



Health and Safety Policy

It is our policy to provide a safe and healthy environment for staff (including staff who are lone working) and children whilst educating children how to assess risk and when it is appropriate to take calculated risks which will provide them with a positive experience.

At all times our employees will cooperate fully in implementing health and safety initiatives. They will do everything possible to make sure injuries do not occur to themselves or to others.

We expect our employees to take responsible care of their own health and safety at all times.

It is our intention to make sure at all times that there is a qualified first aider on the premises by ensuring as many people as possible are trained in first aid.

Accidents and Injuries

If a child becomes ill we will take every step possible to contact the parents, or next emergency contact but if this is not possible, we will take responsible measures to care for the child. We will expect parents to cooperate with us by not bringing children to the nursery if they have any infectious or contagious illness (please refer to the Guidance on infection control in schools and other childcare settings on the HSC website).

An accident book is available which must be filled in if any child or member of staff sustains an injury while on the premises. Details of how, where, when and to whom the accident happened must be recorded by the member of staff who saw and dealt with the injury. The treatment given must also be recorded.

We will act on the advice given by agencies such as Ofsted, environmental health and the fire brigade.

Procedure to be followed in the event of an accident

If a child or member of staff has an accident they will receive first aid by a first aid trained member of staff and appropriate action taken depending on the severity of the accident or injury.

If a child has an accident or injury within the nursery or forest, which could result in a broken bone, they must not be moved but made comfortable, whilst following the correct first aid procedures, an ambulance will be called immediately.

Gloves will always be worn when dealing with blood or any other bodily fluids.



Head injuries

If any child receives a bump or any type of trauma to the head whilst in the nursery, their parents **must** be informed immediately, as a matter of course. Depending on the severity of the injury a decision will be made as to whether the parent has to collect the child, an ambulance is called (see major injuries below) or whether the child is fine and may stay in nursery. If the child remains at nursery, we will continue to monitor their wellbeing and will report any negative changes in the child immediately to the parents and follow the correct procedure as dictated within this policy and procedure.

Minor injuries

If the child sustains an injury that is deemed not to be serious, such as a minor graze or cut, the child is cared for by the practitioners and an accident form must be completed for the parents to sign on collection. If medical attention is required the senior in charge will call the parents or emergency contact for the child and request immediate collection, explaining the situation. The key person for the child should offer to accompany the child and parents if required.

Major injuries

If the injury is severe and hospital treatment is required, the senior in charge will call 999 and wait for an ambulance. In the meantime the parents or emergency contact for the child must be contacted and arrangements made for them to come directly to the nursery or meet at the hospital if this is appropriate.

The key person for the child should always accompany the child to hospital if parents are not present and offer if they are.

Requirements

- Registered providers must notify Ofsted of any serious accident, illness or injury to, or death of, any child while in their care, and of the action taken. Notification must be made as soon as is reasonably practicable, but in any event within 14 days of the incident occurring. A registered provider, who, without reasonable excuse, fails to comply with this requirement, commits an offence. Providers must notify local child protection agencies of any serious accident or injury to, or the death of, any child while in their care, and must act on any advice from those agencies.
- In some circumstances RIDDOR must also be informed, depending on the nature of the injury.

Risk assessment

Everyone at Alfresco has responsibility for continually assessing hazards and risks.

Risk assessments are essential in any early year's establishment to ensure the safety and well-being of all children and adults.

It is the process of identifying hazards and then assessing their potential for causing harm or loss. It also includes an evaluation of the consequences of a risk if it materialises and suggests what needs to be done to avoid or minimise the risk.



- A hazard is something which has the potential to cause harm.
- A risk is an evaluation of the probability or likelihood of the hazard occurring.

Risk assessments are used to identify the potential hazards to people and once identified measures can then be put in place to minimise risks, such as daily check lists.

Procedure:

- A risk assessment of the indoor and outdoor environment takes place twice annually: once during the winter and again in the summer. This is because of the natural changes that take place in the outdoor provision.
- Identified risk are monitored and assessed daily through a visual risk assessment list.
- Separate Risk Assessments for specific equipment, activities and experiences are undertaken as required. This includes outings.
- Risk assessments for the forest are conducted by the forest school leader as required for the environment, activities and experiences.
- Visual risk assessments are displayed in the main hall way.
- Health & Safety, including risk assessments are discussed at every team meeting.
- This policy will be reviewed annually.