during the nursery session. These children will be provided with clean sheets which will be kept on their own peg or basket.

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Extra clean sheets are always available, children must not share. No cot bumpers or soft furnishings are to be used. Children MUST be put to sleep on a flat surface (either inside a cot or on the floor on a sleep mat or mattress), even if they sleep in bouncers or pushchairs at home. Sleep times must be recorded on a sleep check sheet, and a sleep check must be performed every 10 minutes to ensure children are safe and well. All staff are responsible for ensuring children are safe and that the sleep checks have been carried out. Once a sleep check has been completed, staff must sign the sheet to indicate the time the check was carried out. By signing the sheet, they are agreeing that the child was safe and well at the time of the check.

20. Paper towels and baby wipes are provided to prevent any cross-infection.
21. Children who are taken ill during the session should be dealt with and comforted as necessary. Parents should be contacted as soon as possible. If staff consider the matter to be serious a senior member of staff will take the appropriate action, including removal of the child to hospital.
22. All equipment to be checked regularly and any broken or dangerous items to be removed immediately.
23. All equipment must be washed and sterilised regularly.
24. Risk assessments must be carried out and written assessments reviewed regularly.

Responsible Person

The responsible person has the duty to monitor and assure the implementation of this policy. Any person having any concerns with this policy or its implementation, whether it be a member of staff, parent or guardian of a child attending or wishing to attend a Beechwood facility or any third party, should write to Janette Price at Beechwood Childcare Limited, 97 Beechwood Park Road, Solihull, B91 1EU or telephone 0121 430 3521.