



## **The Under 5's Project**

### **St Marys & Woolwich Common Nurseries**

St Mary's Church, Greenlaw Street  
Woolwich, SE18 5AR  
Charity No: 1026486

### **The Under 5's health and safety policy**

**It is the aim of the Under 5's project to secure the health, safety and welfare of children, employees and visitors, and to satisfy the requirement of the Health and Safety at work Act 1974 and subsequent regulations.**

**Health and safety runs throughout all our policy's.**

We maintain a high level of health and safety by:

1. By giving all new staff and student and volunteers an induction of our health and safety procedures and policies.
2. Keeping up to date with current medical advice through ongoing training
3. Producing clear and comprehensive procedures for all aspects of the nursery
4. Ensure all staff understands the importance of good hygiene and tidiness

Any matters concerning the general implementation or review of this policy or subsequent procedure, or identified health and safety hazards, should be brought to the attention of the **Health and Safety officer: Ella Carr**

All staff and students/volunteers at the nursery are checked for suitability (*Enhanced DBS, identification, references*)

All staff members are **first aid qualified and have received safeguarding training**

#### **Control of substances Hazardous to health (COSHH)**

All staff have responsibility for their own health and safety and should use due care and attention when using cleaning products.

Cleaning products should be kept in the hazardous cupboard which must always be kept locked; cleaning products must never be left within the reach of children.

Any accidents involving cleaning products should be recorded in the accident book and reported to the manager as soon as possible.

(1)

## **The reporting of injuries, Diseased and Dangerous Occurrences Regulations (RIDDOR)s**

All staff has the responsibility of reporting major injuries, diseases and occurrences that fall in the categories listed below. Staff should report these to the manager.

### Major Injuries

- Resulting in fatality
- Fracture of the skull, spine, pelvis and any bone in the arm or leg, but no bones in the hand or foot
- Loss of sight in an eye or a penetrating injury, or a chemical or hot metal burn to an eye.
- Injury requiring medical treatment or loss of consciousness due to electrical shock.
- Loss of consciousness due to lack of oxygen
- Any other injury which results in the person being admitted to Hospital for more than 24 hours.

## **General Points**

10 The premises are to be kept as tidy as possible to reduce the risk of accidents

20 All safety defects such as broken glass, torn carpets, trailing electrical cables etc must

be reported to the manager immediately, so that corrective action or repair can be carried out.

30 Hot drinks in the nursery are to be kept in the kitchen out of the children's reach

40 Dividing gates are to be kept locked when not in use

50 Hygiene is extremely important throughout the nursery, but even more so since Covid 19. It is the responsibility of all staff to make sure, any toys and equipment that are being used are cleaned thoroughly, and Anti-Bacterial wipes or sprays are used before putting Equipment away. See Covid 19 folder for risk assessment

Good damaged toys must be labelled with the fault and removed to the office for replacement or repair.

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### **Hygiene procedures – Accidents**

Good hygiene procedures are essential to prevent the spread of any illness or infection. The precautions outlined below should always be followed.

- Always cover cuts and open sores, whether on adults or children, with a waterproof plaster or dressing
- Disposable rubber gloves should be worn when dealing with any accident/incident.
- If a child has an accident normal first aid procedures apply
- Wipe spills of blood, vomit, urine using the appropriate cleaning materials.

### **Hygiene Practices – Cleaning**

- All bathrooms have paper hand towels which are topped up regularly.
- Use a clean tea towel for drying up and change daily.
- All utensils and cutlery must be put in the dishwasher for maximum hygiene.
- Staff are to follow the daily cleaning rota, covering the roles of anyone who is absent.

### **Hygiene practices – Food preparation**

- Wash your hands before and after handling food.
- All kitchen surfaces need to be wiped down with anti-bacterial spray before and after food preparation.
- Always use the correct chopping board for the correct food source
- Food hygiene training is to be made available to all staff included in food preparation.

- Always wear the disposable gloves and aprons provided.

### **Hygiene practices – General**

- Encourage children (where appropriate) to blow and wipe their own nose. Dispose of soiled tissues hygienically – In our red pedal bin which has a lid
- Remind/ help children (where appropriate) to wash their hands after using the toilet.
- Encourage children to shield their mouths when they cough and sneeze to prevent spreading germs. (3)

### **VACCINATIONS**

It is not a condition of employment that staff have any particular vaccinations, but it is advisable to check with your doctor that you are up-to-date with booster injections. It is particularly important to be up-to date with polio boosters as this virus can be given in recently immunized children faeces. The polio booster needs to be given every 10 years to be effective. Tetanus and Hepatitis A also need to be given every 10 years. Hepatitis B needs a booster every 5 years. The tuberculosis (BCG) vaccination is for life but you may not have this done as a child, so it is worth checking with your doctor.

### **Staff Illness**

If a member of staff becomes ill whilst at work, he or she will be seen immediately by the designated first aider. If illness is minor, he or she will be allowed to rest for a while until better, or if necessary, sent home with another staff member.

### **Working with display screen equipment (DSE) (Display Screen Equipment regulation 1992)**

- . **Analyse workstations to assess and reduce risks;**
- . **Make sure controls are in place;**
- . **provide information and training;**
- . **provide eye and eyesight tests on request; and special spectacles if needed;**
- . **review the assessment when the user or DSE changes.**

**Make sure the workstations and work environment are comfortable. Arrange the desk and screen to avoid glare, or bright reflections. This is often easiest if the screen is not directly facing windows or bright lights.**

### **For more detailed information please see the relevant policy's and procedures**

- Safeguarding Children policy

- Sick Child Policy
- Administration of medicines policy
- Fire Hazard
- Working with display screen equipment (DSE)
- Emergency plan – Discovery of a fire – Procedure

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- Emergency plan – Routes of exit – Procedure
- Safety in the kitchen- procedure
- Toileting – procedure
- Sun protection Policy
- Incident reporting policy
- No smoking policy
- Critical incident policy

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