



Charity Number 1036832

Reviewed August 2017
Naval Under Fives

STAFF HEALTH AND SAFETY

EMERGENCY COVER

If an accident occurs involving a member of Staff being incapable of continuing work or needing medical attention, additional cover should be acquired through either calling on your own emergency Staff, or by contacting the Office.

Accidents

Any Accident that happens to a child in the Setting, will be recorded in the Accident book, which must be signed, timed and dated by the child's Parent / Carer. For Staff this should be recorded and reported to the Office and entered into their Accident Book, who will then inform the ICC (Incident & Contact Centre) and make a report to Ofsted, in accordance with RIDDOR, (see RIDDOR info booklet on Staff notice board).

Sickness

Children, Staff & Students should not attend any of the Settings if suffering from any infectious or contagious illness, sickness or diarrhoea.

Risk Assessment

The NUF believes that the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, parents, staff and volunteers by assessing and minimising the hazards and risks to enable the children to thrive in a healthy and safe environment. We consider aspects of the benefits to children's development when assessing whether it is a potential risk or hazard in our environment.

When carrying out a risk assessment we ask ourselves:

*Identification of risk: Where is it and what is it?

*Who is at risk: Staff, children, parents, visitors, volunteers etc

*Assessment as to the level of risk as high, medium, low. This is both the risk of the likelihood of it happening, as well as the possible impact if it did.

*Control measures to reduce/eliminate risk: What will you need to do, or ensure others will do, in order to reduce that risk?

Daily Risk Assessments are carried out in each Setting including Fire Exits, windows and doors. Concerns are recorded and reported and, where possible, removed or reduced.

More thorough Risk Assessments are carried out in all areas and are amended as and when is appropriate or will be reviewed annually.

Children' Safety

All Staff employed by NUF are or have been checked for Criminal Records by an 'Enhanced Disclosure' from the DBS (Disclosure & Baring System). Until the Staff member's DBS is returned, the member of Staff is not left on their own in a room with children or allowed to accompany a child to the toilet, or change a nappy. In the hot weather, Sun Lotion will be applied to the children when in the outside area providing that Parents/Carer have signed the red medical policy and Sun Lotion has been provided with the child's name clearly marked on the bottle. Children will not be allowed to access the garden without sun cream in hot weather.



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Electrical

Socket covers are required where Children have access to them. All faults of equipment or wiring must be reported to the Naval Under Fives Co-ordinator / Deputy immediately. Pat testing will be carried out annually by regulated authorities provided by MoD.

Shoes

As most of the Settings now provide continuous provision, could you make sure that all footwear is clean and suitable for inside and outside play, and in the case of bad weather provide your child with correct footwear. Adults and Staff should also make sure that their footwear is clean and suitable for inside and outside the Setting. Open backed sandals/mules/flip flops are not encouraged as suitable for pre-schoolers.

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Fire Drill

This must be carried out each half-term on sufficient occasions to allow each Child and member of Staff to be involved in order that all Staff and Children are aware of the procedures. Fire Extinguishers are checked every 6 months by MoD, this is recorded in the Setting's Fire Drill book and Visitors book.

Fire Drill notices must be displayed in a prominent place and all exits freely available and not blocked in any way. Fire Drills should be recorded in the Fire Drill book and Register. The correct authorities will regularly maintain all Fire Appliances every six months. Defects and damages must be reported to the Naval Under Fives Co-ordinator / Deputy.

Equipment

All equipment must be kept in a good state of repair. Damaged, broken or incomplete equipment should be removed and reported to the Co-ordinator / Deputy for possible replacement.

Sand must be kept swept off the floor and sterilized before being returned to the tray. Water spills from the Water tray, must be mopped regularly to avoid Staff or Children from slipping up.

Dressing up clothes should be kept clean; all hats should be washable and no dressing up shoes with heels will be permitted. Clothes should not be long enough to cause tripping to the Child wearing the item and ties must be easily removed.

TOILETS & KITCHENS

Both these areas must be kept to high level of cleanliness. Cleaning products must be kept in high cupboards away from the Children. Different members of Staff must clean these areas. Ordinary towels may be used after painting etc. but disposable towels or hand dryers must be used after toileting. All Settings are provided with anti-bac hand spray and disinfectant for the tables, chairs and work surfaces. Daily Rotas must be displayed for Staff.

Garden

The outside area must be checked before use for animal faeces, glass or litter. The ground should be level and safe and grass kept cut. Equipment must be suitable and stable. Parents / Carers should refrain from taking pets into the garden, to avoid stress from other Parents / Carers and Children and thus keeping the Garden clean from animal faeces etc.



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Personal Items

Handbags should be kept in a secure place; safety of personal items are the Staff's responsibility. Mobile phones should be switched off during the Pre-school sessions unless a family emergency is expected. Schools should be given the Setting's or Office phone numbers. Personal calls must be restricted to emergencies only. This applies for texting as well.

Sanitary Towels or Tampons may be kept in the Pre-school, in a box or bag, clearly labelled with the member of Staff's name, and kept on a high shelf or top cupboard in the toilet area. Soiled Sanitary wear should be disposed of in the correct manner and not down the toilet. Make other Staff aware of any Medication that you may be reliant on e.g. Inhalers for Asthma, Epi-pen for Allergies or Insulin for Diabetics; these should be clearly marked with the Staff's members name and stored in the Staff's First Aid box.

SMOKING

For the health and well being of all Staff, Children and other Parents / Carers, the premises occupied by Naval Under Fives are **NO SMOKING** buildings. This also applies to the front and the back gardens of each Setting and the Office. This also applies to the use of E-Cigarettes.