



Clowns Nursery is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

At Clowns the safety of the children is paramount to us all. We make our nursery a safe and healthy place for children, parents, staff and volunteers, in line with The Health and Safety at Work Act 1974. We liaise on a regular basis with our early years team for updates to any Ofsted requirements and have identified Health and Safety representatives who take responsibility to ensure that safety is monitored and maintained on a day-to-day basis.

The legal framework for this policy is Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.

Aim

We aim to make children, parents and staff aware of health and safety issues, and to minimise the hazards and risks in order to enable the children to thrive in a healthy and safe environment.

Responsibility

- It is the responsibility of all members of staff to ensure that health and safety regulations are adhered to, and that the health and safety of the children and other members of staff are not compromised in any way.
- It is the responsibility of the head of the nursery to ensure that the health and safety of the nursery as a whole remains within legislative requirements and that the health and safety of all staff, children, parents and carers is not compromised in any way.
- The Head of Pastoral is the Health and Safety officer and has undertaken health and safety training, alongside the Deputy Head of Pastoral to ensure a regularly updated knowledge and understanding. In the absence of the Head of Pastoral, the Deputy Head of Pastoral will undertake all health and safety checks as per usual, without exception.
- The Head of Pastoral undertakes regular health and safety checks across the nursery as follows:

DAILY:

Room checks and garden checks

Checking registers are up to date and filled in correctly

Checking room risk assessments

Checking staff ratios

MONTHLY:

Checking all the fire extinguishers

Recording findings

Reporting any defective extinguishers to Bushfire

Full Health and Safety checks in all rooms

Garden area

Main kitchen and staff kitchen with the Chef Manager

Recording and acting on findings

Accident book and Incident book reviewed monthly, to identify any potential or actual hazards.

- Copies of all accident forms are collected in on a weekly basis. Each term these forms are evaluated and a report on findings given to the Head to identify any patterns in terms of area of injury, staff member involved, time of day and outcome. As a result of the report the Head will decide on any action to be taken with regards to dealing with any hazards identified or arranging any further training needed for particular members of staff. This will be done in line with termly supervisions, in order that any potential issues can be raised with particular members of staff as necessary.

Risk Assessment

Our risk assessment process includes:

- Checking for hazards and risks inside and outside, and in our activities and procedures. Our assessment covers adults and children.
- Deciding which areas need attention.
- Developing an action plan that specifies the action required, the timescales for action and the person responsible for the action.
- This assessment will be carried out daily and weekly and all final assessments will be dealt with immediately. These will be recorded and communicated to all staff members.
- We have a Hot Works Risk Assessment Form that is completed by a contracted party to document any hazards and analyse any risks associated with hot work activities to be undertaken on the premises. These works would not be carried out whilst the children are in attendance.

We maintain lists of health and safety issues, which are checked:

- Daily before the session begins.
- Weekly; and
- Monthly – when a full detailed risk assessment is carried out.

Insurance cover

- We have public liability insurance and employers' liability insurance, which are renewed annually in June and a new certificate provided. The certificate for public liability insurance is displayed in the main Reception area.

Awareness raising

- Our induction training for staff includes a clear explanation of health and safety issues so that all adults are able to adhere to our policy and understand their shared responsibility for health and safety.
- As necessary, health and safety training is included in staff annual training, and health and safety is discussed regularly during staff meetings.
- Children are made aware of health and safety issues through discussions, planned activities and routines.
- All policies are available for parents to view on request.
- We have a smoking/vaping policy on site, in line with current legislation (see **17.1 Smoking and Vaping Policy**).

Security

- Systems are in place for the safe arrival and departure of children.
- No child can leave the nursery without full authorisation from their parent.
- If a child is to be collected by anyone other than the named person, a form will need to be completed in reception (by the parent) giving details of who is collecting, when, and a password to be used. This can be done over the phone, with the receptionist completing the form. In this case, 2 security questions will be asked of the caller, and the caller ID checked, as added security measures. The completed form is kept in Reception, with a photocopy given to the room (see sections **18.1.1** and **18.1.2**).
- The arrival and departure times of staff and visitors are logged.
- All staff have badges detailing their name and position within the nursery, new staff who have not yet completed their induction have a yellow badge to denote this. Visitors are provided with a badge on entry to the nursery.
- The personal possessions of staff and volunteers are securely stored during sessions.

Children's safety

- We ensure all staff employed have undertaken an enhanced disclosure from the Disclosure and Barring Service.
- All staff are fully aware of the necessity for the safe use of ICT equipment, to include interactive whiteboards and desktop computers. Staff are committed to ensuring that children use all equipment in a safe manner and are developing an awareness of online safety issues (see **7.1.1 Online Safety**).
- All children are supervised by adults at all times.
- Finger guards on doors prevent children's fingers from becoming trapped.
- Floors are kept safe from slippage and dangerous obstacles.
- All surfaces are checked daily to ensure they are clean and not uneven or damaged.

Electrical and gas equipment

- All electrical and gas equipment conforms to safety requirements and is checked regularly.
- Our boiler, electrical switchgear and meter cupboard are not accessible to the children.
- The temperature of hot water is controlled to prevent scalds.
- Lighting and ventilation is adequate in all areas including storage areas.

Outdoor area

- Our outdoor area is securely fenced.
- The area is risk assessed on a daily basis.
- All outdoor activities are supervised at all times.

Hygiene

- We regularly seek information from the Environmental Health Department and the Health Authority to ensure that we keep up to date with the latest recommendations.
- Our daily routines encourage the children to learn about personal hygiene.
- The nursery is cleaned every evening by external cleaning contractors.
- The toilet area has a high standard of hygiene including hand washing facilities and the disposal of nappies.
- We implement good hygiene practices by wearing protective clothing as appropriate, such as aprons, hairnets and disposable gloves.

Activities

- Before purchase, equipment and resources are checked to ensure they are safe for the ages and stages of the children currently attending the nursery.
- All toys meet the required British Safety Standard.
- The layout of play equipment allows adults and children to move safely between activities.
- All equipment is regularly checked for cleanliness and safety and any dangerous items are repaired or discarded.
- All materials, including paint and glue, are non-toxic.
- Sand is clean and suitable for children's play.

Food and Drink

- All staff working with children are required to complete their food hygiene training every 3 years.

- All food and drink is stored appropriately by our catering team.
- Adults are not allowed to carry hot drinks through the play area and no hot drinks are within reach of children.
- Snack and mealtimes are appropriately supervised, and children do not walk around with food and drinks.
- Snacks are healthy and nutritious and are all prepared by our catering team. We have full procedures in place for children with dietary requirements and allergies.
- Fresh drinking water is available to the children at all times.

Outings and visits

- We have agreed procedures for the safe conduct of outings.
- Parents sign a general consent on registration for their children to be taken on outings as a part of the daily activities of the setting.
- A risk assessment is carried out before an outing takes place.
- The team leader or class teacher will take a mobile phone on outings, plus supplies such as tissues, snacks, first aid kit and class registers.
- An outing form must be completed and signed by the management team prior to leaving the nursery (**18.3.2**). We also complete the form on return to review and update safety precautions.

Animals

- Animals visiting the nursery are free from disease and safe to be with children, and do not pose a health risk.
- Children wash their hands after contact with animals.

Fire safety

- Fire doors are clearly marked, never obstructed and easily opened from inside.
- Smoke detectors, alarms and firefighting appliances conform to BSEN standards, are fitted in appropriate high-risk areas of the building and are checked as specified by the manufacturer.
- Our emergency evacuation procedures are approved by the Fire Safety Officer, are clearly displayed and are explained to new members of staff, parents and visitors.
- Fire drills are practised termly, and to cover all children at different sessions.
- The nursery is monitored by MRFS for the fire alarm and main alarm; weekly fire and emergency lighting tests are carried out by Metro; Bush Fire maintain the nursery's firefighting equipment.

Next checks / tests due in:

P.A.T Testing	Annual	March 2024
Bush Fire	Annual	June 2024
Gas Safety	Annual	August 2023 and 2024
Metro	Weekly	Ongoing
Environmental Health	Annual	Anytime from Jan 2024
Kitchen deep clean	Annual	December 2023/234
Fresh Water Tank Clean and Disinfectant (Legionnaires)	Annual	August 2024

First aid and medication

- 80% of all staff on site have current first aid training. The first aid qualification is Ofsted approved and includes first aid training for infants and young children.
- We keep an accident book which is reviewed monthly to identify any potential or actual hazards.
- Any injury requiring treatment by a general practitioner or hospital is reported to the Health and Safety Executive and Ofsted.
- Medication may be administered following written permission from the parent. It must be in-date and prescribed for the current condition. All medication must be in original containers, clearly labelled, and inaccessible to the children.

Safety of adults

- Adults are provided with guidance about the safe storage, movement and lifting of large pieces of equipment.
- All warning signs are clear and in appropriate languages.

Reporting accidents and incidents (see also 4.1.2, 6.2.2, 10.4.2, 10.5)

- Ofsted and the Local Authority Designated Officer (LADO) must be notified of:
 - The death of a child while on the premises, or later, as the result of something that happened while the child was in our care.
 - Serious injuries (see below for a list of what Ofsted defines as a serious injury).
 - Where a child in our care is taken to hospital (to an Accident and Emergency Department for more than 24 hours), either directly from our provision, or later, as the result of something that happened while the child was in our care.

- Any significant event which is likely to affect the suitability to care for children.
- Food poisoning affecting two or more children looked after on the premises.
- Ofsted are to be contacted as soon as reasonably possible after the incident, and in all cases within 14 days.
- Ofsted define serious injuries as:
 - Broken bones or a fracture
 - Loss of consciousness
 - Pain that is not relieved by simple pain killers
 - Acute confused state
 - Persistent, severe chest pain or breathing difficulties
 - Amputation
 - Dislocation of any major joint including the shoulder, hip, knee, elbow or spine
 - Loss of sight (temporary or permanent)
 - Chemical or hot metal burn to the eye or any penetrating injury to the eye
 - Injury resulting from an electric shock or electrical burn leading to unconsciousness, or requiring resuscitation; or requiring admittance to hospital for more than 24 hours
 - Any other injury leading to hypothermia, heat induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours
 - Unconsciousness caused by asphyxia or exposure to harmful substances or biological agent
 - Medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin
 - Medical treatment where there is a reason to believe that this resulted from exposure to a biological agent, or its toxins, or infected material.

We will then act on the advice given by Ofsted and LADO. Instances of food poisoning are also reported to the local Environmental Health Department.

- Minor injuries do not need to be reported to Ofsted, but must still be recorded for our records, and those of the child. Please see **6.2.1 Recording of Accidents**. Ofsted defines minor injuries as follows:
 - Sprains, strains and bruising
 - Cuts and grazes
 - Wound infections

- Minor burns and scalds
- Minor head injuries
- Insect and animal bites
- Minor eye injuries
- Minor injuries to the back, shoulder, and chest.
- We meet our legal requirements in respect of the safety of our employees and the public by complying with RIDDOR. We report to the HSE (Health and Safety Executive), within 10 days of the incident:
 - Any work-related accident leading to an injury to a child or adult, for which they are taken to hospital.
 - Any work-related injury to a member of staff, which results in them being unable to work for seven consecutive days (in this instance a report must be made within 15 days of the incident).
 - When a member of staff suffers from a reportable work-related disease or illness.
 - Any death, of a child or adult, which occurs in connection with activities relating to our work.
 - Any dangerous occurrences. This may be an event that causes injury or fatalities or an event that does not cause an accident, but could have done, such as a gas leak.

Our Incident Book

- We have ready access to telephone numbers for emergency services, including the local police, electrical emergency services and plumber.
- We keep an incident book for recording major incidents, including those that are reportable to the Health and Safety Executive as above. These include:
 - A break in, burglary, theft of personal or nursery belongings.
 - An intruder gaining unauthorised access to the premises (see **4.2 Intruders Policy**).
 - A fire, flood, gas leak or electrical failure.
 - An attack on a member of staff or parent on the premises or nearby.
 - Any racist incident involving staff or family on the setting's premises.
 - A notifiable disease or illness, or an outbreak of food poisoning affecting two or more children looked after on the premises.
 - The death of a child or adult.
 - A terrorist attack, or threat of one.
- In the incident book we record the date and time of the incident, nature of the event, who was affected, what was done about it or if it was reported to the police, and if so a crime number. Any follow up, or insurance claim made, is also recorded.
- If an incident occurs before any children arrive, our Head and Health and Safety Officer risk assess this situation and decide if the premises are safe to receive children. It may be decided to offer a limited service or to close the nursery.

- In the unlikely event of a terrorist attack, we follow the advice of the emergency services with regard to evacuation, medical aid and contacting children’s families. Our **Fire, Accident and Emergency Policies** (see section 4.1) are followed, and staff will take charge of their children. The incident is recorded when the threat is averted.
- In the unlikely event of a child dying on the premises the emergency services are called, and the advice of these services are followed.
- The incident book is not for recording issues of concern involving a child. These are recorded in the child’s own file.

Important Numbers

Ofsted	0300 123 4666
Multi Agency Safeguarding Hub – Barnet	020 8359 4066
Out of Hours	020 8359 2000
Multi Agency Safeguarding Hub – Camden	020 7974 3317
Out of Hours	020 7974 4444

LADO – contact Barnet MASH and ask for the **Local Authority Designated Officer (Rob Wratten)** rob.wratten@barnet.gov.uk **020 8359 5117**

HSE www.hse.gov.uk/riddor to complete the online form
0845 300 9923 (for fatal and specified injuries only - all else to be reported online)