

## 1. Health and Safety – General Policy

At Little Learners we provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees and a safe early learning environment in which children learn and are cared for. To develop and promote a strong health and safety culture within the nursery for the benefit of all staff, children and parents we provide information, training and supervision. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

The allocation of duties for safety matters and the particular arrangements which we will make to implement our health and safety procedures are set out within this policy and we make sufficient resources available to provide a safe environment.

### 1.1 Legal framework

We follow all relevant legislation and associated guidance relating to health and safety within our nurseries including:

- The requirements of the Statutory Framework for the Early Years Foundation Stage (EYFS) 2014.
- The regulations of the Health & Safety at Work Act 1974 and any other relevant legislation such as Control of Substances Hazardous to Health Regulation (COSHH).
- Any guidance provided by Public Health England, the local health protection unit, the local authority environmental health department, fire authority or the Health and Safety Executive.

### 1.2 Aims and objectives

The aim of this policy statement is to ensure that all reasonably practical steps are taken to ensure the health, safety and welfare of all persons using the premises.

To achieve this, we will actively work towards the following objectives:

- Establish and maintain a safe and healthy environment throughout our nurseries including outdoor spaces.
- Establish and maintain safe working practices amongst staff and children.
- Make arrangements for ensuring safety and the minimising of risks to health in connection with the use, handling, storage and transport of hazardous articles and substances.
- Ensure the provision of sufficient information, instruction and supervision to enable all people working in or using the nursery to avoid hazards and contribute positively to their own health and safety and to ensure that staff have access to regular health and safety training.
- Maintain a healthy and safe nursery with safe entry and exit routes.
- Formulate effective procedures for use in case of fire and other emergencies and for evacuating the nursery premises. Practice this procedure on a regular basis to enable the safe and speedy evacuation of the nursery.
- Maintain a safe working environment for pregnant workers or for workers who have recently given birth, including undertaking appropriate risk assessments.



- Maintain a safe environment for those with special educational needs and disabilities and ensure all areas of the nursery are accessible (wherever practicable).
- Provide a safe environment for students or trainees to learn in.
- Encourage all staff, visitors and parents to report any unsafe working practices or areas to ensure immediate response by the management.

We believe the risks in our nursery environments are low and we will maintain the maximum protection for children, staff and parents. The nursery will:

- Ensure all entrances and exits from the building, including fire exits are clearly identifiable and remain clear at all times.
- Regularly check the premises room by room for structural defects, worn fixtures and fittings or electrical equipment and take the necessary remedial action.
- Ensure that all staff, visitors, parents and children are aware of the fire procedures and regular fire drills are carried out.
- Have the appropriate fire detection and control equipment which is checked regularly to make sure it is in working order.
- Ensure that all members of staff are aware of the procedure to follow in case of accidents for staff, visitors and children.
- Ensure that all members of staff take all reasonable action to control the spread of infectious diseases and wear protective gloves and clothing where appropriate.
- Ensure there are suitable hygienic changing facilities.
- Prohibit smoking on our premises.
- Prohibit any contractor from working on the premises without prior discussion with Nursery Managers.
- Encourage children to manage risks safely and prohibit running inside the nurseries unless in designated areas.
- Risk assess all electrical sockets and take appropriate measures to reduce risks where necessary and ensure no trailing wires are left around the nursery.
- Ensure all cleaning materials are placed out of the reach of children and kept in their original containers.
- Wear protective clothing when cooking or serving food.
- Prohibit certain foods that may relate to children's allergies, e.g. peanuts are not allowed in the nursery.
- Follow our Children's Health policy in relation to allergies and allergic reactions for children who have allergies.
- Ensure risk assessments are undertaken on the storage and preparation of food produce within the nursery.
- Familiarise all staff and visitors with the position of the first aid boxes and ensure all know who the appointed first aiders are.
- Provide appropriately stocked first aid boxes and check their contents regularly.
- Ensure children are supervised at all times.
- Ensure no student or volunteer is left unsupervised at any time.



### 1.3 Responsibilities

Our competent Health and Safety person is:

Julia Ward  
Business & Quality Manager  
Tel: 020 8597 2900  
Mobile: 07843 156 288  
[juliaward@lifelineprojects.co.uk](mailto:juliaward@lifelineprojects.co.uk)

Our Nursery Managers have overall responsibility for implementing and ensuring the requirements of this policy are carried out:

Elm Park	Manager	Terri Noone
	Deputy Managers	Jodie Richards Terri Stanley
Ilford	Manager	Fatma Mbwana
	Deputy Manager	Francesca Auger

All employees have the responsibility to co-operate with senior staff and Nursery Managers to achieve a healthy and safe nursery and to take reasonable care of themselves and others. Neglect of health and safety regulations/duties will be regarded as a disciplinary matter.

Whenever a member of staff notices a health or safety problem which they are not able to rectify, they must immediately report it to the appropriate person named above. Parents and visitors are requested to report any concerns they may have to the Manager or Deputy Manager.

Daily contact and regular staff meetings provide consultation between management and employees. This will include health and safety matters.

### 1.4 Health and safety training

Nursery Managers are responsible for monitoring staff training in conjunction with the HR department.

Health and safety is covered in all induction training for new staff. The training timetable is as follows:

Area	Training required	Who
Changing nappies	In house training	All staff and students
Dealing with blood	In house training	All staff and students
First aid	External course	All staff
Fire safety procedures	In house training	All staff and students
Fire warden duties	External course	Fire warden(s)
Manual handling	In house training/course	All staff and students
Risk assessment	In house training/course	All staff
Safeguarding/child protection	In house training/course	All staff and students



At least one member of staff on duty holds a full paediatric First Aid at Work certificate in the nursery and when on outings. Our trained first aiders are identified on the staff information boards in our reception areas.

### 1.5 Health and safety arrangements

- All staff are responsible for general health and safety in the nursery.
- Risk assessments will be conducted on all areas of the nursery, including rooms, activities, outdoor areas, resources and cleaning equipment.
- These are reviewed at regular intervals and when arrangements change.
- All outings away from the nursery (however short) will include a prior risk assessment – more details are included in our Outings policy.
- All equipment, rooms and outdoor areas will be checked thoroughly by staff before children access them or the area. These checks will be recorded and initialled by the staff responsible. Unsafe areas will be made safe/removed from the area by this member of staff to promote the safety of children. If this cannot be achieved the manager will be notified immediately.
- We provide appropriate facilities for all children, staff, parents and visitors to receive a warm welcome and provide for their basic care needs, e.g. easy to access toilet area and fresh drinking water.
- The nursery will adhere to the Control of Substances Hazardous to Health Regulation (COSHH) to ensure all children, staff, parents and visitors are safe in relation to any chemicals we may use on the premises.
- All staff and students will receive appropriate training in all areas of health and safety which will include safety checks, risk assessments, manual handling and fire safety. We may also use risk assessments for particular activities and resources for children.
- We have a clear accident and first aid policy to follow in the case of any person in the nursery suffering injury from an accident or incident.
- We have a clear fire safety policy and procedure which supports the prevention of fire and the safe evacuation of all persons in the nursery. This is shared with all staff, students, parents and visitors to the nursery.
- We review accident and incident records to identify any patterns/hazardous areas.
- All health and safety matters are reviewed informally on an ongoing basis and formally every six months or when something changes. Staff and parents will receive these updates, as with all policy changes, as and when they happen.
- Staff and parents are able to contribute to any policy through the suggestion scheme and during the regular meetings held at nursery.

The policy is kept up to date and reviewed annually, or as and when required. We therefore welcome any useful comments from members of staff, parents and visitors regarding this policy.

### 1.6 Overall Approach to Risk Assessment

At Little Learners we promote the safety of children, parents, staff and visitors by reviewing and reducing any risks.



Risk assessments document the hazard/aspects of the environment that needs to be checked on a regular basis, who could be harmed, existing controls, the seriousness of the risk/injury, any further action needed to control the risk, who is responsible for what action, when/how often will the action be undertaken, and how this will be monitored and checked and by whom.

Little Learners carries out written risk assessments regularly. These are regularly reviewed and cover potential risks to children, staff and visitors at the nursery. When circumstances change in the nursery, e.g. a significant piece of equipment is introduced, we review our current risk assessment or conduct a new risk assessment dependent on the nature of this change.

Nominated staff are trained in the risk assessment process to ensure understanding and compliance.

All outings away from the nursery are individually risk assessed. For more details, refer to the Outings policy.



## 1. Health and Safety Procedures

This part of the Health and Safety policy covers our arrangements in the following areas:

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### 1. Dangerous substances

All dangerous substances, including chemicals are kept in locked areas out of children's reach. All substances are kept in their original containers with their original labels attached. Safety Data Sheets (Control of Substances Hazardous to Health (COSHH)) and risk assessments are kept for all substances and the appropriate personal protection taken e.g. gloves, apron and goggles.

### 2. Electrical equipment

- We conduct PAT testing of electrical appliances and equipment, at least annually, to ensure they are safe to use.
- All electrical cables are kept out of the reach of children wherever possible and shielded by furniture where they need to be at floor level.
- Electrical sockets are all risk assessed and any appropriate safety measures are in place to ensure the safety of the children.

### 3. Fire safety and drills

The Nursery Manager and designated fire marshal(s) make sure the nursery premises are compliant with fire safety regulations. They seek advice from the local fire safety officer as necessary, including following any major changes or alterations to the premises.

The Nursery Manager has overall responsibility for the fire drill and evacuation procedures. Depending on the location, drills are carried out and recorded every six to twelve weeks or as and when a large change occurs, e.g. a large intake of children or a new member of staff joins the nursery. These drills will



occur at different times of the day and on different days to ensure evacuations are possible under different circumstances and all children and staff participate in the rehearsals.

The Nursery Manager checks fire detection and control equipment and fire exits in line with the timescales in the checklist below.

### 3.1 Fire detection and control equipment checklist

<b>Elm Park</b>	<b>Who checks</b>	<b>How often</b>	<b>Location</b>
Escape route/fire exits (all fire exits must be clearly identifiable)	Staff responsible for risk assessments within each room	Every morning and every evening	All rooms
Fire alarms	Manager	Every three months	Manual system in use
Fire doors closed, in good repair, doors free of obstruction and easily opened from the inside	All staff	Daily	All rooms
Fire extinguishers and blankets	Health and safety officer	Annually	Staff office, main hall, downstairs, kitchen, separate building. Fire blanket in kitchen.
Evacuation pack	Manager	Every three months	In drawer in chest in main hallway
Smoke detectors	Lifeline Maintenance operative	Annually	Location identified on floor plan
<b>Iford</b>	<b>Who checks</b>	<b>How often</b>	<b>Location</b>
Escape route/fire exits (all fire exits must be clearly identifiable)	Practitioners	As part of morning and afternoon checks	Front door Garden exit from pre-school Garden Exit
Fire alarms	Thameside Fire Protection	Every 6 months	Location identified on floor plan
Fire doors closed, in good repair, doors free of obstruction and easily opened from the inside	All staff	Throughout the day	Location identified on floor plan
Fire extinguishers and blankets	Thameside Fire Protection	Annually	Location identified on floor plan
Evacuation pack	Nursery Manager	Monthly	Reception
Smoke/heat alarms	Lifeline Maintenance operative	Annually	Location identified on floor plan



## 3.2 Registration

An accurate record of all staff and children present in the building is kept at all times and children/staff are marked in and out on arrival and departure. An accurate record of visitors is kept in the visitor's book. These records will be taken, along with the register and emergency contacts list, in the event of a fire.

## 4. Food Hygiene

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

Our nurseries are registered as food providers with local authority Environmental Health Department.

### Our Procedures

#### 4.1 Children

- Children do not have unsupervised access to the kitchen.
- Children are not allowed to enter the kitchen except for supervised cooking activities.
- 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
  - do not have unsupervised access to electrical equipment, such as blenders etc.

#### 4.2 Cleaning

- All surfaces are non-porous.
- All surfaces are cleaned with anti-bacterial spray.
- Food preparation areas are cleaned before use as well as after use.
- All utensils, crockery etc are clean and stored appropriately.
- Fridges are cleaned out weekly.
- Microwaves are cleaned every day.
- Ovens are cleaned out daily and recorded on the cleaning schedule.
- Freezers are cleaned out every six months and recorded.
- All cupboards to be cleaned out monthly.
- Only appropriate coloured kitchen cloths to be used. These are washed daily on a hot wash.
- Windows are opened as often as possible, along with any vents, and are protected by fly guards.
- All plugs to be pulled out of their sockets at the end of each day and switches switched off where practicable (with the exception of the fridge and freezer).
- There are separate facilities for hand-washing and for washing-up.
- Doors/gates to the kitchen to be kept closed/locked at all times.



### 4.3 Cleaning materials

- Kitchen cleaning materials and other dangerous materials are stored out of children's reach.

### 4.4 Food safety

- We use reliable suppliers for the food we purchase.
- The person responsible for food preparation and serving carries out daily opening and closing checks in the kitchen to ensure standards are met consistently (see Safer Food, Better Business.)
- Fridge and freezer temperatures are recorded first thing in the morning and at the end of the day by the cook.
- 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.
- All food to be covered at all times in and out of the fridge and dated to show when each product was opened.
- When re-heating food, it should be over 75°C, checked with the probe thermometer and recorded, then cooled down before serving. Food prepared on the premises must be checked with the probe thermometer before serving.
- Food served but not used immediately should be appropriately covered and placed in the fridge/freezer within 60 minutes. If this is not followed, food should be discarded immediately.
- All opened packets are dated when opened and placed in an airtight container e.g. baby food, raisins, cereal etc.
- Blended food should be placed in suitable airtight containers, named and dated.
- Waste food is disposed of daily.

### 4.5 Reporting of food poisoning

- a) 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 or diarrhoea are reportable.
- b) 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 to report the outbreak and will comply with any investigation.
- c) Any confirmed cases of food poisoning affecting two or more children looked after on the premises are notified to Ofsted as soon as reasonably practicable, and always within 14 days of the incident.

### 4.6 Staff training

- The person in charge and the person responsible for food preparation understands the principles of Hazard Analysis and Critical Control Point (HACCP) as it applies to our business. This is set out in Safer Food, Better Business (Food Standards Agency 2011). The basis for this is risk assessment of the purchase, storage, preparation and serving of food to prevent growth of bacteria and food contamination.
- All staff involved in the preparation and handling of food follow the guidelines of Safer Food, Better Business.
- All staff involved in the preparation and handling of food have received training in food hygiene.



## 5. Gas appliances

All gas appliances are checked annually by a registered Gas Safety Register engineer.

A carbon monoxide detector is fitted in the kitchen at Elm Park nursery. There is no gas at Ilford therefore a detector is not required.

## 6. Handling Animals

At Little Learners we recognise that pets can help meet the emotional needs of children and adults. Caring for pets also gives children the opportunity to learn how to be gentle and responsible for others and supports their learning and development. We encourage children to learn about the natural world, its animals and other living creatures as part of our curriculum. Although we recognise the benefit this contact can have on the children in our care, as a nursery we do recognise the risk this can pose.

Therefore, to ensure we minimise the risk to children in our care we ask all parent/guardians, to inform us of all known allergies and consent to their child handling animals. We also take the following procedures:

### 6.1 Procedures for animals in the setting as pets

- We take account of the views of parents and children when selecting pets.
- We check any known allergy details of all the children. These are recorded on each child's application form prior to starting at Little Learners.
- We carry out a risk assessment with a knowledgeable person accounting for any hygiene or safety risks posed by the pet.
- We ensure all consent forms are completed.
- We provide secure and suitable housing for the pet.
- We make sure all pets are registered with a vet and have had all of their relevant vaccinations and other regular health measures, such as de-worming are up-to-date.
- Children are taught correct handling and care of the pet and are supervised at all times.
- Pets are not allowed near food, dishes, worktops or food preparation areas.
- Children will wash their hands with soap and water after handling pets, and will be encouraged not to place their hands in their mouths while pets are being handled. Staff will explain the importance of this to children.
- Children will be encouraged to leave comforters e.g. soft toys, blankets and dummies, in an area away from pets to ensure cross-contamination is limited.
- Children will not have contact with animal soil or soiled bedding.
- Only staff have responsibility for cleaning out the animals and they wear disposable gloves when cleaning handling soiled items from animal.
- We keep records animal care records e.g. feeding times, cleaning out rota's etc.

### 6.2 Pets from home/brought in by visitors

If a child brings a pet from home to visit the nursery as a planned activity, parents of all children who will be in contact or in the same area as the pet are informed.



We follow the procedures as stated in 6.1 above to ensure risks to children are minimised.

Any animals or creatures brought in by visitors to show the children will remain the responsibility of pet owner.

The pet owner will assist Little Learners in carrying out a risk assessment, detailing how the animal or creature is to be handled and how any safety or hygiene issues will be addressed.

### 6.3 Our Procedures for visits to farms

- A site visit must be made by a member of staff before an outing to a farm can be arranged. We check that the farm is well-managed, that the grounds and public areas are as clean as possible and that suitable first aid arrangements are in place. Animals should be prohibited from any outdoor picnic areas.
- We check that the farm has suitable washing facilities, appropriately signposted, with running water, soap and disposable towels or hot air hand dryers. Any portable water taps should be appropriately designed in a suitable area.
- We will ensure that there is an adequate number of adults to supervise the children, taking into account the age and stage of development of the children.
- We will explain to the children that they will not be allowed to eat or drink anything, including crisps and sweets, or place their hands in their mouths, while touring the farm because of the risk of infection and explain why.
- We will ensure suitable precautions are in place where appropriate e.g. in restricted areas such as near slurry pits or where animals are isolated.
- Although the risk of infection is low, pregnant staff/volunteers are not permitted to visit farms during lambing season which runs from January to April.

### 6.4 During the visit

- If children are in contact with, or feeding animals, we will warn them not to place their faces against the animals or put their hands in their own mouths afterwards, and explain why.
- We will encourage children to leave comforters (e.g. soft toys and blankets) and dummies either at nursery, in the transport used or in a bag carried by a member of staff to ensure cross-contamination is limited.
- After contact with animals and particularly before eating and drinking, we will ensure all children, staff and volunteers wash and dry their hands thoroughly. If young children are in the group, hand washing will be supervised. We will always explain why the children need to do this.
- Meals, breaks or snacks will be taken well away from the areas where animals are kept and children will be warned not to eat anything which has fallen on the ground. Any crops produced on the farm will be thoroughly washed in portable water before consumption.
- We will ensure children do not consume unpasteurised produce, e.g. milk or cheese.
- Manure or slurry presents a particular risk of infection and children will be warned against touching it. If they do touch it, we will ensure that they thoroughly wash and dry their hands immediately.
- We will ensure all children, staff and volunteers wash their hands thoroughly before departure.
- We will ensure footwear and clothing is as free as possible from faecal materials.



## 7. Healthy Workplace

Little Learners we are committed to providing a workplace which supports and encourages a healthy staff team through staff training, health and safety awareness and supervisions.

### 7.1 Baby room

- Bottles of formula milk will only be made up as and when the child needs them. These are cooled to body temperature (37°C) and tested with a sterilised thermometer to ensure they are an appropriate temperature for the child to drink safely.
- Following the Department of Health's guidelines, we will only use recently boiled water to make formula bottles (left for no longer than 30 minutes to cool). We will not use cooled boiled water and reheat.
- Bottles and teats will be thoroughly cleaned with hot soapy water and sterilised after use (they will not be washed in the dishwasher).
- Bottles will be disposed of after two hours.
- A designated area is available for mothers who wish to breastfeed their babies or who wish to express milk.
- Labelled mother's breast milk will be stored in the fridge.
- If dummies are used they will be cleaned and sterilised. This also applies to dummies which have been dropped.
- All dummies will be stored in separate labelled containers to ensure no cross-contamination occurs.
- Sterilisers will be washed out daily.

### 7.2 Cleaning

Little Learners is committed to providing a safe, happy and healthy environment for children to play, grow and learn. Cleanliness is an essential element of this practice. The nursery will be cleaned daily and regular checks will be made to the toilets. These will be cleaned at least daily (more if necessary i.e. at lunchtimes). Nappy changing facilities will be cleaned after every use and potties will be cleaned out after every use. Any mess caused throughout the day will be cleaned up as necessary to ensure that a hygienic environment is provided for the children in our care.

### 7.3 Dress code

Staff must follow our dress code at all times. The dress code is detailed in the Staff Conduct of Conduct policy.

### 7.4 Hot drinks and food

Hot drinks must only be consumed in the staff room and/or office. No canned drinks, sweets or crisps are to be kept or consumed in the nursery rooms.

### 7.5 Nursery rooms

- Staff must be aware of general hygiene in the nursery and ensure that high standards are kept at all times.



- Toy washing rotas are established in all rooms and recorded.
- Floors will be cleaned during the day when necessary. Vacuum cleaner bags (where used) will be changed frequently.
- Staff are requested to use the appropriate coloured mop for the task or area and mop heads should be washed in a separate wash at least weekly.
- Face cloths are washed on a hot wash after every use and not shared between children.
- Low/high chairs are cleaned thoroughly after every use. Straps and reins are washed weekly or as required.
- Every child should have its own cot sheet which should be washed at the end of every week or whenever necessary.
- All surfaces should be kept clean and clutter free.
- Children will always be reminded to wash their hands after using the bathroom and before meals. Staff should always encourage good hygiene standards, for example, not eating food that has fallen on the floor.
- Children should learn about good hygiene routines and why they need to wash their hands, wipe their noses and cover their mouths when coughing.

## 7.6 Personal hygiene

Staff must follow the personal hygiene code at all times and encourage children to adopt the same good personal hygiene code themselves.

Hands must be washed before handling food, after using the toilet or toileting children, after playing outside, wiping noses, messy play activities and after contact with animals.

After noses have been wiped the tissue must be disposed of hygienically and hands should be washed.

## 7.7 Staff breaks

Staff working more than six hours a day are entitled to a one hour (unpaid) break. It is the responsibility of the Nursery Manager to ensure ratios are maintained at break times.

Staff under 18 require a break of 30 minutes in circumstances where they work 4.5 hours a day. All breaks should be taken away from an employee's normal work area (where this is applicable).

## 7.8 Staff rooms

- It is the responsibility of every member of staff to ensure that their staff room is kept clean and tidy.
- Fridges must be cleaned out weekly.
- Microwave must be cleaned after every use.
- Surfaces to be wiped down daily.
- All utensils used for lunch or breaks to be washed and tidied away.



## 8. Mains information

The locations of main supplies are as follows:

Elm Park	Fuse box	Lockable cupboard under stairs
	Gas point	Lockable cupboard under stairs
	Main electricity box	Lockable cupboard under stairs
	Water stop tap	Right hand side corner of front downstairs room
Ilford	Fuse box	Plant room (lockable cupboard at the back of the resources room)
	Gas point	No gas at Ilford
	Main electricity box	Plant room (lockable cupboard at the back of the resources room)
	Water stop tap	Plant room (lockable cupboard at the back of the resources room)

## 9. Manual Handling

At Little Learners we recognise that staff need to carry out manual handling especially in relation to lifting children. A variety of injuries may result from poor manual handling and staff must all be aware and adhere to the requirements of the following manual handling procedures. We instruct all staff in correct handling techniques and expect them to follow these to minimise the risks of injury.

We know that lifting and carrying children is different to carrying static loads and therefore our manual handling training reflects this. All staff will receive training in manual handling within their first year of employment and will receive ongoing training as appropriate.

### 9.1 Preventing injuries

As with other health and safety issues, we recognise that the most effective method of prevention is to remove or reduce the need to carry out hazardous manual handling. Wherever possible, we review the circumstances in which staff have to carry out manual handling and re-design the workplace so that items do not need to be moved from one area to another.

Where manual handling tasks cannot be avoided, for example lifting children and changing nappies, we carry out a risk assessment by examining the tasks and deciding what the risks associated with them are, and how these can be removed or reduced by adding control measures.

Our manual handling assessment considers the following:

- The tasks to be carried out.
- The load to be moved (including moving children).
- The environment in which handling takes place.
- The capability of the individual involved in the manual handling.



We expect staff to use the following guidance when carrying out manual handling in order to reduce the risk of injury.

## 9.2 Our procedures

- Think about the task to be performed and plan the lift.
- Consider what you will be lifting, where you will put it, how far you are going to move it and how you are going to get there.
- Never attempt manual handling unless you have read the correct techniques and understood how to use them.
- Ensure that you are capable of undertaking the task – people with health problems and pregnant women may be particularly at risk of injury.
- Assess the size, weight and centre of gravity of the load to make sure that you can maintain a firm grip and see where you are going.
- Assess whether you can lift the load safely without help. If not, get help or use specialist moving equipment e.g. a trolley. Bear in mind that it may be too dangerous to attempt to lift some loads.
- If more than one person is involved, plan the lift first and agree who will lead and give instructions.
- Plan your route and remove any obstructions. Check for any hazards such as uneven/slippery flooring.
- Lighting should be adequate.
- Control harmful loads – for instance, by covering sharp edges or by insulating hot containers.
- Check whether you need any Personal Protective Equipment (PPE) and obtain the necessary items, if appropriate. Check the equipment before use and check that it fits you.
- Ensure that you are wearing the correct clothing, avoiding tight clothing and unsuitable footwear.
- Consider a resting point before moving a heavy load or carrying something any distance.

## 9.3 Carrying children

- If the child is old enough, ask them to move to a position where it is easy to pick them up, and ask them to hold onto you as this will support you and the child when lifting.
- Do not place the child on your hip, carry them directly in front of you in order to balance their weight equally.
- Wherever possible, avoid carrying the child a long distance.
- Where a child is young and is unable to hold onto you, ensure you support them fully within your arms.
- Avoid carrying anything else when carrying a child. Make two journeys or ask a colleague to assist you.
- If a child is struggling or fidgeting whilst you are carrying them, stop, place them back down and use reassuring words to calm the child before continuing.
- Students and pregnant staff members must not carry children.

## 9.4 Position

Stand in front of the load with your feet apart and your leading leg forward. Your weight should be even over both feet. Position yourself (or turn the load around) so that the heaviest part is next to you. If the



load is too far away, move toward it or bring it nearer before starting the lift. Do not twist your body to pick it up.

## 9.5 Lifting

Always lift using the correct posture:

- Bend the knees slowly, keeping the back straight.
- Tuck the chin in on the way down.
- Lean slightly forward if necessary and get a good grip.
- Keep the shoulders level, without twisting or turning from the hips.
- Try to grip with the hands around the base of the load.
- Bring the load to waist height, keeping the lift as smooth as possible.

## 9.6 Moving the child or load

- Move the feet, keeping the child or load close to the body.
- Proceed carefully, making sure that you can see where you are going.
- Lower the child or load, reversing the procedure for lifting.
- Avoid crushing fingers or toes as you put the child or load down.
- If you are carrying a load, position and secure it after putting it down.
- Make sure that the child or load is rested on a stable base and in the case of the child ensure their safety in this new position.
- Report any problems immediately, for example, strains and sprains. Where there are changes, for example to the activity or the load, the task must be reassessed.

## 9.7 The task

- Carry children or loads close to the body, lifting and carrying the load at arms length increases the risk of injury.
- Avoid awkward movements such as stooping, reaching or twisting.
- Ensure that the task is well designed and that procedures are followed.
- Try never to lift loads from the floor or to above shoulder height. Limit the distances for carrying.
- Minimise repetitive actions by re-designing and rotating tasks.
- Ensure that there are adequate rest periods and breaks between tasks.
- Plan ahead – use teamwork where the load is too heavy for one person.

## 9.8 The environment

- Ensure that the surroundings are safe. Flooring should be even and not slippery, lighting should be adequate, and the temperature and humidity should be suitable.
- Remove obstructions and ensure that the correct equipment is available.



## 9.9 The individual

- Never attempt manual handling unless you have been trained and given permission to do so.
- Ensure that you are capable of undertaking the task – people with health problems and pregnant women may be particularly at risk of injury.
- Where applicable, and depending on the age/stage as appropriate, encourage children to use ladders up to the changing table for nappy changes rather than lifting. Where this is not appropriate always follow the lifting process.
- Use cots with a drop down side and avoid bending to lift babies from their cot.

## 10. No Smoking Policy

At Little Learners we comply with health and safety regulations and the safeguarding and welfare requirements of the Early Years Foundation Stage in making our setting a no-smoking environment, both indoors and outdoors.

We are committed to promoting children's health and well-being. This is of the utmost importance for the nursery. Smoking has proved to be a health risk and therefore in accordance with legislation, the nursery operates a strict no smoking policy within its buildings and grounds. It is illegal to smoke in enclosed places. We respect that smoking is a personal choice, although as an organisation we support healthy lifestyles.

### 10.1 Our Procedures

- All persons must abstain from smoking while on the premises. This applies to staff, students, parents, carers, contractors and any other visitors to the premises.
- Staff accompanying children outside the nursery are not permitted to smoke.
- Staff must not smoke while wearing nursery uniform as it is essential that staff are positive role models to children and promote a healthy lifestyle. If staff choose to smoke during breaks they are asked to change into their own clothing and smoke away from the main entrance.
- We also request that parents accompanying nursery children on outings refrain from smoking while caring for the children.

This policy also applies to vaping and electronic cigarettes.

## 11. Outings

The nursery has a separate, comprehensive Outings policy relating to outings, which incorporates all aspects of health and safety procedures including the arrangements for transporting and the supervision of children when away from the nursery.

## 12. Risk Assessment

- At Little Learners we ensure we take all reasonable steps to ensure staff and children in our care are not exposed to risks. We do this by identifying potential risks and the actions we take to reduce and manage risks.



- Our risk assessment process includes determining where it is helpful to make some written risk assessments in relation to specific issues, to inform staff practice, and to demonstrate how we are managing risks if asked by parents and/or carers and inspectors.
- Risks assessments are completed using a simple five-step process that can be completed by any suitably trained member of staff (or an appropriate third party). The five-step risk assessment process is shown below:

Step 1: Identification of a risk	Where is it and what is it?
Step 2: Who is at risk	Staff, children, parents, cleaners, contractors etc?
Step 3: Level of risk	Assess whether the level of a risk is high, medium, low. This takes into account both the likelihood of it happening, as well as the possible impact if it did.
Step 4: Control measures to reduce/eliminate risk	What will you need to do, or ensure others will do, in order to reduce that risk?
Step 5: Monitoring and review	How do you know if what you have said is working, or is thorough enough? If it is not working, it will need to be amended, or maybe there is a better solution.

- We carry out written risk assessments and review them regularly (at least annually).
- When circumstances change in the nursery, e.g. a significant piece of equipment is introduced, we review our current risk assessment or conduct a new risk assessment dependent on the nature of this change.
- The following risk assessments are made available to staff on SharePoint:
  - Activities and Games
  - Asbestos (where relevant)
  - Building
  - Fire
  - First Aid
  - Legionella
  - Manual Handling
  - Working at Height
  - Parents on Site
- In addition to the above risk assessments, our staff also conduct daily risk assessments of children's rooms and outdoor areas.
- All outings away from the nursery are individually risk assessed. For more details, refer to the Outings policy.

### 13. Room temperatures

- Staff should be aware of room temperatures in the nursery and should ensure that they are suitable at all times.
- There is a thermometer in each room and temperatures are recorded.
- Staff must always be aware of the dangers of babies and young children being too warm or too cold.
- Temperatures should not fall below 18°C in the baby rooms and 16°C in all other areas.



- Where fans are being used to cool rooms, great care must be taken with regard to their positioning.

#### **14. Safety Checks**

Little Learners makes sure the nursery is a safe environment for children, parents, staff and visitors by carrying out safety checks on a regular basis in accordance with the timescales set out in the nursery checklists. These include daily checks of the premises, indoors and outdoors, and all equipment and resources before the children access any of the areas. The checks are recorded to show any issues and solutions.

All staff should be aware of potential hazards in the nursery environment and monitor safety at all times.

#### **15. Water supplies**

- A fresh drinking supply is available and accessible to all children, staff and visitors.
- All hot water taps accessible to children are thermostatically controlled to ensure that the temperature of the water does not exceed 43°C.

#### **16. Workstation and display screen equipment**

At Little Learners we take the welfare of our employees seriously and put safeguards in place to help protect the health and safety of all employees. This includes any staff who are required to undertake office duties as part of their role including those that may involve sitting at a computer.

We carry out risk assessments to assess any health and safety risks to employees carrying out office duties and provide appropriate equipment for their role.

Staff using computers can help to prevent health problems in the office by:

- Sitting comfortably at the correct height with forearms parallel to the surface of the desktop and eyes level with the top of the screen.
- Maintaining a good posture.
- Avoiding repetitive and awkward movements by using a copyholder and keeping frequently used items within easy reach.
- Changing position regularly.
- Using a good keyboard and mouse technique with wrists straight and not using excessive force.
- Making sure there are no reflections or glare on screens by carefully positioning them in relation to sources of light.
- Adjusting the screen controls to prevent eyestrain.
- Keeping the screen clean.
- Reporting to their manager any problems associated with use of the equipment.
- Planning work so that there are breaks away from the workstation.



### Seating and posture for typical office tasks:

- Ensure office seating provides good lumbar support and seat height and back adjustability.
- Ensure there is no excess pressure on underside of thighs and backs of knees.
- Foot support is provided if needed.
- Space for postural change, no obstacles should be under the desk.
- Forearms approximately horizontal.
- Minimal extensions, flexing or straining of wrists.
- Screen height and angle should allow for comfortable head position.
- Space in front of keyboard to support hand/wrists during pauses in typing.

We will conduct annual work station self-assessments for office based staff.

Employee must let their manager know as soon as possible if they require additional support.

This policy meets the requirements of the Statutory Framework for the EYFS 1<sup>st</sup> September 2021.

Date policy last reviewed/updated	19 <sup>th</sup> November 2021	Reviewed by	Julia Ward, Quality Manager
Date of next review/update	November 2022		

