



Health, Safety and Environmental Handbook

This booklet is a full set of Blue Sky Day Nursery's Health and Safety policies and procedures and also lays out the Blue Sky Environmental policy.

A copy of this document is available for all staff to access at all times in the Policies file stored in the office.

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Issue 04

Issued By: Vivienne Pooleman

Reason for update

Issue	Date	Reason for update/ Sections changed
4	23-01-19	Full overview

Team review of updated document:
 Please be aware you are signing to say you are aware of the contents of this entire document not specifically the sections revised above.

Date	Name	Signature

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Health and Safety Statement

Our policy is to provide and maintain safe and healthy working environment for all staff, children and visitors at the nursery. We will do this by ensuring that all the nurseries resources (staff, equipment, materials and information) are suitable for the task to which they have been allocated. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

Posters detailing the Health and safety law will be displayed in the Staff Room or office.

It is the policy of Blue Sky Day Nursery that all staff members take an active role in the identification of any potential hazards and the subsequent removal of these hazards.

Health and safety is such a critical part of our operation that breaches in Health & Safety will be dealt with as a disciplinary action.

Environmental Policy

We acknowledge the impact we may have on the environment and will endeavour to minimise this as far as is practicable at all times. We will do this in the following ways:

- Avoid damaging equipment which may result in unnecessary waste.
- Any equipment waste will be taken to a recycling point or charity shops
- Consumable waste will be minimised or recycled.
- Where possible environmentally friendly options will be selected.
- The use of single use plastics will be reduced as far as possible and replaced with materials which can be reused e.g. washable aprons instead of single use plastic aprons.
- Single use plastics in craft should be excluded where possible e.g. Drinking straws, glitter etc. If they are essential to the craft activity biodegradable alternatives should be sourced.

Roles & Responsibilities

Health and Safety is the responsibility of everyone at Blue Sky. You are responsible for your own safety and must ensure that you operate to the highest standards at all times.

The management consider this matter of such importance that breach of health and safety procedures by staff constitutes gross misconduct and will be dealt with as a disciplinary matter. Staff and management must constantly be mindful of their responsibilities individually and collectively for the safety of themselves, their colleagues and the children.

Proprietor/ Business Manager

- Provide safe resources.
- Ensure procedures are available and clear for all staff to access
- Monitor and revise Health and safety policy annually
- Review risk assessments and lost control tour documents ensure the implementation of corrective actions is completed.

Nursery Manager/ Deputy as agreed

- Ensure all staff are trained in the Health and Safety policies.
- Ensure any breach of policy is addressed immediately and actioned through the disciplinary procedure.
- Perform monthly, lost control inspections to identify possible hazards both inside and outside the building, these tours are designed to assist in the prevention of accidents.
- Perform risk assessments.

All room supervisors

- Ensure that all staff are aware of Health & Safety procedures and that the correct procedures are being adhered to for the safety of the customers, staff and children.
- Make sure that equipment is good working order and is checked on a regular basis.

All Staff

- To ensure that they are aware of and actively contribute to creating a Healthy and Safe environment.
- Completing risk assessments for all activities.
- Reading and understanding the Health and Safety Law Poster.
- Reading and following the Health and Safety Policies and Procedures.
- Checking equipment regularly and adhering to the correct procedures.
- Taking part in lost control inspections as required by the Nursery Manager

General Safety do's and don'ts

The list of safety rules set out below is not exhaustive and is intended for general guidance only. Some rules will be explained to you by your line manager or by an experienced employee. *If you are unsure about health and safety issues don't be afraid to ask.*

Do

- Look where you are going and proceed cautiously and carefully around the site.
- Avoid running or rushing about – it's better to be safe than sorry.
- Make sure that you really understand what to do before you operate any piece of equipment or machine, however simple.
- Make sure that you use proper methods for lifting and handling: keep your back straight: if a base or tray is too heavy for you to lift on your own, wait until someone can help you.
- Clean up after yourself: your untidiness or carelessness may cause injury to someone else.
- Wear special protective clothing, including goggles, ear protectors, gloves or boots or aprons when advised to do so.
- Take care at all times for the safety of yourself and others.
- Complete an accident form for any injury, however slight, to your line manager.
- Report hazards.

Don't

- Run inside or outside the site.
- Attempt to operate any machine or equipment without taking proper instructions.
- Attempt to clean any machine or any moving part whilst it is in motion.
- Interfere with any safety equipment or machine guards.
- Tamper with any electrical wiring or equipment.
- Leave things lying around on benches or in gangways.
- Obstruct fire exits.

Risk assessments

Any activity should be undertaken only after an appropriate risk assessment has been reviewed with those undertaking the activity. In the event that an appropriate risk assessment does not exist a new risk assessment should be completed

Accidents – first aid

Any injury requiring treatment should be dealt with by one of the company's trained first-aiders. A trained first aider must be on site at all times that the setting is open.

Reporting accidents

You should report any accident, however minor to your line manager who will ensure that all reported accidents are entered in the Accident Book. In the event of a serious or notifiable accident or dangerous occurrence, it is essential that the Nursery Manager or most senior person on site is located and advised as soon as possible, in order that suitable action is taken.

In case of fire

Rules concerning fire evacuation are posted on the notice board in your department.

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:

- 1) To establish and maintain a safe and healthy environment throughout the nursery.
- 2) To establish and maintain safe working procedures amongst staff and children.
- 3) To make arrangements for ensuring safety and the absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- 4) To 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 safety and health and to ensure that they have access to health and safety training as and when required.
- 5) To maintain a safe and healthy place of work with a safe access to and exit from it.
- 6) To formulate effective procedures for use in case of fire and other emergencies and for evacuating the nursery premises.
- 7) To follow the regulations of the Health & Safety at Work Act 1974 and any other relevant legislation.

We believe the risks in the nursery environment to be low but to maintain the maximum protection for children, staff and parents/carers we consider it necessary to:

- 1) Ensure the highest standards of cleanliness are maintained.
- 2) Ensure safe and clear accesses and exits from the building, including fire exits.
- 3) Regularly check the premises room by room for structural defects, worn fixtures and fittings or electrical equipment, and take the necessary remedial action.
- 4) Ensure that all staff are aware of the fire procedures and regular fire drills are carried out.
- 5) Ensure that all members of staff are aware of the procedures in case of accidents.
- 6) Ensure that all members of staff take all reasonable action to control the spread of infectious diseases and that they wear protective gloves and clothes where appropriate.
- 7) Prohibit smoking on the premises.
- 8) Prohibit any contractor working on the premises without prior discussion with the Nursery Manager to negate any risks to the staff or children.
- 9) No inappropriate jewellery to be worn. One pair of stud earrings and wedding/engagement rings are acceptable.
- 10) Dress code: smart and practical with sensible shoes. Long hair must not pose a health or safety risk, if it is deemed to do so it should be tied back at all times.
- 11) No running inside premises
- 12) All electrical sockets should be protected by safety plugs, no trailing wires.
- 13) All cleaning materials/toilet cleaner to be placed out of the reach of children.
- 14) Protective clothing should be worn when serving food.
- 15) Nuts e.g. peanuts are not allowed in the Nursery.
- 16) When in high chairs children should be restrained by the harness.
- 17) Children who are asleep should be checked frequently.
- 18) Telephone calls must be received before 7:30am if a member of staff is not well enough to attend work.
- 19) All staff should familiarise themselves with the First Aid boxes and know who the trained First Aiders are.
- 20) Children must be supervised at all times.
- 21) No student should be left unsupervised at any time.
- 22) Whilst 1 child is on site 2 staff members will also be on site.

Fire Evacuation

Policy:

It is the policy of Blue Sky Day Nursery that the manager/ deputy manager will perform a fire drill not less frequently than each term, this will be documented in the fire safety handbook.

No fire door should be obstructed; at BSDNMW all fire doors have a turn lock opener; at BSDNY the doors from the pixies and elves do not have turn locks, the keys for these doors are left in the lock and fastened to the door.

The building has been designed to comply with the standards for fire safety any changes to the building will be assessed for compliance.

Procedure:

1. The person discovering the fire should activate a fire break point, located adjacent to all building exits.
2. The most senior person on site will call the emergency services prior to their evacuation only if this does not pose a risk to their safety. In the event that it is not safe to call prior to evacuation the emergency services can be called once outside from either a mobile phone or by going to an adjacent property to make the call.
3. All doors should be closed to prevent the spread of fire, providing it is safe to do so.
4. Each room be checked to ensure all rooms; toilets and corners have been vacated.
5. The attendance registers and evacuation bags for each room should be collected.
6. The building should be evacuated as soon as the alarm is raised, everyone (staff, children and visitors) should leave the nursery through the nearest safe exit, all escape routes are identified by illuminated signage.

Where possible the children should be evacuated directly into the outdoor play space. If this is not possible the children should evacuate through the main nursery entrance with a staff member who should then lead them through the main outdoor play gate and back into the play space, unless directed to a safer area. Under no circumstances should personal belongings be collected prior to exiting the building. Under no circumstances should anyone go back into the building.

7. Fire extinguishers and a fire blanket are provided but these should only be used when no personal risk is posed by doing so.
8. The children and staff should assemble at the fire assembly point
 - At BSDNMW this is at the rear of the outdoor area near the portakabin.
 - At BSDNY this is in the ROKO car park.
9. The children and staff members should be checked against the registers.
10. The Business Manager or Nursery Manager should enter the plant room and isolate the mains gas supply, if it is safe to do so.
11. On arrival of the Emergency services the Business Manager or Nursery Manager will liaise with the emergency services.

Risk Assessment

Policy:

It is the policy of Blue Sky Day Nursery to review risk assessments at least every six months and perform a monthly inspection of the nursery in order to identify any new potential hazards

Procedure:

The Nursery Supervisor and one other member of staff will walk around the nursery each month looking for potential hazards, these could include:

- Old or worn equipment,
- Trailing wires on equipment,
- Boxes or other items inappropriate placed
- Poorly stored materials and equipment
- Others

When a possible hazard is identified a risk assessment should be completed using the attached table as follows:

1. Detail the nature of the hazard.
2. Detail who could be harmed.
3. Detail the existing controls, which would prevent people being harmed.
4. Consider if the existing controls would reduce the risk of harm to its lowest practicable level.
5. If required use the attached matrix.
6. Identify a risk owner who will be responsible for reducing the risk or removing the hazard, this should be someone who works within the room.
7. Agree with the risk owner when the risk assessment will be completed by.
8. This risk owner should then take over the risk assessment and determine what additional controls can be put in place to acceptably reduce the risk, these controls could be as simple as notifying other staff members that something is causing a hazard or as complicated as developing a new way of working to remove the risk.
9. The master copy of the risk assessment should be held in the risk assessment master file in the nursery office. The person in charge of implementing additional controls should take a copy.

All staff have an obligation to look for and eliminate potential hazards at all times.

Office Work and VDU use

Policy:

It is the policy of Blue Sky Day Nursery to provide equipment suitable for the safe use of office equipment including VDU's.

Procedure:

Staff can help to prevent health problems by:

- Sitting comfortably as follows:
 - Hips at a slightly higher level than knees
 - Forearms parallel to the surface of the desktop
 - 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 for breaks away from the workstation.

Manual Handling

As it is not possible to eliminate manual handling altogether, correct handling techniques must be followed to minimise the risks of injury.

As with other health and safety issues, the most effective method of prevention is to eliminate the hazard – in this case, to remove the need to carry out hazardous manual handling. For example: it may be possible to 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, they must be assessed. This involves examining the tasks and deciding what the risks associated with them are, and how these can be removed or reduced by adding control measures.

Correct Lifting Procedure

1 Planning and Procedure

- Think about the task to be performed and plan the lift.
- Consider what you will be lifting, where you will put it and how you are going to get there.
- Never attempt manual handling unless you have read the correct techniques, as detailed below, 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 weight and centre of gravity of the load.
- Assess the size of the load to make sure that you can grip it safely and see where you are going.
- Assess whether you can lift the load safely without help. If not, get help. 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.
- Avoid lifting unsafe loads, such as damaged glass or badly packed chemicals.
- 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 will be able to maintain a firm grip.
- Ensure that you are wearing the correct clothing, avoiding tight clothing and unsuitable footwear.
- Remove any unnecessary packaging, if this will make the task safer.
- Reduce the size and weight of loads to make handling easier. This could involve suppliers packing items into smaller consignments before delivery.
- Control harmful loads – for instance, by covering sharp edges or by insulating hot containers.
- Consider a resting stage before moving a heavy load or carrying something any distance.

2 Position

- Stand 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.

3 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.

4 Move the load

- Move the feet, keeping the load close to the body.
- Proceed carefully, making sure that you can see where you are going.
- Lower the load, reversing the procedure for lifting.
- Avoid crushing fingers or toes as you put the load down.
- Position and secure the load after putting it down.
- 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.

Special Consideration

Policy:

We recognise that certain employees such as young persons, new and expectant mothers and persons having a disability require special consideration under The Management of Health and Safety at Work Regulations 1992. The Health and Safety Policy should have regard to such persons both at the commencement of employment and during the course of it. The following procedure is therefore set down to achieve this aim.

Procedure:

Any employee who believes they should be offered special consideration should talk to their line manager.

Any employee requiring special consideration will be assessed by the manager on induction to the nursery or when their condition or disablement comes to light. The risk assessments relating to the occupation of such workers will be considered at these times and special measures such as training and supervision, arrangements, modifications, and medical surveillance if necessary, will be agreed upon with the worker.

Further assessments and reviews will be carried out at appropriate intervals.

Nappy changing and contact with bodily fluids

Due to the nature of our business it is not possible to eliminate all contact with bodily fluids through either sickness, nappies or accidents.

Sickness/ Accidents

There is a “clean up” bucket at each setting for use in emergencies, this includes:

- Cloths/ sponges
- Cleaning agents
- Plastic disposable apron
- Plastic disposable gloves

In the event of vomit or blood requiring cleaning the employee should wear the provided equipment and clean the area thoroughly with the cleaning agent and cloths/ sponges.

The damp area should be dried as far as is possible with disposable paper towels or blue cloth.

All equipment used should be placed into the yellow bio-hazard bin.

Nappy changing

Nappy changing is a routine part of the day.

Disposable aprons and gloves are available for the employees to use if the situation warrants however we do not stipulate that every nappy change requires an apron and gloves. Good hygiene practices should be undertaken after every nappy change and these may be considered sufficient for routine nappies:

- After changing a nappy hands should be thoroughly washed with antibacterial soap provided.
- Hand cream is available if desired by the employee.

In the event that a nappy is particularly messy and contamination of the individuals clothes could be expected PPE must be worn.

Food Handling and Food storage

General

All staff preparing food will wear a washable apron and hairnet.

All staff serving food will wear a washable apron.

It is the policy of Blue Sky Day Nursery to always provide the highest quality food and drinks. In order to achieve this the Safer Food Better business handbook will be followed.

All employees will be trained in the safe practices associated with handling food, as a minimum the cook will have higher level, external training.

A SFBB "Quick Check" guide can be found on the wall in the kitchen, all employees working with food should comply with the quick check.

Cleanliness

The cook and manager are accountable for the cleanliness of the kitchen area which should be of the highest standard.

Fridges will be cleaned once a week.

All cupboards will be cleaned once per week.

Storage

Raw meat will be stored at the lowest point in the fridge.

Each fridge will contain a clean jam jar of water, the temperature of this water will be taken using the food probe each day and recorded in the log, the fridge temperature should be as stipulated in the SFBB handbook, if it is over the legal temperature the manager should be informed and an alternative fridge should be used.

Food Sampling

Prior to serving each meal a sample of each food item will be taken and placed in a plastic food bag. This food bag will be placed in the sample box in the kitchen refrigerator. On a Monday all samples from the last week will be disposed of. The purpose of this action is that in the event of a food related incident a sample is easily accessible to help with any investigation.

Food probe calibration

Once per month undertake the following 2 checks:

1. put ice cubes into a small amount of water, after 2 minutes take the temperature of the water, it should be not more than 1°C (note if you use too much water the ice cubes will not have had the time to chill the water).
2. Bring a pan of water to boil. Take the pan off the heat. WITH CARE take the temperature of the water, it should be over 99°C

Freezing:

- When storing items in the freezer raw meats should occupy the lowest part of the freezer.
- Stock rotation should be followed.
- Keep the food in the suppliers packaging if the packaging is undamaged.
- Always reseal open packaging.
- If the food needs to be repacked ensure it is clearly labelled with both the date of freezing and the use by/ best before date as a minimum.
- Never put unwrapped food in the freezer.

Dry storage:

- Dry goods should be stored in a cool, dry and well-ventilated place.
- Dry goods should be stored in secure containers as they can attract pests.
- Perform stock rotation.
- Root vegetables can be stored in a cool dark place but ensure that soil cannot contaminate other materials.

If any doubt exists about the food products they should not be used.

Allergies and Dietary needs

Blue Sky caters for children with all sorts of allergies and special dietary needs.

Children are identified on the Allergies and Dietary needs sheet within their care room and also within the kitchen.

When the cook asks for numbers of children each day she should be informed if there are children with allergies or special dietary needs in attendance.

The cook will prepare an appropriate substitute meal for the child, where possible this will appear to be the same meal in order to avoid disputes between children.

Dealing with allergic reactions

Allergic reactions are to be avoided as far as is possible accommodation will be made to change the way we work in order to support these children and families.

Piriton is held at Blue Sky in the office and will be administered with parent consent where the risk of an allergic reaction is known. In the event a child has an allergic reaction and there is no care plan in place it is acceptable to call the parent and receive verbal consent to administer piriton.

If a child has a serious condition there should be an individual care plan in place, this should be displayed in the office, near the first aid box, in the staff room and in the child's care room. All staff will be briefed at a staff meeting and reminded regularly of the details of the care plan.

Packed lunches

Packed lunches are only to be brought by pre-agreement for children accessing 3&4 year old funding on the non-consumables contract and out of school club for lunches in the holidays. The following rules apply:

- Breakfast to include any of the following, Cornflakes, Rice Crispies, Weetabix, wholemeal bread, vegetable margarine.
- Mid morning snack to include a selection of fruit, vegetable or salad sticks, rice cakes, bread sticks, boiled eggs, sliced meats.
- Lunch must include protein and dairy (meat or cheese), must contain carbohydrates (rice, pasta, potatoes or whole meal bread), must contain fruit, salad or vegetables.
- Mid afternoon snack to include a selection of fruit, vegetable or salad sticks, rice cakes, bread sticks, must NOT include boiled eggs, sliced meats.
- Tea must contain carbohydrates (rice, pasta, potatoes or whole meal bread), must contain fruit, salad or vegetables, must NOT include protein (meat or cheese or dairy).
- Where the pack up is for our Early Education funded children these pack ups should not contain crisps, juice, pop, sweets, chocolate or other high salt or sugar level elements to keep in line with the nursery's healthy eating programme. This rule is relaxed for holiday club children.
- **NO NUTS AT ALL, OR TRACES OF NUTS UNDER ANY CIRCUMSTANCES. The nursery has children with severe allergies and exposure to nuts could result in DEATH!** If we find nuts or traces of nuts in any of the food items supplied the result will be that the child is immediately switched to the consumables contract from that date.

Transportation and use of company vehicles

Blue Sky operate company cars for the transport of children and employees.

Maintenance

Each vehicle will be compliant to the legal requirements for vehicals traveling on the public highway and will have a valid MOT, Insurance (specific for business use) and road tax.

Each vehicle will subject to service

Each day the vehicles will be checked as per attached check sheet.

Car seats

Car seats of the booster or booster with back types of car seats are available for the children and should be used in line with the legal requirements.

Where children are younger than may legally use booster type seats their own car seat may be used.

Parents should if possible fit these seats themselves however if this is not possible then the parents can show the staff how to fit the seats and the staff can then install them.

Document Templates

Risk Assessment

Assessment Date:- _____

Location within setting or outside:- _____

Task/Activity/Areas Assessed: _____

- Who A=Adult, V=Visitor, C=Child

Hazards Identified	Who*	Consequence	Likelihood	Risk value	Control Measures in Place	Consequence	Residual risk level	Final Risk Value

Likelihood				
5	4	3	2	1
Very likely	Likely	Fairly unlikely	Unlikely	Very unlikely

Consequence				
5	4	3	2	1
Catastrophic	Major	Moderate	Minor injury	No injury

Rating			
4-1	9-5	20-10	25-20

Action Required (Note any temporary action/ control measures required)	Further actions that may require longer term considerations	Action Completed (Name and Date)
Action Review Date	Action Review Date	Action Completed (Name and Date)

Action Reviewed		Action Reviewed	
Assessment Review Date		Assessment Review Date	
New Risk Assessment Required	Yes No	New Risk Assessment Required	Yes No
Completed By (Name)		Completed By (Name)	
Signature		Signature	

Assessment Review Date		Assessment Review Date	
New Risk Assessment Required	Yes No	New Risk Assessment Required	Yes No
Completed By (Name)		Completed By (Name)	
Signature		Signature	

Assessment Review Date		Assessment Review Date	
New Risk Assessment Required	Yes No	New Risk Assessment Required	Yes No
Completed By (Name)		Completed By (Name)	
Signature		Signature	

Vehicle check sheet