



Parish of St Helier

Westmount Day Nursery Health and Safety Procedures

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| Author | James Kent FIIRSM |
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These procedures should be read in conjunction with other relevant policies

1. Introduction

A copy of this document, which outlines Westmount Day Nursery's Health & Safety arrangements and organisational structure, is provided for each employee within the nursery along with any interested person who may be affected by work activities. Copies are displayed internally on notice boards, are available on People HR, and it is provided on request to any interested party.

In order for Westmount Day Nursery to discharge its statutory duties, employees are required by law to co-operate with management in all matters concerning the Health, Safety & Welfare of themselves and any other person who may be affected by their acts or omissions whilst at work. The main Health & Safety management systems for the nursery are located in the Manager's Office and are available for inspection by any interested party after submission of any reasonable request.

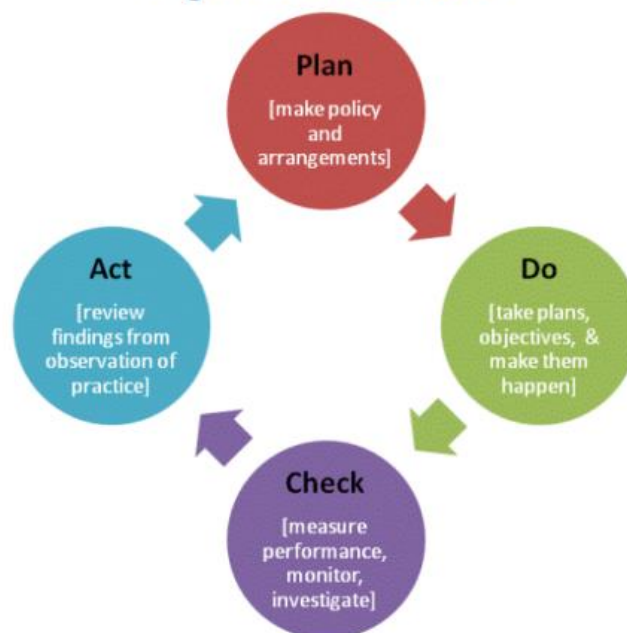
In order to ensure that the Health & Safety Policy is sustained in an effective condition, it is essential that the information is up to date and accurate. It is the responsibility of the Manager to ensure that revisions are made which reflect changes that have taken place within the nursery. In addition, the Policy will be reviewed if accidents occur or the findings of any management inspections raise concerns.

The Manager encourages all her employees to inform her of any areas of the Health & Safety Policy that they feel are inadequate to ensure that the Policy is maintained as a "live" working document. The health and safety management system is based on HSG65 which is recognised by the Health and Safety Inspectorate as the standard for an effective management system.

Any breaches in Health and Safety and unacceptable risk taking will result in disciplinary action being taken in accordance with the grievance and disciplinary policy set out in the Parish of St Helier handbook.

New HSE Management of Safety Model

Figure 1: HSE PDSA



2. General Policy Statement

To Fulfil The Parish Commitment To Effective Health and Safety Management We Shall:

- Make financial provision for the implementation of this policy.
- Provide safe access and egress to work areas.
- Provide a safe working environment.
- Provide safe plant and equipment.
- Ensure that articles and substances are safe for use.
- Provide information, instruction, training and supervision to all staff.
- Formulate safe systems of work based on risk assessment and communicate these to staff.
- Carry out inspections and audits on a regular basis.

Employees Responsibilities

All employees have duties under the Health & Safety at Work (Jersey) Law 1989 and they are hereby informed of their personal responsibilities to take due care of: -

- The Health & Safety of themselves and to ensure that they do not endanger other persons by their acts or omissions.
- To co-operate with their employer in order that the employer can comply with the legal requirements placed upon him and in the implementation of this Policy.
- To not interfere with articles provided in the interests of health and safety.
- To carry out work and tasks in strict accordance with their job description, Health and Safety Policy and relevant risk assessments.

Article 23

Where it can be proved that any Director, Manager, Secretary or other similar officer acted with consent or connivance or neglect that led to an offence under statutory law, then that person can also be prosecuted as well as the company/ organisation.

The overall Statement of Intent signed by the Connétable can be found in the Corporate Health and Safety Policy document.

3. Policy Aims

The aim of this policy is to ensure that health and safety is effectively managed and responsibilities are allocated accordingly to ensure the following guiding principles:

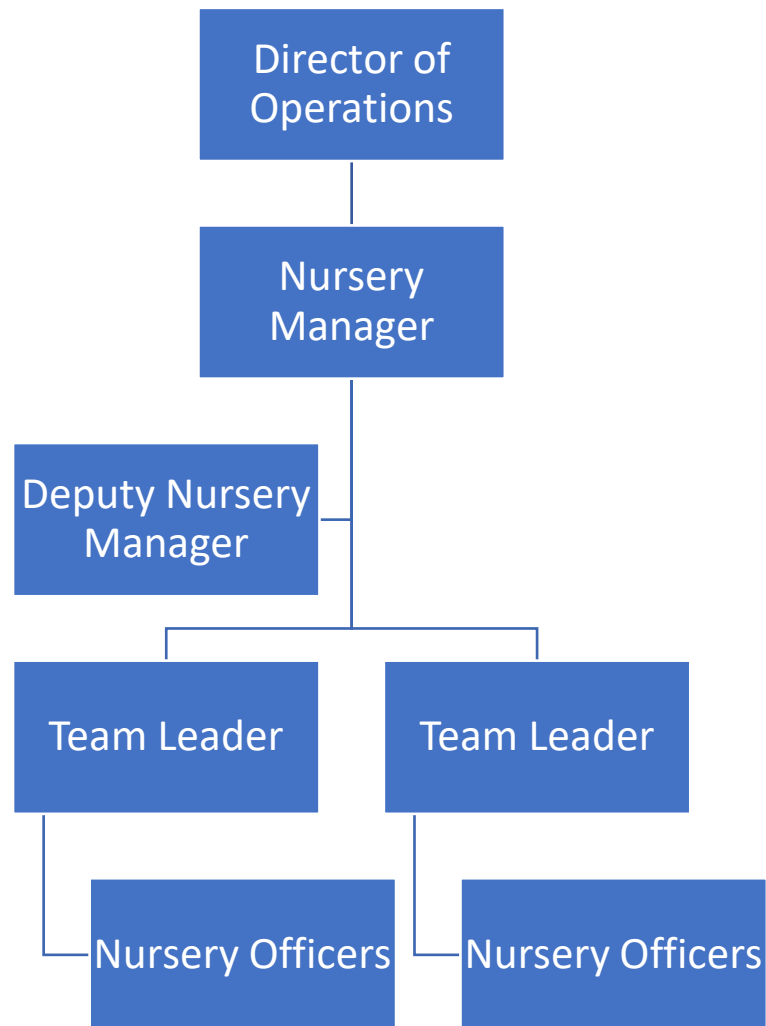
- The prevention of accidents reduces the costs associated with injuries and claims, potential prosecution costs and fines.
- The prevention of accidents and illness and loss to ensure we meet our moral obligations to our workforce and others affected by Parish activities
- The prevention of accidents and claims helps prevent insurance costs escalating and ensures insurance cover is valid
- The prevention of accidents ensures the reputation of the Parish as a caring and responsible employer



4. Organisation Chart

Westmount Day Nursery intends to comply with the Health and Safety at Work (Jersey) Law 1989 and associated regulations and have, therefore, developed the organisation structure shown below, which is designed to produce speedy recognition, avoidance of and resolution to any Health and Safety problems. Whilst each employee has a responsibility for Health and Safety, the overall responsibility to ensure safe systems of work rests with the Connétable.

Figure 2: Westmount Day Nursery Organisation Chart:



5. Responsibilities

Director

Responsibilities as follows:

- Possess health and safety qualifications – IOSH Managing Safely as a minimum
- Identify the resources necessary to meet health and safety obligations under the law
- Meet with Managers to discuss ongoing health and safety improvements
- Assist managers resolve safety issues
- Discuss risk reduction control initiatives and schedule improvements
- Ensure that new equipment purchased is fit for purpose and suitable
- Liaising with Managers, identify training needs to ensure that staff are competent and capable of performing duties to required standards
- Liaising with Managers, develop training plans to ensure employees are adequately inducted, trained and receive instruction and are suitable supervised

Nursery Manager

Responsibilities as follows:

- Possess health and safety qualifications – IOSH Managing Safely as a minimum
- Identify the resources necessary to meet health and safety obligations under the law
- Meet with the Deputy Manager and Team Leaders to discuss ongoing health and safety improvements
- Assist the deputy manager with resolving safety issues
- Discuss risk reduction control initiatives and schedule improvements
- Ensure that new equipment purchased is fit for purpose and suitable
- Liaising with the deputy manager and team leaders, identify training needs to ensure that staff are competent and capable of performing duties to required standards
- Liaising with the deputy manager to develop training plans to ensure employees are adequately inducted, trained and receive instruction and are suitably supervised
- Ensuring the requirements set out in the operations and maintenance manual (O&M manual) for the building (where provided) are followed.
- Ensuring that an up-to-date premises health and safety file including asbestos registers and statutory inspection requirements is held.
- Co-ordinate arrangements in the building for dealing with emergencies in order to safeguard staff, children and visitors.
- Ensure systems are in place that enable work areas, fire exits, corridors, stairs, landings and stairwells to be kept clear.

Deputy Nursery Manager

- Ensure safety is included in meetings and discussions
- Ensure that appropriate equipment is available for use
- Set a good personal example with regard to the implementation of this policy
- Record and forward relevant safety information and records to Manager
- Ensuring that all employees receive appropriate instruction and training and refresher training in the use of any equipment or machinery that they use as part of their work.

- Ensuring that all risk assessments are carried out and that reviews are completed as stated, also ensuring that new assessments are completed when a task or operation significantly changes or when new equipment is installed.
- Identify any work equipment or processes that needs risk assessment
- Suitability of new plant and equipment must be verified prior to purchase
- Ensure equipment is maintained to preventative maintenance schedules
- Take a mature and intelligent attitude towards Health & Safety.
- Feedback any safety concerns to their manager
- Bring any safety breaches to the attention of their manager
- Ensure a tidy and orderly workplace is maintained
- Ensure any unsafe equipment is taken out of service
- Report non safety compliances and areas for improvement

Employees' Responsibilities

All employees have a legal duty under the Health & Safety at Work (Jersey) Law 1989 to:

- Take all reasonable care to ensure that their own health & safety, and that of others, is not adversely affected by anything that they do, or fail to do, at work.
- Not intentionally or recklessly misuse anything provided in the interests of Health, Safety and Welfare.
- Co-operate with their employer and others to enable the Parish to comply with statutory duties and requirements.
- Make yourself aware of safety rules and procedures that apply to your work
- Wear appropriate clothing or Personal Protective Equipment (PPE) when necessary
- Attend health and safety training and apply learning to the workplace
- Report all facts and concerns regarding accidents or incidents
- Report hazards and concerns
- Avoid improvisation and compromises to safety standards

Sub-contractors & Self-Employed Personnel

Sub-Contractors or Self-Employed personnel shall at all times observe and apply the requirements of the Health & Safety at Work (Jersey) Law 1989 and shall comply with safe Health & Safety practices and procedures.

Under the Health and Safety (Jersey) Law 1989 The Parish understands that it can be held responsible for the actions of its sub-contractors. The Parish therefore requires any sub-contractor to be approved to carryout works on behalf of the Parish, through the use of a pre-qualification questionnaire, and review of insurances & safety policy. Once approved, the contractor shall remain approved subject to annual review of insurance certificates.

Any sub-contractor that are required to work within the nursery must provide suitable:-

- Risk Assessment(s)
- Method Statement(s)
- Training Records for the relevant employees
- Confirmation that the employee has a valid Enhanced DBS check

All sub-contractors working within the nursery must sign in and out at reception. Contractors will be provided with any site-specific information relevant at the time of their visit.

6. Key Performance Indicators

Monthly management meetings include health and safety on the agenda. Key performance indicators can be active or re-active as follows:

- Accident and injury occurrences (staff and children)
- Investigation conclusions
- Employee absence records due to ill health and conclusions
- Training courses undertaken
- Feedback from attendees on course benefits
- Future training requirements and arrangements made
- No of risk assessments undertaken this month
- Minutes of safety meetings
- No of safety inspections carried out
- Safety inspection reports and recommendations
- Any communications with Health and Safety Inspectorate
- Staff feedback on Health and Safety matters

7. Risk Assessment Strategy

There are a number of significant risks that we recognise are associated with the nature of the work that Westmount Day Nursery undertakes. In order that these risks are effectively managed, we have identified that the following work activities require a risk assessment and subsequent safe system of work.

1. Manual Handling
2. Slips, trips & falls
3. Incorrect use of work equipment
4. Sharps (e.g kitchen knives for snack preparation)
5. Unauthorised visitors
6. COSHH and storage of chemicals
7. Bodily fluids
8. Infection control
9. Display Screen Equipment
10. Covid – 19 infection controls across the premises

Risk assessments are carried out by “competent” persons in house, in consultation with the staff that undertake the works, and forms part of a final safe system of work for the task to be undertaken. The managers review the risk assessments and put the required control measures into place. The Manager has the authority and responsibility to ensure that action is implemented, and that ongoing competent supervision is in place. Employees who undertake the tasks must be made aware of the risks and controls associated with the work being done and are expected to have read, understood and signed the risk assessment thus confirming that they have received the information required to carry out their job safely where appropriate. Employees must be asked for feedback to ensure that they understand why control measures are in place and why rules must be observed. The managers are responsible for identifying any work equipment or processes that needs risk assessment. The suitability and compliance with safety standards, of new plant and equipment must be verified prior to purchase.

The nursery has specific risk assessments for the sunshine room and rainbow rooms, and a generic CEYS risk assessment covering building safety features and use. Additional risk assessments are required to cover the risks to staff identified above.

8. Communication – Health and Safety Information

The Manager acknowledges that communication between employees at all levels is an essential part of effective Health & Safety management and will endeavour to communicate the Nursery's commitment to Health & Safety and to ensure that employees are familiar with the contents of the Health & Safety Policy. The nursery will communicate with its employees through oral and written directions and by example.

Information regarding Health & Safety is available as follows:

- Through management lines of communication
- This (the nursery's Health & Safety Procedures) document
- Staff notice board
- PeopleHR
- Social Security Dept
- CYPES & CEYS
- Online at various Health and Safety websites
- The HSI booklet – [A general guide to the H&S Law 1989](#).

9. Consultation

Consultation will be facilitated through the established team meetings. Staff will be consulted as part of the risk assessment process. Additional health and safety information will be provided via planned training sessions and by pre-arranged formal meetings.

10. Co-operation and Care

In order for the nursery to build and maintain a healthy and safe working environment, co-operation between workers at all levels is essential. All employees are expected to co-operate with the nursery and the representatives who are responsible for Health & Safety and to accept their own duties under this Policy. Disciplinary action may be taken against any employee who violates safety rules or who fails to perform their duties under this Policy.

11. Accident Investigation and Reporting

All accidents, however small, are to be recorded in the Accident and Incident Report book. Separate Accident Report books will be maintained for staff and children, and these will be located in the Managers Office. The Managers are responsible for reporting notifiable incidents to CEYS using the online portal, in addition to ensuring the accident book is completed.

Reportable incidents are those involving children or members of staff which result in:

- A visit to a health care professional such as a GP, optometrist or dentist
- An ambulance being called
- Treatment at A&E
- Hospitalisation for 24 hours
- More than 3 days absence from nursery
- Death or major injuries

The Director will be notified immediately of any serious accidents requiring attendance at the Hospital. The nursery's insurer will also be notified of any accidents as necessary. The Parish of St Helier see accident investigation as a valuable tool in the prevention of future incidents. In the event of an accident resulting in serious injury, an external investigation will be conducted and a report produced detailing

- The circumstances of the accident - including photographs and diagrams wherever possible.
- The nature and severity of the injury sustained.
- The identity of any eyewitnesses.
- The time, date and location of the incident.
- The date of the report.

All eyewitness accounts will be collected as near to the time of the accident as is reasonably practicable. Any person required to give an official statement has the right to have a representative present. The completed report will then be submitted to, and analysed by, the Director who will then notify the Executive Management Board and the Dept's external advisors (where appropriate), who will attempt to discover why the accident occurred and what action should be taken to avoid recurrence of the problem. A follow up report will be completed after a reasonable period of time examining the effectiveness of any new measures adopted.

The information held on accident and incident reports will be held securely in accordance with the requirements of the Data Protection (Jersey) Law 2018.

12. Near Misses

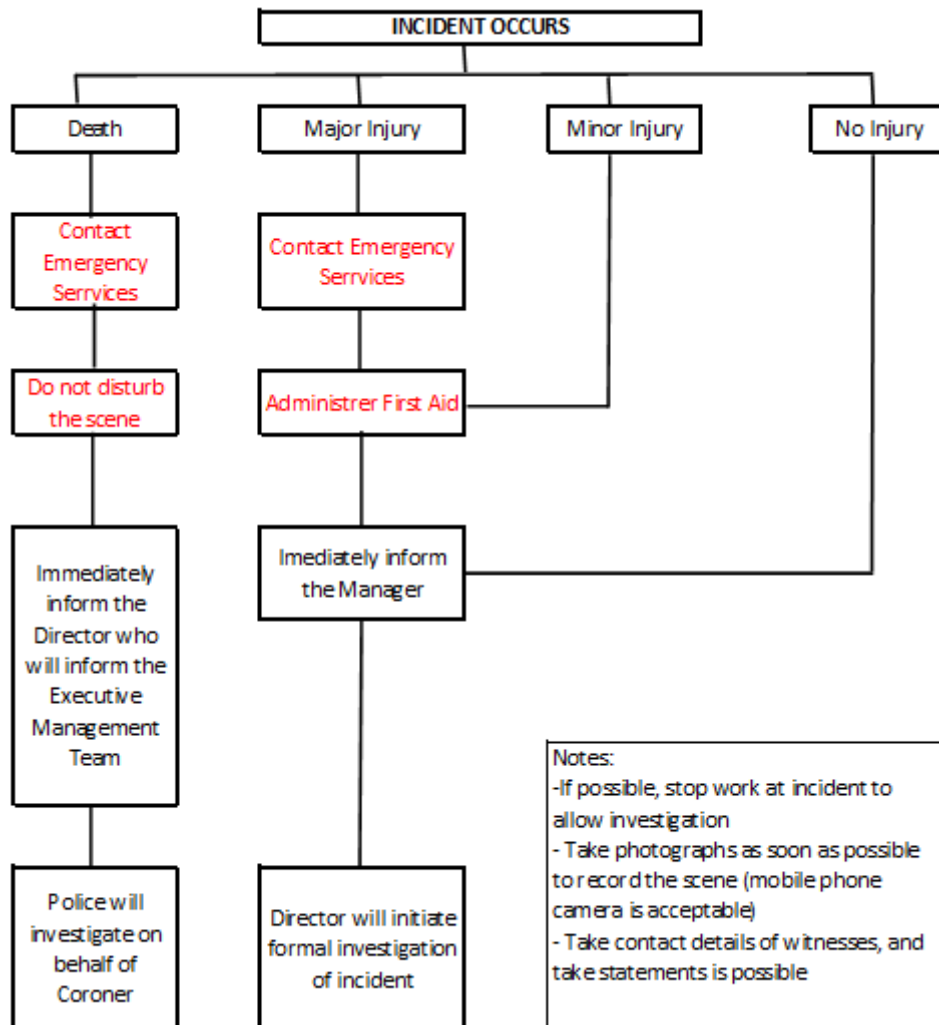
A near miss is an unplanned event that did not result in injury, illness or damage, but had the potential to do so. All near misses need to be reported so that investigations into the cause can assist in the implementation of additional procedures to reduce the risk of a recurrence. The diagram below shows the theory regarding near miss incidents leading to more serious injuries or potential fatalities. By reporting near miss incidents and putting in control measures we can reduce the chances of a more serious incident.



(source: Bird's triangle)

13. Accident Procedures

Figure 3: Accident Procedures Flowchart:



14. Training

Safety training is regarded as an indispensable element of an effective Health & Safety program. It is essential that every worker is trained to perform their job effectively and safely. It is the Directors opinion that if a job is not done safely then it is not done effectively. All staff will be trained in safe working practices and procedures and in the production of relevant risk assessments prior to being allocated any new role. Training will include advice on the use and maintenance of personal protective equipment appropriate to the task concerned, the safe use, inspection and maintenance of any equipment used and the emergency contingency plans. Training sessions will be held as often as is deemed necessary and will provide another opportunity for staff to make suggestions about, and to express any fears or concerns they might have about, Health and Safety.

Induction Training

All staff will receive induction training when they are first employed by Westmount Day Nursery, and additional induction training will be provided where an individual moves to a new role. In some instances it may be necessary to undertake “refresher” induction training on at least an annual basis.

Topics covered under the induction training will include:

- Individual responsibilities of all concerned
- Details of hazards specific to the task, e.g., manual handling, machine operation, manual handling, COSHH, etc. by reference to Risk Assessment documents
- Procedures to follow in the event of a fire; means of escape, assembly areas and the use of fire extinguishers
- Current first aid arrangements
- Procedures for reporting hazards and near misses
- Correct use of personal protective equipment where provided
- Sources of Health and Safety information

15. Specialist Records

Specific training will be given to employees where the need is identified by a risk assessment. The results of a “training needs analysis” ensure certain training is planned and carried out. Specialist training may include the following when and where relevant:

- Lone Working
- Dealing with violence and aggression
- COSHH

16. Training Records

The Managers will maintain a training matrix showing all persons attending training (including any induction training), and relevant attendance certificates will be copied to the personnel files.



17. The Workplace

Westmount Day Nursery will do all that is reasonably practicable to ensure that work areas are safe.

In particular the nursery will:

- Maintain all areas and equipment in good order to reduce the risk of slips, trips and falls.
- Provide and maintain suitable and sufficient lighting throughout the building, including outdoor pedestrian and vehicle routes.
- Maintain good levels of cleanliness throughout the workplace in accordance with the Early Years Matters Quality Framework.
- Maintain safe access and egress to places of work, with work areas arranged so that staff can work safely and comfortably.
- Organise traffic routes for pedestrians and / or vehicles so that traffic can move freely and safely without placing any person at risk. This may include the use of safety signs to identify routes and barriers to provide segregation when applicable.
- Provide sufficient toilets, washing facilities and sanitiser.
- Ensure office areas are suitably appointed and assessed according to Display Screen Equipment Approved Code of Practice.

Regular inspections are carried out to monitor and achieve suitable standards.

Traffic and Pedestrian Routes

Operations will be planned to protect pedestrians from moving vehicles. Westmount Day Nursery will provide and maintain the following:

- Safe entry and exit points around the building.
- Designated parking for staff and visitors, including a drop off zone
- Separate pedestrian footpaths around the outside of the building.

Protection of the Children and Visitors

Westmount Day Nursery will do everything in its power to protect the children and visitors from activities carried out by the nursery that may present a risk to them. Assessments will be carried out in order to determine the nature and the level of risk, and subsequent measures that need to be implemented in order to protect people. These include but are not limited to:

- Ensuring the security of the building through use of digilocks
- Ensuring that all visitors report to reception
- Securing all hazardous substances after use
- Ensuring all floors are clean and clear of obstructions, and handrails are maintained

18. Emergency Procedures

Emergency procedures will be implemented based on the findings of the risk assessments. Precautions will be taken to ensure that the likelihood of emergencies arising is as low as possible, and Westmount Day Nursery will ensure that:

- Staff are aware of the emergency procedures.
- All employees are responsible to co-ordinate emergency procedures.
- Emergency escape routes are maintained and kept clear.
- Arrangements are in place for calling the emergency services.
- In instances of serious injuries an ambulance will be called in preference to taking someone to the hospital.
- Provision of adequate first aid equipment and trained persons are available to treat injuries.



Be Prepared

Be Aware

Be Ready



19. Risk Assessments

Westmount Day Nursery are required to carry out a suitable and sufficient risk assessment for all work activities that create significant risk (on-site or off-site). The assessments will involve finding out what hazards are associated with the activity and thereby evaluating the extent of the risks involved. Whenever a work activity alters, then a new risk assessment will be made. Whenever an accident or “near miss” occurs the relevant Risk Assessment must be reviewed in order to establish whether it should be updated.

A risk assessment must:

- Identify the task being undertaken
- Identify the significant hazards.
- Evaluate the risks arising from such hazards.
- Record the significant findings
- Identify any specific group of employees or individuals who are especially at risk, e.g., temporary workers, new or expectant mothers, young persons (under 18yrs).
- Identify others who may be at risk, e.g., children or visitors to the building.
- Evaluate current control procedures, including the provision of information, instruction and training.
- Assess the probability of an accident or incident occurring as a result of uncontrolled risk.
- Record any circumstances arising from the assessment where there is potential for serious or imminent danger.
- Specify information requirements for employees, including precautionary measures and emergency arrangements.
- Provide an action plan giving information on the implementation of additional controls, in order of priority, and with an appropriate time scale.

Persons carrying out risk assessments must be “competent”. This involves a combination of qualifications, knowledge and experience. Most assessments will be undertaken in house by a competent person and advice sought from the Parish's external consultants in relation to tasks which are outside of day to day business.



Off-Site Assessments

Suitable and sufficient risk assessments will be completed for all work activities off-site that involve exposure to risk.

Safe Systems of Work & Method Statements

Where a risk assessment has been completed but has not reduced risks to a low level, an additional method statement or safe system of work will be produced to enable detailed controls to be explained and a safe logical sequence of operation implemented.

20. Health Surveillance

The Parish will ensure that where a risk has been identified that could affect the health of an employee, medical health surveillance will be provided. The Parish may appoint an occupational health specialist to conduct tests at regular frequencies and collate employee records of the tests. Employees are expected to co-operate with the requirements for surveillance and, in addition, they are to identify any changes in their own health and report any concerns. Periodic questionnaires will be sent out to employees to monitor health on an ongoing basis.

Health Surveillance may be used to identify occupational asthma or occupational dermatitis.

21. Employer's Liability

The Parish will insure against its liability for personal injury to their employees by virtue of the Employers Liability (Compulsory Insurance) (Jersey) Law 1973. The Parish will maintain insurance with one or more approved policies with an authorised insurer against liability for bodily injury or disease sustained by an employee and arising out of and in the course of their employment. Under the above requirement, the nursery will display the certificate of insurance for employee information. The Parish will provide the minimum level of employers' liability cover which is set at £5,000,000. Under the 1998 Regulations the Dept must also keep all certificates for 40 years

22. Work Equipment

Westmount Day Nursery will endeavour to ensure that all equipment used in the workplace is safe and suitable for the purpose for which it is intended. This will ensure that:

- All work equipment will be used in such a way as to reduce risks to the user and others around the equipment (the ergonomic risks must be considered when selecting the equipment).
- Risk assessments will be carried out regarding the suitability, use, unblocking procedures and maintenance of work equipment
- All workers will be provided with adequate information and training to enable them to use the work equipment safely.
- All work equipment will be maintained in good working order and repair, maintenance programs will be implemented, and suitable records kept. Operators must carry out daily "Pre-use checks" on equipment.
- Appropriate training will be provided to those expected to work with or maintain the equipment. Records of training will be kept on file.
- Safety inspections will be carried out by a competent person who has the necessary knowledge and experience to identify key components, fault find and complete reports and records electronically.
- All controls for work equipment will be clearly visible and identifiable. Equipment will be provided with one or more stop controls and, where appropriate, emergency stop controls. Stop controls must be tested before any maintenance or repair work is undertaken, after the maintenance or repair work has been completed and when the equipment is routinely serviced.
- All work equipment will be clearly marked with Health & Safety warning signs where appropriate.

23. Personal Protective Equipment (PPE)

All employees who may be exposed to a risk to their Health & Safety whilst at work will be provided with suitable, properly fitting, and effective personal protective equipment (PPE).

- Westmount Day Nursery will carry out an assessment before the use of any PPE to ensure that it is suitable, that it is used as a 'last resort' and that the risk cannot be eliminated or reduced by other means which are practical. Wherever the task or place of work changes, a reassessment shall take place. Records will be kept of the assessments and use of PPE.
- Disposable PPE will be provided and stored in suitable locations
- All workers will be instructed in the use of PPE
- All PPE provided must be used correctly by employees.
- Employees must use PPE as intended. PPE will be provided as and when required. Failure to use the PPE as intended could result in disciplinary action being taken.
- Parish maintenance staff & handymen will be required to meet the PPE standards below when working in and around the nursery.

24. PPE Standards

- Eye Protection EN166 B rating for medium energy impact risks. (EN166F rating is for low impact standard)
- Various glove specifications are available dependent upon the work to be undertaken
- Dust masks and hearing protection needs to be selected dependent upon the level of protection required and what work is being undertaken.
- Wearing shorts is tolerated for some work. Shorts must be at knee length to offer reasonable protection. Overalls or aprons may be required where skin needs protection from substances harmful to health or bodily fluids.
- Work boots to include ankle protection (when required), steel or composite toecap protection. A steel midsole is required for demolition work to provide protection if someone stood on a sharp object.
- High visibility clothing can be fluorescent yellow or orange. Orange doesn't seem to attract insects so may be preferred.
- Helmets have an expiry date and thus need to be checked for damage and that they are still in date



25. Manual Handling

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 nursery's manual handling policy. 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.

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 when 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.

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, 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.

Carrying children

- If the child is old enough, ask them to move to a position that is easy to pick 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 will not carry children

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.

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.

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.

The task

- Carry children or loads close to the body, lifting and carrying the load at arm's 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.

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.

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 age/stage 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.

26. Control of Substances Hazardous to Health

A risk assessment will be conducted of all work involving exposure to hazardous substances. The assessment will be based on manufacturers and suppliers' Health & Safety guidance and our knowledge of the work process. Westmount Day Nursery will ensure that exposure of workers to hazardous substances is minimised and adequately controlled in all cases. All staff who will come into contact with hazardous substances will receive training and information on the Health & Safety issues relating to that type of work. Assessments will be reviewed periodically, whenever there is a substantial modification to the work process and if there is any reason to suspect that the assessment may no longer be valid.

In addition to the above the nursery will apply the following:

- Keep an inventory of all hazardous substances used, including those used for maintenance and cleaning.
- Identify a point of use for each substance.
- Whenever possible minimise the use of substances
- Obtain, and make available to all relevant employees, hazard data sheets from the manufacturers or suppliers of each substance.
- Develop and commence a training programme informing users of the risks and the controls to be taken where significant risk is retained
- Any PPE required during the use of the substance shall be provided and maintained by the nursery. Employees are required to notify the Manager if the PPE is no longer serviceable. Failure to use the PPE provided could lead to disciplinary action being taken.
- Keep records and documentation on each assessed substance.
- Keep all hazardous substances in safe places away from children (i.e. that are locked and marked with safety signs where necessary).
- All hazardous substances must be returned to the safe place immediately after use.
- Any substance identified as requiring special needs other than described above will be stored as per relevant regulations or manufacturers' recommendations.

All substances used that present any type of risk to the Health, Safety or Welfare of the user must be identified with the following warning symbols:



27. Electricity

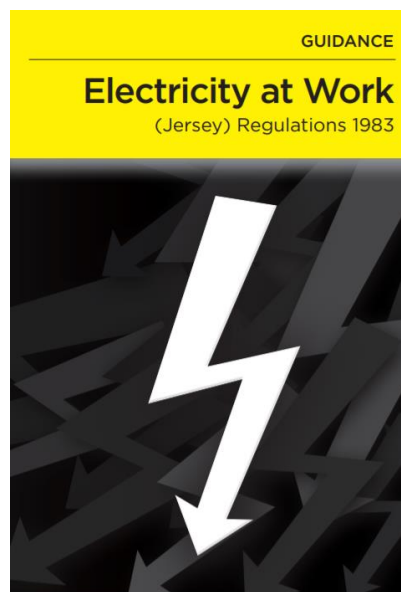
The Parish acknowledges that there is a statutory requirement to maintain electrical equipment in a safe condition so that users are protected from such hazards as electric shock, burns or fire; the requirements also extend to those carrying out maintenance work on electrical equipment or systems. All electrical work carried out in the premises will be in accordance with the latest Regulations published by the Institute of Electrical Engineers for Electrical Installations, and will only use a NICEIC (The National Inspection Council for Electrical Installation Contracting) approved contractor. Westmount Day Nursery will only permit persons classed as competent external contractors under the Electricity at Work Regulations 1989 to work on electrical equipment.

All electrical equipment owned by the Parish will be subject to safety inspections by a competent person. Each piece of equipment will be identified with its unique number, labels will be fixed to the equipment following the test, and these will show the test date, the person carrying out the test, expiry date and the identification number of the equipment. Records of these tests will be kept on file by the Manager. Any equipment found to be faulty will be removed from service immediately and labelled accordingly. All records will be kept for the life of the equipment. The nursery expects all employees to carry out a visual inspection of electrical equipment prior to use and to report any defects for repair before the equipment is used. Employees must seek permission from the Manager prior to bringing any electrical items into the workplace.

No employee is to knowingly use defective equipment or wire together leads etc. All employees will receive sufficient instruction in the safe use of all electrical appliances and equipment prior to their first use of it.

28. Electrical Equipment Used Outdoors

Westmount Day Nursery will only permit the use 240-volt equipment in the garden area where the equipment is connected to a suitable residual current operated circuit breaker (RCBO).



29. Asbestos

The Parish understands the potentially serious health impact of an exposure to asbestos. Exposure to asbestos fibres may affect the long-term health of employees or any other persons. No employee or contractor is to undertake any intrusive works at Westmount Day Nursery without reviewing the Asbestos Management Plan, including asbestos register. The Asbestos Management Plan and asbestos register shall be held electronically and reviewed by the Head of Infrastructure at least annually in line with the requirements of ACoP 8.

In the past, asbestos has been widely used for the manufacture of building materials and products and used in sprayed coatings. Although these materials have been largely replaced, there remains the problem of existing asbestos, in particular during refurbishment and repairs of premises and during demolition works. Prior to commencing these activities, Westmount Day Nursery will endeavour to identify the presence of asbestos and take appropriate actions to protect health. There are two types of inspection survey, a Management – type survey and a demolition / refurbishment – type survey, the Dept will commission the appropriate survey as necessary.

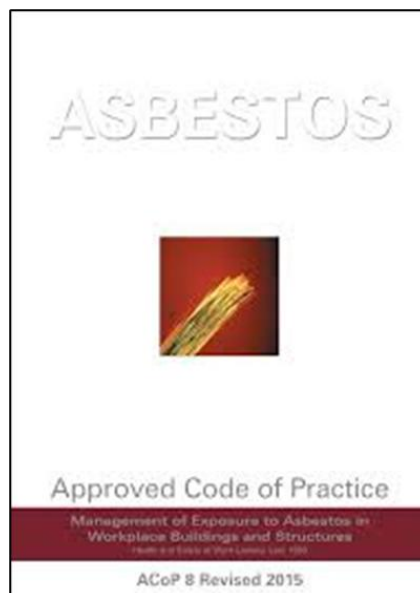
There are three main types of asbestos:

- Chrysotile (white)
- Amosite (brown)
- Crocidolite (blue)

In addition to the use in buildings, asbestos has had many other uses over the years including ironing board heat pads, pipe valves & gaskets,

The above list is by no means exhaustive.

Any staff that may encounter asbestos containing materials as part of their work will be provided with Asbestos Awareness training.



30. Legionella

The Parish understands that Legionnaires disease is a potentially fatal form of pneumonia. It is normally contracted by inhaling tiny, airborne droplets containing viable legionella bacteria.

To control the risk from legionella, water services should operate at temperatures that prevent legionella growth:

Hot water storage cylinders should store water at 60°C or higher;

Hot water should be distributed at 50 °C or higher (thermostatic mixer valves are required to reduce risk of scalding)

Cold water should be maintained below 20°C where possible

To demonstrate compliance, monthly temperature checks should be carried out, and recorded, on frequently used outlets. Where an outlet is infrequently used, this should be checked on a weekly basis with the results recorded. Bacterial analysis should be carried out periodically to demonstrate compliance.

A written scheme should be prepared for preventing or controlling the risks, this will include up to date plan showing the layout of the water system, precautions taken, checks to ensure efficiency of the scheme and the frequency of the checks, remedial actions if the scheme is ineffective.

A copy of the written scheme should be kept available on site, and all records of monitoring, inspection, testing or checking to demonstrate the scheme is working should be maintained for five years.



31. First Aid



Westmount Day Nursery shall provide such equipment and facilities as are adequate and appropriate in the circumstances for enabling First Aid to be rendered to staff, children or visitors if they are injured or become ill whilst at the nursery

All staff are trained in paediatric first aid, and this training is updated every three years. First aid boxes are accessible at all times with appropriate content for use with children. The appointed person responsible for first aid checks the contents of the boxes regularly weekly and replaces items that have been used or are out of date

When children are taken on an outing away from our nursery, we will always ensure they are accompanied by at least one member of staff who is trained in first aid. A first aid box is taken on all outings.

32. Fire Safety

At Westmount Day Nursery we make sure the nursery is a safe environment for children, parents, staff and visitors.

The manager ensures the nursery premises are compliant with fire safety regulations, including following any major changes or alterations to the premises and seeks advice from the local fire safety officer as necessary.

The manager has overall responsibility for the fire drill and evacuation procedures. These are carried out and recorded for each group of children monthly 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.

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

This abridged summary should be read in conjunction with Westmount Day Nursery Fire Safety Policy.

Fire drill procedure

On discovering a fire:

- Calmly raise the alarm by breaking the alarm glass
- Immediately evacuate the building under guidance from the manager on duty
- Using the nearest accessible exit lead the children out to the assembly points
- Close all doors behind you wherever possible
- Evacuate children from the nearest exit
- Support staff/management to go rooms where extra support is needed ie. staff or child with additional needs
- Do not stop to collect personal belongings on evacuating the building
- Do not attempt to go back in and fight the fire
- Do not attempt to go back in if any children or adults are not accounted for
- Wait for emergency services and report any unaccounted persons to the fire service/police.

If you are unable to evacuate safely:

- Stay where you are safe
- Keep the children calm and together
- Wherever possible alert the manager of your location and the identity of the children and other adults with you.

The manager is to:

- Pick up the children's register, staff register, mobile phone, keys, visitor book and fire bag/evacuation pack (containing emergency contacts list, nappies, wipes and blankets etc)
- Telephone emergency services: dial 999 and ask for the fire service
- In the fire assembly point area check the children against the register
- Account for all adults: staff and visitors
- Advise the fire service of anyone missing and possible locations and respond to any other questions they may have.



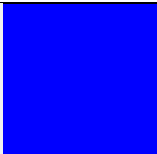
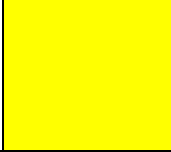

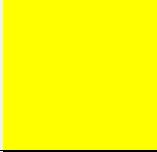


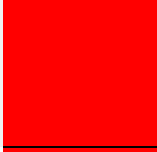






33. Safety Signs

If, following a risk assessment, a risk still remains after controls are in place safety signs will be displayed warning employees and visitors of the hazard.

All signs will meet with the UK Regulations with regard to colour, size, shape and design and where necessary will contain a pictogram as well as words.

Safety signs are coloured as is shown in Figure 4.

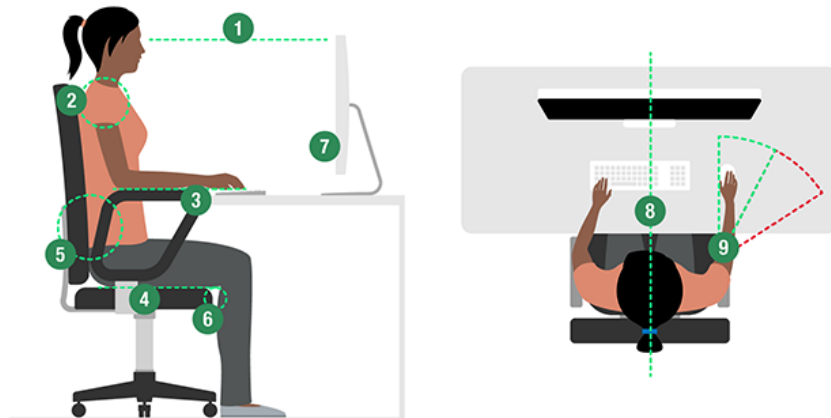
Colour Coding of Safety Signs

| | | | |
|---------------------------------------|---|--|---|
| Mandatory |  |  |  |
| Warning |  |  |  |
| Prohibition |  |  |  |
| Fire |  |  |  |
| Safe Condition & First Aid |  |  |  |

34. Display Screen Equipment

It is the nursery's policy to comply with the Jersey Display Screen Equipment Approved Code of Practice 1999. Specifically, it is policy to:

- Ensure that a suitable and sufficient assessment of workstations will be completed for all users, and re-assessments completed as appropriate.
- Where risks are identified these will be reduced to the lowest extent reasonably practicable.
- Employees shall be consulted throughout the assessment.
- Activities of display screen users shall be planned so that their daily work on the display screen equipment can be periodically interrupted by breaks or changes of activities.
- Eye and eyesight tests shall be provided for 'users' of display screen equipment upon request (in normal circumstances a maximum of every two years).
- Where an eye and eyesight test shows that special corrective appliances (normal spectacles) are required to correct vision defects at the viewing distance or distances used specifically for the DSE work concerned, the cost of those special appliances shall be met by the Care Home. The cost is restricted to payment of the cost of a basic appliance (i.e., of a type and quality adequate for its function). N.B. Normal corrective appliances are at the user's own expense.
- Users shall be provided with adequate health and safety training in the use of any workstation upon which they are required to work.
- All operators and users shall be provided with adequate information about all aspects of health and safety relating to their workstation. This will include information on the measures taken to reduce any risks.
- Where a DSE assessment establishes that an employee who regularly uses a workstation requires such equipment as screen-risers or foot-rests these will be provided.



Work in this way to maintain good posture

1. Top of screen level with eyes, about an arm's length away
2. Relax your shoulders - try to position yourself high enough so you don't need to shrug your shoulders
3. Keyboard just below elbow height
4. Seat height equally supports front and back of thighs (or use cushion to raise seated position)
5. Back of the seat provides good lower back support (or use cushion, to provide additional back support)
6. Gap of 2-3 cm between front of seat bottom and back of knee
7. Computer and screen directly in front of you on desk or other surface
8. Screen and keyboard central - don't twist your back
9. Mouse in line with elbow

35. Lone Working

At Westmount Day Nursery we aim to ensure that no member of the team is left alone working in either a room alone or within the building at any time. However there may be occasions when this isn't always possible due to:

- Toilet breaks
- Lunch cover
- Nappy changes
- Comforting a child that may be unwell in a quiet area
- Following a child's interest, as this may lead staff away with a child to explore an area
- Supporting children in the toilet area that may have had an accident
- The duties some team members have, e.g. management, opening and closing the setting, carrying out cleaning or maintenance at the settings and staff operating outside operating hours.

We always ensure that our staff: child ratios are maintained.

It is the responsibility of both the employee and their manager to identify the hazards and minimise the risks of working alone.

Considerations when deciding on lone working include how lone workers manage with a variety of tasks such as talking to parents and supervising activities whilst maintaining the safety and welfare of children and ensuring that each member of staff required to work alone has the training and/or skills for the role; e.g. paediatric first aid certificate, child protection/safeguarding training and competency, food hygiene training and if children younger than school reception age are present; hold a level 3 qualification.

Employees/managers responsibilities when left in a room alone include ensuring:

- A risk assessment for staff working alone is completed
- Ratios are maintained
- There is someone to call on in an emergency if required
- The member of staff and children are safeguarded at all times

Employees responsibilities when left in the building alone:

- To make a member of the management aware of when they are working and make plans to check in at their expected time of completion of the work
- To ensure they have access to a telephone at all times in order to call for help if they need it, or for management to check their safety if they are concerned
- Ensure that the building remains locked so no one can walk in unidentified
- Report any concerns for working alone to the management as soon as is practicably possible.

Managements responsibilities when left in the building alone:

- To ensure staff working alone are competent and confident to carry out any safety procedures e.g. fire evacuation
- To ensure that the employee has the ability to contact them or a member of the team even if their lone working is outside normal office hours (i.e. access to a phone, contact numbers of someone they can call)
- To ensure that employees have the ability to access a telephone whilst lone working
- If reporting in arrangements have been made and the employee does not call in, to follow it up.

Risk assessments are also completed for these occasions including hazards and risks and how these are controlled

36. Biting

At Westmount Day Nursery, we follow a positive behaviour policy to promote positive behaviour at all times. However, we understand that children may use certain behaviours, such as biting to communicate their feelings and needs. Biting is a common behaviour that some young children use to help them make sense of the world around them, and to manage interactions with others. It can be triggered when they do not have the words to communicate their anger, frustration or need. It can also be used to fulfil an oral stimulation need, such as during periods of teething or developmental exploration. Sometimes biting can be due to a Special Educational Need and/or Disability.

Our procedures

The nursery uses the following strategies to help prevent biting including individual, one-to-one and small group times so that each child is receiving positive attention. Creating areas for children who are feeling overwhelmed to go to, including stories to talk about emotions. We also support social and emotional development by providing activities and stories that help children to recognise feelings and empathise with characters and events

For children who have oral stimulation needs, resources will be provided to fulfil this requirement including sensory activities such as, biting rings.

Staff will be vigilant to identify when children need more stimulation or quiet times.

Adequate resources will be provided and, when possible, more than one toy to minimise conflicts.

At Westmount Day Nursery, every child is treated as an individual and we work with families to support all children's individual needs. It will be necessary to implement different strategies depending on the needs of the child carrying out the biting.

However, in the event of a child being bitten we use the following procedures.

The most relevant staff member(s) will:

- Comfort any child who has been bitten and check for any visible injury. Administer any first aid where necessary. Complete an accident form and inform the parents via telephone, if deemed appropriate. Continue to observe the bitten area for signs of infection. For confidentiality purposes and possible conflict, we do not disclose the name of the child who has caused the bite to the parents
- Tell the child who has caused the bite in terms that they understand that biting (the behaviour and not the child) is unkind and show the child that it makes staff and the child who has been bitten sad.
- Ask the child what they can do to make the 'child that has been bitten' feel better (this could be fetching them a toy or sharing toys with them, a rub on the back etc.)
- Complete an incident form to share with the parents at the end of the child's session.
- If a child continues to bite, carry out observations to try to distinguish a cause, e.g. tiredness or frustration
- Arrange for a meeting with the child's parents to develop strategies to prevent the biting behaviour. Parents will be reassured that it is part of a child's development and not made to feel that it is their fault
- In the event of a bite breaking the skin and to reduce the risk of infection from bacteria, give prompt treatment to both the child who has bitten and the child who

has been bitten. The parent will be contacted and come to access the bite this may then need to be checked by the hospital.

If a child or member of staff sustains a bite wound where the skin has been severely broken, arrange for urgent medical attention after initial first aid has been carried out.

In cases where a child may repeatedly bite and/or if they have a special educational need or disability that lends itself to increased biting, for example, in some cases of autism where a child doesn't have the communication skills, the Team leader/nursery manager will carry out a risk assessment.

37. Stress

The Parish of St Helier recognises that work related stress can lead to physical and mental health issues, and is a significant cause of work-related ill health in Jersey. HSE define work related stress as “the adverse reaction people have to excessive pressure or other type of demand placed on them”.

The signs and symptoms of stress vary between individuals, however the following are some of the common indicators:

- Frequent feelings of panic
- Mood changes
- Difficulty with decision making
- Difficulty concentrating
- Reduced output or increased error rate
- Impatience or irritability
- Constant headaches
- Feeling guilty if you relax for a few minutes
- Problems sleeping
- Other physical problems including raised heart rate, blurred vision, skin rashes, sweating, dizziness, aching neck and shoulders and low resistance to infections.

We will work with staff to manage stress by:

- Managing and communicating organisational change in a sympathetic manner
- Allowing staff to control the way they do their work wherever possible
- Providing support through regular supervisions and access to resources
- Reviewing work demands such as workload, work patterns and work environment
- Promoting positive working relationships to avoid conflict, and managing any unacceptable behaviour
- Ensuring staff understand their role, and are competent to undertake the role.

If you are experiencing any signs or symptoms of stress, please speak with your manager.

38. Infection Prevention and Control

At Westmount Day Nursery, we promote the good health of all children attending through maintaining high hygiene standards and reducing the chance of infection being spread. We follow the Health Protection in schools and other childcare facilities guidance which sets out when and how long children need to be excluded from settings, when treatment slash medication is required and where to get further advice from.

Versus and infections can be easily passed from person to person by breathing in air containing the virus which is produced when an infected person talks, coughs or sneezes. It can also spread through hand/ face contact after touching a person or surface contaminated with viruses.

We follow the guidance below to prevent a virus or infection from spreading around the nursery. Our staff:

- encourage all children to use tissues when coughing and sneezing to catch germs
- Ensure all tissues are disposed of in a hygienic way and all children and staff wash their hands was that issue is disposed of
- Develop children's understanding of the above and the need for good hygiene procedures in helping them to stay healthy
- Wear the appropriate personal protective equipment when changing nappies, toileting children and dealing with any other bodily fluids. Staff are requested to dispose of these in the appropriate manner and wash hands immediately
- Clean and sterilise all potties and changing mats before and after each use
- Clean toilets at least daily and check them throughout the day
- Remind children to wash their hands before eating, after visiting the toilet, playing outside or being in contact with any animal and they explained the reason for this
- Clean all toys, equipment and resources on a regular basis by following a comprehensive cleaning rota and using antibacterial cleanser, or through washing in the washing machine
- Wash or clean all equipment used by babies and toddlers hasn't when needed, included when the children have placed it in their mouth
- Store dummies in individual hygienic dummy boxes labelled with the child's name to prevent cross contamination with other children
- Store toothbrushes (where applicable) hygienically to prevent cross contamination
- Immediately clean and sterilise (where necessary) any dummy or bottle that falls on the floor or is picked up by another child
- Provide labelled individual bedding for children that is not used by any other child and wash this at least once a week or to a dear to government guidance
- Follow the sickness an illness policy when children are ill to prevent the spread of any infection in the nursery. Staff are also requested to stay at home if they are contagious.

In addition:

- the nursery manager retains the right of refusal of all children, parents, staff and visitors who are deemed contagious and may impact on the welfare of the rest of the nursery
- Parents will be made aware of the need for these procedures in order for them to follow these guidelines whilst in the nursery
- Periodically each room in the nursery will be deep cleaned including carpets and soft furnishings to ensure the spread of infection is limited. This will be implemented earlier if the need arises
- In the event of an infection outbreak the nursery will, where appropriate, undertake a deep clean to ensure the spread of infection is contained

- We will follow government health guidance, as well as seeking legal advice and information from our insurers, on any national outbreak of a virus/pandemic and keep parents informed of any course of action. Each specific circumstance will differ and to ensure we take the most appropriate action.
- In addition, where contagious outbreaks occur, we will adopt government guidance for all visitors to minimise the risk of further spreading of the infection we will put other measures and policies in place to reduce the risk if required new wine the nursery will ensure stocks of tissues, hand washing equipment, cleaning materials and sterilising fluids are maintained at all times. These will be increased during the winter months, or when flu and cold germs are circulating.

39. Medication

At Westmount Day Nursery, we promote the good health of children attending nursery and take necessary steps to prevent the spread of infection (see sickness and illness policy). If a child requires medicine, we will obtain information about the child's needs for this and will ensure this information is kept up to date.

We follow strict guidelines when dealing with medication of any kind in the nursery and these are set out below.

Medication prescribed by a doctor, dentist, nurse or pharmacist

(Only Medicines will be given if prescribed by a doctor, medication forms will be filled in each day of the child being administered the medicine at nursery)

- Prescription medicine will only be given when prescribed by the above and for the person named on the bottle for the dosage stated
- Medicines must be in their original containers with their instructions printed in English
- Those with parental responsibility for any child requiring prescription medication should hand over the medication to the most appropriate member of staff who will then note the details of the administration on the appropriate form and another member of staff will check these details
- Those with parental responsibility must give prior written permission for the administration of each and every medication. However, we will accept written permission once for a whole course of medication or for the ongoing use of a particular medication under the following circumstances:
 1. The written permission is only acceptable for that brand name of medication and cannot be used for similar types of medication, e.g. if the course of antibiotics changes, a new form will need to be completed
 2. The dosage on the written permission is the only dosage that will be administered. We will not give a different dose than what is stated on the label.
 3. **Parents must notify us IMMEDIATELY if the child's circumstances change, e.g. a dose has been given at home, or a change in strength/dose needs to be given.**
- The nursery will not administer a dosage that exceeds the recommended dose on the instructions and needs to be in the correct packaging.
- The parent must be asked when the child has last been given the medication before coming to nursery; and the staff member must record this information on the medication form. Similarly, when the child is picked up, the parent or guardian must be given precise details of the times and dosage given throughout the day. The parent's signature must be obtained at both times.
- At the time of administering the medicine, a Permanent member of staff will ask the child to take the medicine or offer it in a manner acceptable to the child at the prescribed time and in

the prescribed form. **(It is important to note that staff working with children are not legally obliged to administer medication)**

- **If the child refuses to take the appropriate medication, then a note will be made on the form and you will be called to be notified.**
- Where medication is “essential” or may have side effects, discussion with the parent will take place to establish the appropriate response.

Injections, pessaries, suppositories

As the administration of injections, pessaries and suppositories represents intrusive nursing, we will not administer these without appropriate medical training for every member of staff caring for this child. This training is specific for every child and not generic. The nursery will do all it can to make any reasonable adjustments including working with parents and other professionals to arrange for appropriate health officials to train staff in administering the medication.

Staff medication

All nursery staff have a responsibility to work with children only where they are fit to do so. Staff must not work with children where they are infectious or too unwell to meet children’s needs. This includes circumstances where any medication taken affects their ability to care for children, for example, where it makes a person drowsy.

If any staff member believes that their condition, including any condition caused by taking medication, is affecting their ability they must inform their line manager and seek medical advice. The nursery manager/person’s line manager/registered provider will decide if a staff member is fit to work, including circumstances where other staff members notice changes in behaviour suggesting a person may be under the influence of medication. This decision will include any medical advice obtained by the individual or from an occupational health assessment.

Where staff may occasionally or regularly need medication, any such medication must be kept in the person’s locker/separate locked container in the staff room or nursery room where staff may need easy access to the medication such as an asthma inhaler. In all cases it must be stored out of reach of the children. It must not be kept in the first aid box and should be labelled with the name of the member of staff.

Storage

All medication for children must have the child’s name clearly written on the original container and kept in a closed box, which is out of reach of all children. Emergency medication, such as inhalers and EpiPens, will be within easy reach of staff in case of an immediate need, but will remain out of children’s reach. Any antibiotics requiring refrigeration must be kept in a fridge inaccessible to children. Care plans will need to be completed prior to bringing in inhalers and EpiPens’.

All medications must be in their original containers, labels must be legible and not tampered with or they will not be given. All prescription medications should have the pharmacist’s details and notes attached to show the dosage needed and the date the prescription was issued. This will all be checked, along with expiry dates, before staffs agree to administer medication.

40. Visits and Outings

At **Westmount Day Nursery**, we offer children a range of local outings including walks and visits off the premises. We believe that planned outings and visits complement and enhance the learning

opportunities inside the nursery environment and extend children's experiences. We always seek parents' permission for children to be included in such outings.

Procedures

Visits and outings are carefully planned using the following guidelines, whatever the length or destination of the visit:

- A pre-visit checklist, full risk assessment and outings plan will always be carried out by a senior member of staff before the outing to assess the risks or hazards which may arise for the children, and identify steps to be taken to remove, minimise and manage those risks and hazards. We will endeavour to visit the venue prior to the visit. This will ensure that the chosen venue is appropriate for the age, stage and development of the children
- Written permission will always be obtained from parents before taking children on trips which is completed on the confirmation forms once your child place is secured at Westmount Day Nursery.
- We provide appropriate staffing levels for outings dependent on an assessment of the safety and the individual needs of the children.
- A minimum of 1 member of staff will hold a valid and current paediatric first aid certificate and this will be increased where risk assessment of proposed activity deems it necessary.
- A fully stocked first aid box will always be taken on all outings along with any special medication or equipment required
- A completed trip register together with all parent and staff contact numbers will be taken on all outings a copy is taken out and another is left with the Nursery Manager.
- Regular headcounts will be carried out throughout the outing.
- All staff will be easily recognisable by other members of the group; they will wear the nursery uniform.
- A fully charged mobile phone will be taken as a means of emergency contact
- In the event of an accident, staff will assess the situation. If required, the group will return to nursery immediately and parents will be contacted to collect their child. In the event of a serious accident an ambulance will be called at the scene, as well as parents being contacted. One member of staff will accompany the child to the hospital, and the rest of the group will return to the nursery.
- Nursery to be called so that manager/Deputy can attend to assist, they will call parent to let the parent know to so that can meet at outing or at the hospital.

Risk assessment/outings plan

The full risk assessment and outing plan will be available if a parent wishes to see this.. This plan will include details of:

- The name of the designated person in charge - the outing leader
- The name of the place where the visit will take place
- The estimated time of departure and arrival
- The number of children, age range of children, the ratio of staff to children, children's individual needs and the group size
- The equipment needed for the trip, i.e. first aid kit, mobile phone, coats, safety reins, pushchairs, rucksack, packed lunch etc.
- Staff contact numbers
- Method of transportation and travel arrangements (including the route)
- Emergency procedures
- Links to the child's learning and development needs.

Use of vehicles for outings

- All staff members shall inform parents in advance of any visits or outings involving the transportation of children away from the nursery
- The arrangements for transporting children will always be carefully planned and where necessary additional people will be recruited to ensure the safety of the children. This is particularly important where children with disabilities are concerned
- All vehicles used in transporting children are properly licensed, inspected and maintained
- Regular checks are made to the nursery vehicle e.g. tyres, lights etc. and a logbook of maintenance, repairs and services is maintained
- The nursery vehicle is to be kept in proper working order, is fully insured for business use and is protected by comprehensive breakdown cover
- Drivers of vehicles are adequately insured
- All vehicles used are fitted to the supplier's instructions with sufficient numbers of safety restraints appropriate to the age/weight of the children carried in the vehicle. Any mini buses/coaches are fitted with 3-point seat belts
- When children are being transported, we maintain ratios of a maximum of 1 adult to 4 children ratio in both age ranges..

When planning a trip or outing uses vehicles, records of vehicles and drivers including licenses and business use insurance are checked. If a vehicle is used for outings the following procedures will be followed:

- Ensure seat belts, child seats and booster seats are used
- Ensure the maximum seating is not exceeded
- All children will be accompanied by at least two members of staff
- No child will be left in a vehicle unattended
- Extra care will be taken when getting into or out of a vehicle
- The vehicle will be equipped with a fire extinguisher and emergency kit containing warning triangle, torch, blankets, wheel changing equipment etc.

Lost children

In the event of a child being lost, the Lost Child Procedure will be followed. Any incidents or accidents will be recorded in writing and CEYS will be contacted and informed of any incidents.

There may be opportunities for parents to assist on outings. The manager will speak to parents prior to the visit regarding health and safety and code of conduct.

In the event of an emergency (including a terrorist attack)

In the event of an emergency whilst out on a visit, we encourage staff to find a safe haven and remain there until the danger passes. Each outing will have a detailed risk assessment, which covers all these risks and is planned ahead.

This could cover other issues such as extreme weather, emergency (such as an ill or injured child) etc.

Also think about how to contact parents to let them know everything is ok.

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41. Lost Child Procedure for Outings

At **Westmount Day Nursery**, we are committed to promoting children's safety and welfare. This includes where children are on outings and visits. We carry out regular head counts of children throughout any outing or visit. In the unlikely event of a child going missing whilst on an outing we have the following procedure which we implement immediately:

- All staff will be aware of the procedure when a child goes missing and supply information to support the search, e.g. a recent photograph and a detailed description of clothing
- The Manager/deputy will be informed immediately and all staff present will be informed. Ensuring that all other children remain supervised, calm and supported throughout.
- If appropriate, on-site security will also be informed and a description given
- The designated person in charge will immediately inform the police.
- The designated person in charge will then inform the nursery who will contact the child's parents giving details of what has happened. If the whole nursery is on an outing, all contact details will be taken on the trip by the person in charge
- During this period, staff will be continually searching for the missing child, whilst other staff maintain the safety and welfare of the remaining children
- It will be the designated person in charge or the manager's responsibility to ensure that there is adequate staff to care for the children and get them back safe, a member of staff to meet the police.
- Any incidents must be recorded in writing as soon as practicably possible including the outcome, who was lost, time identified, notification to police and findings
- In the unlikely event that the child is not found, the nursery will follow the local authority and police procedure
- Ceys must be contacted and informed of any incidents
- With incidents of this nature parents, carers, children and staff may require support and reassurance following the traumatic experience. Management will provide this or seek further support where necessary
- In any cases with media attention staff will not speak to any media representatives
- Post-incident risk assessments will be conducted following any incident of this nature to enable the chance of this reoccurring being reduced.

42. Summary of Revisions

| SUMMARY OF REVISIONS | | |
|-------------------------------|-----------------|---------------------|
| DATE | REVISION NUMBER | DETAILS OF REVISION |
| 13 th October 2023 | 1.0 | Draft |
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