

Katie B *kids*

We have a duty of care towards children and staff to protect them from harm and to do this effectively it is important to have a realistic understanding of where risk can come from.

This handbook outlines the policies in place to do this in line with all statutory regulations.

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It is important to note that we have separate documents which complete the required legislations contributing to health and safety and these are:

- Safeguarding Policy Handbook.
- HR Policy Handbook.
- Admissions Handbook.
- Food Management System.
- Fire Safety System.
- Risk management system.

The policy forms part of the *Katie B*
kids development plan and will be reviewed annually.

We are familiar with, make available and comply with each of the following government legislations:

1. Early years foundation stage (EYFS) statutory framework - GOV.UK (www.gov.uk)
2. Management of Health and Safety at Work Regulations 1999
3. Workplace (Health, Safety and Welfare) Regulations 1992
4. Fire safety in education Fire safety risk assessment: educational premises - GOV.UK (www.gov.uk)
5. The Regulatory Reform (Fire Safety) Order 2005 (legislation.gov.uk)
6. Employers' Liability (Compulsory Insurance) Act 1969
7. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)
8. Control of Substances Hazardous to Health Regulations 2002 (COSHH)
9. Electricity at work regulations (1989)
10. Manual handling operations Regulations (1992 as amended)
11. Health and Safety (display screen equipment) Regulations (1992)
12. The Building Regulations 2010 (legislation.gov.uk)
13. Disability Discrimination Act 2005 A law to help disabled people (publishing.service.gov.uk)

Health and safety statement

We work to protect all persons including children, employees and volunteers from potential injury and damage to their health whilst attending or working at our nursery. We believe that the health and safety of children is of paramount importance without exception. The setting is made a safe and healthy place by assessing and minimising the hazards and risks.

We will ensure that children, parents or guardians, and staff are aware of health and safety issues and will minimize the identified hazards and risks to enable the children to thrive in a healthy and safe environment. We will provide information, training and supervision as required for this purpose.

We have robust systems in place to understand, monitor and minimise the risks to children and staff within the nursery. Should things go wrong in the provision of the childcare service, employees should feel safe admitting it and be able to learn and share what they have learnt. The names of the health and safety representatives are displayed in the reception and on TEAMS. Health and safety training takes place at induction with annual review for all nursery educators.

We will give a high level of commitment to health and safety and will comply with all statutory requirements.

Responsibility and insurance

The ultimate individual responsible for health and safety is Katie Ballard who is the nursery owner.

Daily the nursery manager is the person responsible for ensuring that practice reflects policy and should be the person to whom staff report any concerns.

Every member of staff has a responsibility to follow guidance, policy and to take responsibility for health and safety.

The health and safety poster with this information is displayed in the nursery reception.

We hold public liability insurance and employers' liability insurance up to ten million pounds. The certificate for public liability insurance is saved on Educator teams.

Smoking policy

We operate a no smoking policy. The full policy is in the HR Policy Handbook for employees and the Safeguarding Policy Handbook for parents / guardians.

Risk assessment

See:

Risk management system

Food safety management system

Fire safety management system

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The basis of the health and safety policy is risk assessment.

Our risk assessment process includes:

- The identification of hazards and risks indoors and outside, and in our activities and procedures. Risks are considered to staff, children and parents and guardians.
- Assessment of each risk as to:
 - the level of the risk as high, medium and low (red, amber or green).
 - the likelihood of it happening considering all the mitigating factors in place through our practice (red, amber or green).
 - The possible impact if it did (red, amber or green).
- The development of an action plan that specifies the action required the timescales for action, the person responsible for the action and any funding required.

Health and safety issues are checked either daily, weekly, and annually. The risk management system is reviewed:

- Annually as part of the policy review cycle. This is October for Risk management.
- When new equipment or routines are introduced.
- In response to an accident or near miss.
- As part of the cycle for ongoing audit, observation and reflection that informs monthly management and team meetings.

Changes to the risk assessments are shared to the team in writing whenever a change is made, and risk assessment forms part of the agenda of monthly meetings. Annually all staff receive a refresher on our resources for supporting risk management including our training presentation. Senior staff attend online health and safety training through Noodle Now every 2 years. Educators are supported on risk assessment through supervision and competence is reviewed at appraisal.

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Dynamic Risk Assessment

We take a proactive approach to risk. We keep children safe by having the knowledge and confidence to be able to make quick assessments of a changing environment and to react accordingly. Through dynamic risk assessment we continually observe and analyse risk and hazards. This enables us to quickly identify new risks and to remove them.

We will consistently review the environment considering factors such as the specific risks associated with a particular activity, how many children are taking part and the competency, compliance, and engagement of the children. Evaluating these questions enables us to decide the level of adult supervision that a particular activity requires at any one time to be safe and to ensure that this attention is provided.

The reward of risk: Building confidence in children.

When children are given visible risk, they rise to it and become very competent. Benefit risk assessment focusses not just on the risk of the activity, but on the benefits of the activity too. Through this, children are empowered to experience safe opportunities and age-appropriate risk. **But** children must be protected from abuse, abduction, getting lost, an accident, choking, strangulation, illness, and sudden infant death syndrome and we understand our role in reducing these risks. We remove any potential hazards. This handbook shares the policies and practices that ensure our nursery is safe. Communication is key to reducing risk and our management team work very closely with our educators to ensure that knowledge on risk and policy is deiminated effectively. Training and support are embedded into our routines.

Suitable person policy

We have several policies which ensure that children are safe with the staff within the nursery, these are:

- Safer Recruitment Policy
- Suitable People Policy - in the Safeguarding Policy Handbook

Ensuring the safety of adults

We are committed to ensuring that adults are motivated and engaged. Our leadership offers transparency, support and a united approach to our authentic vision and goals for the setting. We strive to unleash individual potential and to encourage our educators to be innovative in how they work. We promote a structure within the nursery where layers of management are minimised, instead encouraging joint responsibility where every individual is recognised as competent and capable. We have a genuine concern for the quality of our employees' lives, and we invest in mindfulness coaching to materially affect the culture and behaviours of our nursery. We strive for a positive culture of psychological safety within our team and beyond this we are committed to embedding a meaningful equity, diversity, and inclusion strategy. We are invested in building a strong and resilient workforce who can cope with life and work in the 21st Century. Robust risk management systems and fire and health and safety policies protect our staff and minimise the risks to them as individuals. A risk assessment is in place to outline the risk to adults. This includes information and guidance on safe storage, movement, lifting and erection of large pieces of equipment. All warning signs are clear.

The sickness of staff and their involvement in accidents is recorded and reviewed at management meetings monthly. Any issues that need to be addressed are done so by updating the appropriate risk management system. Changes to practice are disseminated throughout the team to improve practice and outcomes for children and the experience of staff.

Also see lone working policy in Safeguarding Handbook.

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Training safety and awareness

The premises for our nursery were designed to be fit for purpose. The indoor spaces, furniture, equipment, and toys are safe for children to use and the nursery is secure. The nursery staff have joint ownership to ensure that the premises, equipment, and toys are cleaned to maintain high safety standards.

We have implemented a health and safety policy and procedures which cover identifying, reporting and dealing with accidents, hazards and faulty equipment in addition to hygiene requirements. There is a separate policy and procedure for action to be taken in the event of a fire or any other emergency, and an emergency evacuation procedure is recorded. Fire alarms and fire extinguishers are in working order within the facility and are maintained as required. The fire exits are clearly identifiable, and the fire doors are kept free of obstruction, so they are easily opened from the inside. Fire safety and general health and safety is covered extensively at induction for all staff and is re visited annually and more frequently if necessary. We have responded to the coronavirus pandemic with a separate policy, now implemented into our infection control systems and we work in line with government legislation and safe practice, in collaboration with staff, parents and children.

Signed records are kept of each employee's commitment to health and safety and awareness of and confidence in the procedures within the setting. The induction process for every employee or long-term volunteer includes a clear explanation of health and safety issues so that all adults can adhere to our policy and understand their shared responsibility for health and safety. Health and safety awareness also forms part of the registration process for new parents or guardians joining the nursery. Children are made aware of the health and safety issues through discussions, planned activities and routines.

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Manual Handling Policy

Working in a nursery setting it is not possible to eliminate all manual handling, however we recognise that correct handling techniques will lessen the chances of injury occurring. We carry out an assessment of the main tasks, identify potential risks arising from manual handling and set clear rules in our risk assessments. We ensure that outdoor and indoor spaces, furniture, equipment and toys are safe and suitable for their purpose. We ensure staff, students and volunteers are given guidance about the safe storage, movement, lifting and erection of large pieces of equipment on induction and through training, meetings, and handouts. We complete an individual risk assessment for staff/students/volunteers where deemed necessary.

As part of a manual handling assessment all staff will consider the following:

- The tasks to be carried out.
- The load to be moved.
- The environment in which handling takes place.
- The capability of the individual involved in the manual handling

All staff will:

- Follow three basic rules:
 1. AVOID the need for hazardous manual handling, so far as reasonably practical.
 2. ASSESS the risk of injury from any hazardous manual handling that can't be avoided.
 3. REDUCE the risk of injury from hazardous manual handling, so far as reasonably practical, limiting the distances for carrying, making the load smaller/lighter where possible and using the proper equipment provided such as ladders, trolley etc.
- Not move any load unless they know the correct handling techniques or believe the load may cause them an injury.

- Not carry loads at arm's length or fingertips and avoid a lift from the floor or to above shoulder height and avoid awkward movements such as stooping, reaching or twisting, minimising repetitive actions by redesigning and rotating tasks.
- Ensure that there are adequate rest periods and breaks between tasks.
- Ensure that they are capable of undertaking the task, two person lifts are to be encouraged where practical for (large pieces of furniture or equipment) – people with health problems and pregnant women may be particularly at risk of injury and must report their condition to the nursery manager.
- Report any injuries incurred during any manual handling operation and record it in the accident book.
- Follow the CORRECT LIFTING PROCEDURE
 1. Think about the task; consider what you will be lifting, where you will put it and how you are going to get there. Ensure that the surroundings are safe. Flooring should be even and not slippery, lighting should be adequate, and the temperature and humidity should be suitable.
 2. Remove obstructions and ensure that the correct equipment is available.
 3. Assess the weight, centre of gravity of the load and the size to make sure that you can grip it safely and see where you are going.
 4. Assess whether you can lift the load safely without help. If not, get help. If more than one person is involved, plan the lift first and agree who will lead and give instructions. Consider a resting stage before moving a heavy load or carrying something any distance.
 5. Plan your route and remove any obstructions. Check for any hazards such as uneven flooring.
 6. Check whether you need any PPE (personal, protective equipment) and obtain the necessary items, if appropriate. Check the equipment before use and check that it fits you.
 7. Ensure that you are wearing the correct clothing, avoiding tight clothing and unsuitable footwear.

8. Ensure that you will be able to maintain a firm grip.
9. Remove any unnecessary packaging, if this will make the task safer.
10. Stand with your feet apart and your leading leg forward. Your weight should be evenly distributed over both feet. Position yourself (or turn the load around) so that the heaviest part is next to you. If the load is too far away, move toward it or bring it nearer before starting the lift.
11. Always lift using the correct posture.
12. Bend the knees slowly, keeping the back straight.
13. Tuck the chin in on the way down
14. Lean slightly forward if necessary and get a good grip.
15. Keep the shoulders level, without twisting or turning from the hips.
16. Try to grip with the hands around the base of the load.
17. Bring the load to waist height, keeping the lift as smooth as possible.
18. Move the feet, keeping the load close to the body.
19. Proceed carefully, making sure that you can see where you are going.
20. Lower the load, reversing the procedure for lifting
21. Avoid crushing fingers or toes as you put the load down.
22. Position and secure the load after putting it down.
23. Report any problems immediately - for example, strains and sprains.
24. Where there are changes, for example to the activity or the load, the task must be reassessed.

Working safely with Display Screen Equipment

We accept our responsibility to protect staff that use DSE daily, for continuous periods of an hour or more. Incorrect use of DSE or poorly designed workstations or work environments can lead to pain in necks, shoulders, backs, arms, wrists and hands as well as fatigue and eye strain. We recognise that DSE work does not cause permanent damage to eyes. But long spells of DSE work can lead to tired eyes, discomfort, temporary short-sightedness and headaches. DSE work is visually demanding, so it can make someone aware of eyesight problems they have not noticed before (including changes in eyesight that happen with age). We encourage staff to help their eyes by:

- checking the screen is well positioned and properly adjusted.
- making sure lighting conditions are suitable.
- taking regular breaks from screen work.

Our management team are the only staff members that regularly use a DSE. They have access to a desktop workstation, but also may choose to use a laptop at times when it is more convenient. The nature of our work dictates that breaks from the DSE will occur naturally and frequently within the hour, thereby reducing the risks from this work. To further protect the health of staff using DSE regularly we:

- do a [DSE workstation assessment](#)
- reduce risks, including making any necessary special requirements for individuals, for example a user with a disability.
- provide an [eye test](#) if a worker asks for one.
- provide glasses if the eye test shows an employee needs special glasses prescribed for the distance the screen is viewed at. If an ordinary prescription is suitable, employers do not have to pay for glasses.
- [provide training and information](#) for workers.

Security

- Systems are in place for the safe arrival and departure of children. Strict signing in procedures are in place for:
 - The arrival and departure times of all children attending the nursery.
 - The arrival and departure times of adults entering the building - staff, volunteers, and visitors - are recorded.
- Security doors with fob access prevent unauthorised access to the premises.
- Doors are opened by a release button, or they are locked. Children only leave the nursery with an adult, and headcounts are taken. This prevents children from leaving our premises unnoticed.
- Visitors and contractors to the nursery enter the building through the main entrance and are required to sign into the building regardless to if they are entering the nursery area.
- Registers of the expected children and adults each day are on the nursery software systems accessible by appropriate persons.
- The personal possessions of staff and volunteers are securely stored away from the nursery spaces.
- Personal mobile phones and other electronic devices are stored in a dedicated safe away from the nursery spaces.

Indoor space and design

We comply with the indoor space requirements for early years settings that state that:

- Children under two years must have 3.5 m² per child.
- Two-year-olds must have 2.5 m² per child.
- Children aged three to five years must have 2.3 m² per child.

Windows

The windows are not at child level and are secured so that they pose no risk to children.

Doors

Precautions are taken to prevent children's fingers from being trapped in doors.

Where possible doors have self-closing mechanisms. Adults are aware of the importance of closing security doors at all times.

Floors

All surfaces are checked daily to ensure they are clean and not uneven or damaged.

Carpets and rugs are checked regularly throughout the day to ensure that they are not a slip hazard.

Caution - wet floor signs- are used to indicate when extra caution should be taken.

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Electrical and gas equipment

- There is no gas at the setting.
- The setting has a fixed installation electrical safety certificate that is dated within 5 years.
- All electrical equipment conforms to safety requirements and is PAT tested annually.
- The boiler, electrical switchgear and meter cupboard is not accessible to the children.
- The setting minimises the use of wires and leads wherever possible, and the children are taught not to touch them.
- There are sufficient sockets to prevent overloading.
- When extension leads are used they have individual socket switches.
- The temperature of hot water is controlled to prevent scalds.
- Lighting and ventilation is adequate in all areas including storage areas.

Storage

- All resources and materials from which children select are stored safely and are easily accessible to children.
- All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

COSHH

We understand that using chemicals or other hazardous substances in the workplace can put the health of staff, children and others at risk. We follow the legal regulations of [COSHH](#), or the Control of Hazardous Substances & Chemicals, to store, handle and use hazardous substances safely. A hazardous substance is defined under COSHH as any substance which has the potential to cause harm; perhaps when inhaled, ingested, or absorbed into the skin. The examples of hazardous substances in our environment are cleaning products, and paints and solvents. We follow guidance on labels to identify what type of hazard the product contains; to understand what the hazard is and to ensure that we know how to avoid it. Specifically:

- Cleaning products are kept out of children's reach at all times.
- All substances that are hazardous to health are stored in areas of the building where children never access. This is upstairs in the staff area on the highest shelf.
- Paint, glue and any other chemical or product that poses a risk to children are stored safely away from the nursery space, in a designated storage room, on a high shelf that adults can reach, but that children do not access.
- The cleaning of the Nursery will adhere to the instructions on the labels including contact time and right products for the job.
- Staff are trained in the control of the cleaning products used throughout the setting and ensure that they use the protective clothing that are provided if required, e.g., gloves, aprons.
- To avoid inhalation, ingestion and skin contact chemical substances are only used by staff who are familiar with the risks and the procedures to be taken in the event of an accident. These products are never used in areas of the nursery where children are present. This includes bleach.
- Products are never be mixed to avoid hazardous by-products.
- Maintenance work that could include welding, sanding or soldering would only ever take place outside of opening hours, and only by trained personnel working to a risk assessment.

Reducing the risk of Legionella

The policy forms part of the *Katie B
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We recognise that Legionella can thrive anywhere as long as the conditions are right. The HSE has given the following 6 guidelines to prevent the spread of Legionnaires' Disease:

- **Aerosol**

Outlets such as: showers, taps, hoses, toilets. All of these can spray droplets of water. All of the stated systems can produce the environment for Legionella bacteria to multiply.

- **Temperature**

Legionella thrives at 37 degrees, which is body temperature. However, Legionella dies at 60 degrees; therefore, we ensure we heat the water in our boilers/water heaters to at least 60 degrees.

- **Water Treatment**

In systems where we cannot use temperature as a means of control, we use chemical treatments. Prime examples are cooling towers and the sensory bubble tube.

- **Stagnation**

Water should not stagnate anywhere within the system. We keep pipe lengths as short as possible, and remove any redundant pipe work. Flushing regimes are in place to ensure water flow is kept moving throughout the entire system.

- **Conditions**

Poor water system conditions promote legionella growth. Conditions might include limescale, sediment, rust, sludge, algae, and sunlight.

- **Materials**

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Materials that encourage growth such as steel, rubber, lead pipework. Legionella needs nutrients and this can come in the form of the materials in your water system. We make sure that any materials used are not corrosive, so that Legionella growth is limited. When we appoint an installer for plumbing or water treatment purposes they are a competent person and they source all of their material through the Water Fitting and Materials Directory (WRAS directory).

We follow an action plan to help prevent and control legionella risks.

Legionella Risk Assessment & remedial action

- A responsible person identifies the legionella risks present within our water systems and we remove or reduce the risks identified.

Water Testing & Analysis

- We have water testing and undertake analysis to determine how effective our legionella control measures are.

Schematic

- We have a schematic drawing of our water systems.

Water Logbook

- We keep a water logbook for ongoing monitoring tasks and record keeping.

Training

- We ensure that all responsible persons that form part of our water safety group suitably trained and competent.

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Activities within the nursery

- The layout of play equipment allows adults and children to move safely and freely between activities.
- All materials - including paint and glue - are non-toxic.
- Sand is clean and suitable for children's play.
- Physical play is constantly supervised.
- All activities have a separate risk benefit analysis that staff can access. These are reviewed annually.
- Children are taught to handle and store tools including cutlery at mealtimes and utensils in cooking activities safely.
- Children who are sleeping are checked regularly as per the sleep policy within the personal care policy.
- Children who are eating are always closely supervised and are never left alone.
- Children learn about health, safety and personal hygiene through the activities provided and the routines followed.

Defect reporting

- Before purchase or loan, equipment and resources are checked to ensure that they are safe for the ages and stages of the children currently attending the setting.
- All equipment is regularly checked for cleanliness and safety and any dangerous items are repaired or discarded.
- Staff are responsible for ensuring they report any defect likely to put any child or adult at risk from illness or injury.

Hygiene

See also:

- Food Management System
 - Personal Care Policy - in the Admission Handbook
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- We seek information from the Environmental Health Department and the Health Authority to ensure that we follow the latest recommendations.
 - Our daily routines encourage the children to learn about personal hygiene.
 - There is a daily cleaning routine for nursery educators which includes the nursery rooms. There is a schedule for cleaning resources and equipment, including dressing-up clothes, and furnishings.
 - There is a cleaning routine for the kitchen, reception, staff areas and toilets.
 - The toilet area has hand washing and drying facilities.
 - We have a personal care policy to ensure high standards of hygienic nappy changing. There are appropriate bins for the safe disposal of nappies.
 - Outdoor footwear that is muddy or dirty is removed so they are not worn indoors. There is a no shoes policy within the lower nursery.
 - Good hygiene practices are implemented by:
 - Cleaning tables between activities.
 - Checking toilets regularly.
 - Wearing protective clothing - such as aprons and disposable gloves - as appropriate.
 - Providing tissues and disinfectant wipes; and antibacterial hand gel in the rooms throughout the nursery.
 - Providing sets of clean clothes.
 - Ensuring sole use of bedding.

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Food and drink

See also:

- Nutritional Policy - in the Admission Handbook

- Nursery educators that prepare and handle food receive appropriate food handling training every three years and understand - and comply with - food safety and hygiene regulations.
- All food and drink are stored appropriately.
- Snack and mealtimes are appropriately supervised, and children do not walk about with food and drinks.
- Fresh drinking water is always available to the children.
- Systems are operated to ensure that children do not have access to food/drinks to which they are allergic.

Kitchen

See also:

- Food Management System.

- Children do not have unsupervised access to the kitchen.
- A risk assessment is in place for when children take part in cooking activities, this includes that children:
 - Are supervised at all times;
 - Are kept away from hot surfaces and hot water; and
 - Do not have unsupervised access to electrical equipment.

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Fire safety

See also:

- Fire safety management system
- Fire safety strategy completed by LFE -Rapier Fire Consulting

- Fire doors are clearly marked, never obstructed, and easily opened from inside.
- Alarms and fire-fighting appliances are fitted in appropriate high-risk areas of the building and are checked as specified by the manufacturer.
- The emergency evacuation procedures are approved by the Fire Safety Officer and are:
 - Clearly displayed in the premises.
 - Explained to new members of staff, volunteers and parents and carers
 - Practiced regularly at least once a term.
 - Recorded
- Records are kept of the servicing of fire safety equipment.

Outings and visits

See also:

- Outings Policy.
 - Lost Child Policy.
-
- We have agreed procedures for the safe conduct of outings.
 - A dedicated mobile phone is taken on outings, and supplies of tissues, wipes, clothing as well as a mini first aid pack, and water. The amount of equipment will vary and will be consistent with the venue and the number of children as well as how long they will be out for.
 - A minimum of two staff should accompany children on outings and a minimum of two should remain behind with the rest of the children. Ratios are maintained at all times.

Animals

- A risk assessment is in place for any visiting animals. Animals must be free from disease and safe to be with children, and do not pose a health risk.
- The setting does not have any pets.

First aid and medication

See also:

- Administration of medicine policy - in the Safeguarding Handbook.

- At least one member of staff with current first aid training is on the premises or on an outing at any one time. The first aid qualification includes first aid training for infants and young children.
- The nursery's first aid kit:
 - Complies with the Health and Safety (First Aid) Regulations 1981;
 - Is regularly checked by a designated member of staff and re-stocked as necessary.
 - Is easily accessible to adults
 - Is kept out of the reach of children.
- At the time of admission to the setting, parents or guardians are asked to give written permission for nursery workers to provide emergency medical advice or treatment.
- Parents or guardians sign a consent form at registration allowing us to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that the parent or guardian has been informed and are on their way to the hospital.
- Ofsted is notified of any injury requiring treatment by a general practitioner or hospital doctor, or the death of a child or adult.

Accidents

It is fully acknowledged that accidents will always happen, to some extent. But we accept our responsibility to ensure that we are doing all that we can in preventing them from occurring or reoccurring. We follow the guidance to ensure that we recognise when accidents are reportable to the [Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\)](#). We endeavour to report the event through the appropriate online form as soon as reasonably possible but always within 10 days. The exceptions are in a situation regarding an injury over seven days, where we will report within 15 days and incidences of exposure to occupational diseases which are reported as soon as we have received the diagnosis. Ultimately, we always ensure that we are taking measures to prevent accidents from reoccurring. Following a reportable accident an internal investigation will take place. We will identify the primary cause of the event, include witness statements and an investigation of the site. We will then outline action that will prevent recurrence. This investigation process is not limited to reportable accidents.

Record Keeping

Accident and incident record

- Accident and incident forms are kept digitally on the nursery software system.
- They are signed by the parent or responsible person for a child who has had an accident at the earliest opportunity.
- Accidents and incidents are audited, and trends are reviewed as part of monthly management meetings.
- Accidents, incidents and near misses are used to identify any potential or actual hazards and to influence practice as part of service development.

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General records

Records of Adults

- Names, addresses, contact details and next of kin and identification of all staff, including temporary staff.
- The name and address of the company directors.
- A central document is held with all staff qualifications, start date, role, DBS clearance, and appraisal and supervision date.
- A central training record is held listing all mandatory and supplementary training of all staff.
- Full HR records relating to the staff's employment within the setting are held, including application forms, references, certificates, the results of checks undertaken, and appraisal and supervision documentation and performance management and disciplinary records if applicable.

Records of Children

- Child's full name, address, parents' details.
- The names of authorised individuals for alternative collection of the child and the emergency contact details.
- Consents for every child which must include:
 - consent for outings
 - consent forms for emergency treatment
 - consent for the administration of basic first aid and for the administration of medication
- Medical history and health requirements including any allergies, dietary needs, and illnesses of individual children.
- Accidents and medicine administration records.
- The attendance records for each child.

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In addition, the following procedures and documentation in relation to health and safety are in place:

To ensure safety we hold records of:

- Completed risk assessments.
- Daily record of visitors.
- Fire safety procedures.
- Fire safety records and certificates.
- Operational procedures including for outings.
- Sick children within the setting

