



01	It is 'First Steps' policy to provide a healthy and safe environment for staff and children. The designated Health and Safety Officer is Ruth Garland-Davies. At all times our employees will co-operate 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 always take responsible care of their own health and safety. It is our intention to always make sure that the majority of staff hold a Paediatric first aid certificate.
02	A first aid box is always provided which is stocked according to the Paediatric first aid handbook requirements. These boxes are routinely checked.
03	Only medicine prescribed by a doctor can be administered. A medicine book will be available to record details provided by parents, recording the timings and dosage of medicines to be given to their children as requested by them. The books are to be signed and dated by parents and staff, and to be kept in each room. If a child becomes ill, we will take every step possible to contact parents but if this is not possible, we will take responsible measures to care for the child. If the child in our opinion needs further help, we will call 999, and parents will be informed. We will expect parents to co-operate with us by not bringing children to the nursery if they have any infectious or contagious illnesses. Staff will also be asked not to attend work under the same circumstances.
04	An accident book is available which must be filled in if any child or member of staff sustains an injury whilst 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. In the event of a head injury the parent will be informed, and 10-minute observations will be carried out and recorded.
05	First Steps is committed to providing a safe, happy, and healthy environment for children to play, grow and learn. Cleanliness is an essential element of this practice. Our setting will be cleaned daily, and regular checks will be made using the risk assessments. The nappy changing facility will be cleaned after each use and regular checks will be made in the bathroom, and if necessary cleaned. Potties will be cleaned/disinfected after every use. Any mess caused throughout the day will be cleaned up as necessary to ensure that a hygienic environment is provided for the children in our care.
06	Staff are made aware of the basic food hygiene standards through appropriate training, and this is reviewed every three years.
07	Health and safety arrangements • All staff are responsible for general health and safety in the setting. • Risk assessments will be conducted in all areas of the setting, including rooms, activities, outdoor areas, resources and cleaning equipment. • These are reviewed at regular intervals and when arrangements change. • All outings away from First Steps (however short) will include a prior risk assessment. • All equipment, rooms, and outdoor areas will be checked thoroughly by staff before children access them or the area. These checks will be recorded and adhered to by the staff responsible. Unsafe areas will be made safe/items that are deemed unsafe will be removed from the area by this member of staff to promote the safety of children. If this cannot be achieved the manager will be notified immediately. • We provide appropriate facilities for all children, staff, parents, and visitors to receive a warm welcome and provide for their basic care needs, e.g. easy to access toilet area and fresh drinking water.
08	• First Steps adheres to the Control Of Substances Hazardous to Health Regulation (COSHH) to

	ensure all children, staff, parents, and visitors are safe in relation to any chemicals we may use on the premises. • All staff and students will receive appropriate training in all areas of health and safety which will include risk assessments, manual handling, and fire safety. • We have a clear accident and first aid policy to follow in the case of any person within First Steps suffering injury from an accident or incident. • We have a clear fire safety policy and procedure which supports the prevention of fire and the safe evacuation of all persons in First Steps. This is to be shared with all staff, students, parents, and visitors to First Steps. • We review accident and incident records to identify any patterns/hazardous areas. • Staff must be aware of general hygiene within First Steps and ensure that high standards are kept at all times. • Regular toy washing rotas must be established in all rooms and recorded. • Toys are washed with sanitising fluid i.e. Milton. • Every child has their own cot sheet /blankets which are washed at the end of every week or whenever necessary. • Children are reminded to wash their hands after using the bathroom and before meals. Staff encourage good hygiene standards, for example, not eating food that has fallen on the floor. • Children learn about good hygiene routines and why they need to wash their hands, wipe their noses and cover their mouths when coughing.
09	The policy is kept up to date and reviewed especially when the nursery changes in nature and size. It is revised annually, or as and when required. We therefore welcome useful comments from members of staff, parents, and visitors regarding this policy.
10	Only creams (nappy cream) provided by parents can be administered. A tube or pot of cream that is clearly labelled and in date will be used if written instruction is received from the parent. Procedures to be followed in the event of an accident: • If a child or a member of staff has an accident, they will receive first aid by a member of staff or a first aider, at the discretion of the qualified member of staff in the room. • Gloves and an apron will be worn when dealing with blood or any bodily fluids. • The wound will be cleaned with sterile cloths, or a cold compress applied. No ointments will be used. • If hospital attention is needed, then the Manager/Deputy Manager will make that decision and will take the necessary action to get that child to hospital. • If an accident has happened to a child, the Manager will inform the parents immediately. An accident form will be completed, and the accident will be recorded in the accident book. It will state the time it happened, the date, how it happened, first aid given and will be signed by the staff and the parent/carer. • If any child or member of staff has attended hospital as a result of an incident in the setting Ofsted will be informed and the correct paperwork will be sent. (link www.gov.uk/guidance/childcare reporting children's accidents and injuries.) If a child does not attend a session the key person will ring the parent/carer for an unexplained on absences and also fill out an unexplained absence sheet.
11	Miscellaneous items If any items, for example disregarded needles/broken bottles, are found in the grounds of the setting they should always be reported to the nursery Manager. They will then, place them in the tin provided until they can be disposed of clinically and safely. In the case of any item that may be drug related the local Police would be informed. Nursery security - all doors and windows have secure locks. The nursery has a fire alarm system. It is the responsibility of all staff to ensure the building is locked; secure and all electrical appliances are turned off before leaving at the end of each working day. The setting is aware of manual handling procedures and promotes this to all staff in the setting.

Health & Safety Policy

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