

## Sunbeam Family Service Ltd. T/A Sugar Plum Tree Nursery

Company number 6629042

8 Greenleaf Road, Walthamstow, London E17 6QQ (main office)

124 Erskine Road, London, E7 6SA

Tel: 02085215524, E-mail: [info@sunbeamspt.co.uk](mailto:info@sunbeamspt.co.uk)

### HEALTH AND SAFETY POLICY

#### Aim:

In line with the Health and Safety at Work Act 1999 and The Statutory Framework for the Early Years Foundation Stage (2017), Sunbeam Family Service Ltd. T/A Sugar Plum Tree Nursery believes that the health and safety of all children, staff, visitors, students, volunteers, parents and carers is a matter of paramount importance. Sunbeam Family Service Ltd. T/A Sugar Plum Tree Nursery has developed procedures and safe practices to ensure that health and safety is maintained, promoted and that the spread of infection is minimised. These procedures help to promote an environment where children can learn and develop in a safe, healthy environment and learn about health and safety as part of their learning journey. Sunbeam Family Service Ltd. T/A Sugar Plum Tree Nursery acknowledge the importance of working in partnership with parents, carers and others entering the session and make all policies and procedures available to view. Health and safety information is also available for all in the form of displays and leaflets.

Sunbeam Family Service Ltd. T/A Sugar Plum Tree Nursery meets the requirements of health and safety legislation from the Statutory Framework for the Early Years Foundation Stage (EYFS) 2017 (3.54). We ensure that our premises, including indoor spaces and outdoor spaces, are fit for purpose and suitable for the age of children being cared for. Our staffing arrangements meet the needs of all children and ensure their safety as outlined in the Statutory Framework for Early Years Foundation Stage 2017 (3.28)

Sunbeam Family Ltd. T/A Sugar Plum Tree Nursery ensures that children are always adequately supervised, and staff are appropriately deployed to ensure the children's needs are met.

#### 1. Responsibilities

**1.1.** Overall and final responsibility for health and safety is that of the Nursery Manager and Registered Person Norma Perkins.

**1.2.** Day-to-day responsibility for ensuring this policy is put into practice, is delegated to the Designated Health and Safety Officer/Building Manager Norma Perkins, the Deputy Health and Safety Officers/Service Managers Beata Hawrot and Liaising Manager/Deputy Manager Fozia Shahid and Assistant Health and Safety Team Asma Waqar, Maryam Malik and Majlinda Neza.

**1.3.** All staff and Health and Safety team together with management team have responsibility in the following areas: -Daily risk assessment

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- Security
- Electrical/ maintain equipment
- Food safety and hygiene
- Storage

### 2. All employees are required to:

- 2.1. Co-operate with the Senior Managers with regards to all health and safety matters
- 2.2. Not to interfered with anything provided to safeguard their health and safety or others
- 2.3. Employees to take reasonable care of their own health and safety

2.4. Report all health and safety concerns to the Designated Health and Safety Officer/Building Manager **Norma Perkins**, Deputy Health and Safety Officer/Service Manager **Beata Hawrot** and Liaising Manager/Deputy Manager **Fozia Shahid** and Assistant Health and Safety Team **Asma Waqar**, **Maryam Malik** and **Majlinda Neza**.

### 3. Health and Safety Risk arising from our work activities

In case of any health and safety risk arise from our work activities, the steps below will be followed;

#### 3.1. Risk assessments will be undertaken by:

- All staff
- The Health & Safety Officer/Building Manager, Nursery Manager/Director (**Norma Perkins**)
- The Strategic Lead and Complain Officer (**Linda McKean**)
- The Health and Safety Assistant Team (**Asma Waqar**, **Maryam Ahmed** and **Majlinda Neza** )
- Or a member of staff designated by the above

#### 3.2. The findings of the risk assessments will be reported to:

- The Health and Safety Officer/ Building Manager Nursery Manager/Director (**Norma Perkins**)

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- Strategic Lead and Complain Officer(**Linda McKean**)
- The Deputy Health and Safety Officer/Service Manager (**Beata Hawrot**) and Deputy Health and Safety Officer/Liaising Manager (**Fozia Shahid**)
- The Health and Safety Assistant Team (**Asma Waqar, Maryam Ahmed and Melinda Neza**)

### 3.3. Action required to remove/control risks will be approved by:

- The Health and Safety Officer/ Building Manager, Nursery Manager/Director (**Norma Perkins**)
- Strategic Lead and Complain Officer (**Linda McKean**)

## 4. Staff responsibilities:

- Consultation with staff will be undertaken when this policy will be reviewed, or the staffs' role is affected by new changes in policy or legislation.
- Employee representative(s) are staff names of Erskine site and Greenleaf sites
- A designated member of staff and all staff will be responsible for identifying all equipment needing maintenance.
- The Health and Safety Officer/Building Manager and Directors will be responsible for ensuring effective maintenance procedures are drawn up.
- Management Team will be responsible for ensuring that all identified maintenance is implemented.
- Any problems found with equipment should be reported to Deputy Managers first then they will inform Senior Management Team.
- The Health and Safety Team will check that new equipment meets health and safety standards before it is purchased and put in place.

## 5. Insurance:

Sunbeam Family Service Ltd. T/A Sugar Plum Tree Nursery has Public Liability Insurance/Employer Liability Insurance which is displayed on Greenleaf Site in the office and Erskine site in the reception area. The Public Liability Insurance/ Employer Liability Insurance covers:

- Officials' Personal Effects
- Public and Products Liability

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- Professional Indemnity
- Children's Personal Effects
- Equipment Breakdown
- Personal Accident for Children: Death, Loss of Limb, Loss of sight, Permanent total disablement
- Personal Accident for Officials Death: Loss of Limb, Loss of sight, Permanent total disablement
- Temporary total disablement per week
- Medical expenses per week
- Terrorism Property Damage
- Terrorism Business Interruption
- Covered for children aged 0 to 12 years.

## **6. Monitoring**

**6.1.** In order to monitor working conditions and to ensure safe working practice is being followed:

The Health and Safety Team will ensure staff and designated people carry out a daily risk assessment in the nursery sites, after school club, garden areas, security systems, breakfast and holiday clubs.

The Health and Safety Team are making sure all members of staff understand their job descriptions and health and safety policies related to safe working practices. All related health and safety information is shared during their induction meeting.

The Health and Safety Team will ensure that volunteers and students understand health and safety policy which is discussed during their induction meeting.

**6.2.** The following checks are carried out daily:

On arrival and at the end of the day, a daily checklist is completed, and any concerns or issues will be reported to Health and Safety Team.

A designated member of staff will check the toilets every hour each day.

When accidents do occur, they will be recorded and then reviewed to monitor when and how accidents happen. This will help to identify possible steps to ensure reoccurrences are removed or limited.

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The Health and Safety Management Team are responsible for investigating work-related causes of sickness.

The Health and Safety Management Team are responsible for acting on investigation findings to prevent a recurrence.

### 7. Hygiene

**7.1.** Sunbeam Family Service Ltd. T/A Sugar Plum Tree Nursery ensures that all hygiene practices are implemented and maintained in all areas of the setting, both indoors and outdoors. During the daily risk assessment, the designated members of the team will also check that all play equipment, kitchen resources and toys are clean and that this is recorded in the cleaning book both sites: Erskine and Greenleaf sites.

**7.2.** All babies milk bottles, teethers and children's water bottles are adequately sterilised to prevent cross contamination and spreading germs. The milk preparation area is designated area and has steps in place on how to prepare the milk. All sterilisation and cleaning of bottles are recorded in sterilisation folder on both sites.

**7.3.** Sunbeam Family Service Ltd. T/A Sugar Plum Tree Nursery acknowledges that effectively managed nappy changing procedures and toilet training routines are essential for the well-being of all children. The setting has a Nappy Changing and Toilet Training Policy and Procedure in place which provide clear guidelines for the effective management of these procedures and routines. During each nappy change, staff will wear clean disposable gloves and apron, and the changing mat will be cleaned with anti-bacterial spray as provided. Used nappies will be disposed of in the bin provided. Sunbeam Family Service Ltd. T/A Sugar Plum Tree Nursery has contract to collect the nappies every week with PHS Group. Staff ensure that every child uses potty/toilet which is cleaned with anti- bacterial spray after each use.

**7.4.** All staff are made aware of these procedures and are trained in hygiene practice relating to this during their induction period. All staff who prepare, serve and participate in children's meal/snack times have appropriate Food and Hygiene Training which is updated every 3 years.

**7.5.** All staff and the deputy management team ensure that opportunities are provided so that children can learn about good hygiene practices on a daily basis, by planning different activities, such as circle time, teeth brushing routine, washing their hands after messy play activities, after wiping their nose, before and after meal times. Children also participate in cooking activities where they have the opportunity to learn about healthy eating.

### 8. Safety handling and use of substances:

The Health and Safety Management Team are responsible for identifying all substances, which need a Control of Substances Hazardous to Health Regulations (COSHH) assessment and for undertaking these.

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The Health and Safety Management Team will be responsible for ensuring that all actions identified in the assessments are implemented.

The Health and Safety Management Team will be responsible for ensuring that all relevant employees are informed about COSHH assessments during their induction period.

The Health and Safety Management Team will check that new substances can be used safely before they are purchased.

All assessments will be reviewed every twelve months or when the work activity changes, whichever is soonest.

Supervision of young workers/students and volunteers will be arranged/undertaken/monitored by: The Health and Safety Team

The Health and Safety Management Team are reasonable for ensuring that employees working at locations that are under the control of other employers are given relevant health and safety information.

**9. Competency for tasks and training including in house training:**

**9.1.** Induction procedures will be followed for all employees/students/volunteers. See below:

- Preparation of food and snacks
- Use of I.T and office equipment
- Storage of equipment such as not more than 5 chairs should be stack.
- Handling of heavy equipment such as every furniture, of lifting of children.
- Disposal of nappies in PHS yellow disposal nappy bin only
- Food product to be disposed of in blue disposal bin
- Recycle product to be disposed in orange bin
- Keeping register up to date and record children arriving and departure for health and safety reasons
- Fire drill/practice
- Administering First-aid
- First aid book and medication record keeping to be maintain by First Aiders only.
- Security of the building
- Daily check lists for example , opening and closing risk assessment
- Toilet facilities and good hygiene
- Administering medication by the First Aider of the organisation only

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### 9.2. Job specific training will be provided where needed.

Training records are kept on Erskine sites, 124 Erskine Road, London, E17 6SA, and Greenleaf site, William Morris Community Centre, Greenleaf Road, London E17 6QQ. The designated Training Coordinator team **Beata Hawrot, Lisa McKean and Asma Waqar** to keep these records secure and update in the data base. Training will be identified during staff supervision, annual appraisals, and any statutory requirements. Other methods of identifying training are as when training is required or identified, or individual self-development requests from staff. Staff also takes part in regular in-service training days. These may be hosted in house or by outside agencies or trainers. Designated Training Coordinator Team **Beata Hawrot, Lisa McKean and Asma Waqar** are responsible to monitor staff's training and Nursery Manager/Director (**Norma Perkins**) and The Director and Strategic Lead (**Linda McKean**) will oversee it.

## 10. Accidents, First Aid and work-related illness and health

### 10.1. The first aid box(es) are kept in the following places:

#### Greenleaf site:

- Nursery – Kitchen Area
- Nursery – Toddler Area
- Nursery -Mounted on wall as you enter the nursery play area on the left
- Nursery- Office
- WMCC – FEEE and ASC room
- A small portable first aid bags are available for outings, which are kept in the Sunbeam Family Service Ltd. T/A Sugar Plum Tree Nursery Office.
- All staff are qualified first aider. A list of their names, is on displayed, in the nursery entrance hall
- All accidents and cases of illness at work will be recorded on an Accident/Incident sheet. Accident/Incident sheets are filed in the office by the management team.
- The Health and Safety Management Team are responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

#### Erskine site:

- Nursery- Kitchen Area
- Nursery-Baby area Area

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- Nursery- Mounted on a wall in the big play area
- Nursery First Aid box - Mounted on a wall in Reception area
- A small portable first aid box is available for outings, which is kept in the Sunbeam Family Service Ltd. T/A Sugar Plum Tree Nursery Office.
- A small portable first aid bags are available for outings, which are kept in the Sunbeam Family Service Ltd. T/A Sugar Plum Tree Nursery Office.
- All staff are qualifying first aid qualified. A list of their names is on display in the nursery entrance hall
- All accidents and cases of illness at work will be recorded on an Accident/Incident sheet. Accident/Incident sheets are filed in the office by the management team.
- The Health and Safety Management Team are responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

### 10.2. Accidents/ Incidents and Illness

Our setting responds actively to the welfare and assures the well-being needs of children and others within the setting are being fully met. All staff will be trained in Paediatric First Aid within 3 months of commencing employment and this will be updated every three years. When any accident or incident occurs within the setting, an Accident/Incident Sheet will be completed.

Children with infectious/viral diseases will be monitored and will be assessed with Public Health England recommendation to see if they need to be excluded. Parents/carers should refer to the Unwell Child and Medication Policy. Parents must complete a medication form if the child requires medication and this must be countersigned by the parent when the child is collected.

All staff, students, volunteers, parents/carers and other persons entering the setting have a responsibility for reporting any Accidents/Incidents to:

**Norma Perkins** the Health and Safety Officer, Building Manager and Nursery Manager/Director or

**Linda McKean** the Designated Safeguarding Lead, Complaints Officer and Strategic Lead, in the first instance.

In their absence, accident/incident should be reported to one of the following deputies:

**Beata Hawrot** the Service Manager, Designated Safeguarding Lead and

**Fozia Shahid** Deputy Manager the Liaison Manager, Deputy Designated Safeguarding Lead and Deputy Manager

**Asma Waqar** the Designated Safeguarding Lead, SENCO and Deputy Manager

**Maryam Malik** the Deputy Designated Safeguarding Lead and Deputy Manager

**Majlinda Neza** Supervisor



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### **11. Sleeping children**

Risk assessment of the room is carried out while staff are preparing room for children to sleep, this includes checking mattresses, temperature of the room, bed linen, children's blankets and their clothing. Children are checked regularly every 10 minutes during their sleep time by a designated person in the room and recorded on the sleep chart in accordance to advice relating to minimising Sudden Infant Death Syndrome (SIDS). They are always two members of staff in the room. All guidance is displayed in the sleeping room.

### **12. Sun Safety**

The Health and Safety Team carried out risk assessment which include UV Rating Checking List for Outdoors which is included in our daily risk assessment (please see appendix 1).

Children will not be allowed to access the outdoor area in hot weather unless they have the appropriate sun protection, such as sun hats, clothing that covers sensitive areas i.e. neck shoulders & backs and sun cream. Parents/carers are required to provide labelled sun cream for their own child with an appropriate factor (at least factor 30). Staff will record every time they apply sun cream on the children. In extremely hot weather, children will have limited access to outdoor play at peak times of the day and they will have free access to drinking water at all times. The setting has developed the outdoor area which now has sheltered play areas.

### **13. Temperature control**

The staff team, Health and Safety Officer, Building Manager and other Management team ensure that during hot weather, the room temperature is safe and comfortable. Temperature of the rooms in both sites is monitored by Health and Safety Management Team. We have displayed thermometers on the wall in each room at both sites. The setting has installed converter air-conditioner which manage the appropriate room temperature (checking appropriate room temperature). We also installed 8 purifiers in both sites to control humidity and purified the air to stop spreading germs. The companies are monitoring and servicing air-conditioners and purified regularly.

### **14. Pest Control**

We ensured to prevent children from being exposed to any pests. External pest control contractors, together with Health and Safety Management Team will implement the Pest Control Policy to manage pests in the building and in the grounds to minimise exposure to pests and rodenticide/insecticide to children and staff.

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**15. Gas and Electricity**

The Health and Safety Officer, Building Manager and other Management team are responsible to ensure that the gas and electricity is managed safely. They will appoint an external competent person or company to undertake regular checks. Greenleaf site does not have any gas installation. All our electric and portable appliances are properly guarded and checked (PAT tested) every year to meet health and safety requirements. The Health and Safety Management Team will make sure that all portable appliances display dates when they were checked, and all certificates are kept safe in Health and Safety folder in the office.

Useful resources and websites:

RIDDOR [www.riddor.gov.uk](http://www.riddor.gov.uk)

Department of Health [www.doh.gov.uk](http://www.doh.gov.uk)

Sudden Infant Death Syndrome [www.nhs.uk/Conditions/Sudden-infant-death-syndrome](http://www.nhs.uk/Conditions/Sudden-infant-death-syndrome) •

Public Health England [www.gov.uk/government/organisations/public-health-england](http://www.gov.uk/government/organisations/public-health-england) •

The Royal Society for the Prevention of Accidents (RoSPA): Toys Safety Regulation 1995

[www.rosipa.com/homesafety/adviceandinformation](http://www.rosipa.com/homesafety/adviceandinformation)

Health and Safety Executive (HSE): Many HSE publications can be downloaded from

[www.hse.gov.uk](http://www.hse.gov.uk) HSE advisory team contact details: Email- [advice@hse.gsi.gov.uk](mailto:advice@hse.gsi.gov.uk) Tel: 030 0003

1747 Incident Contact Centre 0845 300 9923 for fatal and specific injuries only

This policy was reviewed in the Spring Term 2020

**Appendix 1**

**UV Rating Check List for Outdoors**

<u>Greenleaf Site</u>	<u>Erskine Site</u>	<u>WMCC</u>	<u>Outing or Trip</u>
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<http://www.sunsafenurseries.co.uk/uvFeed/England?SouthEast/London.htm>

<b>Day and Dates</b>	<b>8am</b>	<b>9am</b>	<b>10am</b>	<b>11am</b>	<b>12pm</b>	<b>1pm</b>	<b>2pm</b>	<b>3pm</b>	<b>4pm</b>	<b>5pm</b>	<b>6pm</b>
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**Management Signature:..... Date:.....**