



## **Risk Assessment Policy**

**Little Bicks promotes a healthy lifestyle and a high standard of hygiene in its day-to-day work with all children and adults. The safety of young children is of paramount importance and appropriate Risk Assessments are made to ensure this.**

### **What we aim to do**

We ensure that children, parents and staff are aware of health, hygiene and safety risks and procedures and minimise the hazards and risks to enable children to thrive in a healthy and safe environment.

### **How we will achieve this**

Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow. We follow a rigorous system for all Risk Assessments and these are recorded where necessary.

### **Hygiene**

To prevent the spread of all infection adults in the nursery will ensure that the following good practices are observed.

- Our daily routines encourage the children to learn about personal hygiene.
- We regularly clean resources and equipment, dressing up clothes and furnishings.
- The toilet area has a high standard of hygiene including hand washing and drying facilities. Nappies are disposed of in appropriate bins.
- Hands are washed after using the toilet – staff and children.
- Children with pierced ears are not allowed to try on or share each other's earrings. Only stud earrings can be worn – no hoops
- Children are encouraged to shield their mouths when coughing.
- Hands are washed prior to eating and food activities.

We implement good hygiene practices by

- Cleaning the tables with an antibacterial spray between activities.
- Checking toilets regularly
- Wearing protective clothing, such as aprons and disposable gloves as appropriate.
- Providing sets of clean clothes.
- Providing tissues and wipes.
- Ensuring the use of disposable towels.
- Cleaning the changing mat with antibacterial wipes before each use.

**Nappies and toileting (see Intimate Care Policy)**

We change children in nappies every session when they are wet and immediately when they are dirty. Children are changed behind a screen or in the toilets to give them privacy.

Gloves are changed between each child and disposable aprons are worn. The mat is wiped with an antibacterial wipe after each use and all nappies are disposed of in an outside bin.

Parents provide wipes and nappies, but we have a spare supply if needed.

Children may go to the toilet at any time. When a child is first potty trained they are taken more regularly. If a child uses a potty these may be sent in with the child. We provide toilet seats and steps. We assist with any systems implemented at home to aid both the child and the parents.

**Cleaning and Clearing**

Any spills of blood, vomit or excrement are wiped up and disposed of safely. Disposable gloves are always worn when cleaning up spills. Floors and other affected surfaces are disinfected.

Fabrics contaminated with body fluids are thoroughly washed in hot water. Separate mops and buckets are available for the kitchen, toilets and all other rooms and are clearly labeled.

Spare laundered pants, and other clothing, are available in case of accidents and polythene bags available in which to wrap soiled garments. All surfaces are cleaned daily with an appropriate cleaner.

**Animals (see Animals Policy)**

Animals visiting the nursery are free from disease, safe to be with children and do not pose a health risk.

**Smoking (See Alcohol and Substance Misuse Policy)**

There is no smoking (including vaping) anywhere on the premises when the children are present, this includes the car park and playground and all surrounding areas. We ask staff to make every effort to reduce the smell on their breathe and clothes so as not to affect the children.

**Information sources**

Parents will have the opportunity to discuss health issues with nursery staff and will have access to information available to the nursery.

The nursery will maintain links with health visitors and gather health information and advice from the local health authority information services and/or other health agencies.

### **Outdoor play**

Children will have the opportunity to play in the fresh air throughout the year. We aim to engage the children in physical play daily to support them reaching the required daily amount of physical exercise for their age group. We fill in a Risk Assessment form and record trips. Permission is sought to take children out of the nursery.

### **Sun Protection**

Parents sign before their child starts that they will provide suncream for the practitioners to apply. The suncream must be factor 50+ and in date according to the bottle, be mindful of symbols like this



In hot weather children are expected to wear sun hats and have water available.

### **Accident Records (see Accident Policy for more information)**

Accident records are kept on Tapestry. Parents receive a notification to view it once a manager has countersigned it.

All accidents are to be reported, entered onto Tapestry and countersigned by a manager.

Details of accidents that mark/bruise a child that occur at home/outside of the nursery must also be emailed to the nursery so that an existing injury report can be entered on Tapestry.

Regular safety monitoring will include checking of the accident and incident records.

Ofsted is notified of any injury requiring treatment by a GP or Hospital, or of the death of a child, parent, staff member, volunteer or visitor.

We meet our legal requirements for the health and safety of employees by complying with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations).

### **Records**

In accordance with the national standards for day care we keep records of:

- Adults authorised to collect children from the nursery.
- The names, addresses and telephone numbers of emergency contacts in case of children's accidents or illness.
- The allergies, dietary requirements and illness of individual children.
- The times of attendance of children, staff, volunteers and visitors.
- Accidents, Incidents and Existing Injuries.

In addition the following policies and procedures and documentation in relation to Health & Safety are in place.

- All children are supervised by adults at all times and will always be within sight or hearing of an adult.
- All adults are aware of the system(s) in operation for children's arrivals and departures and an adult will be at the door during these periods.
- Children will leave the group only with authorised adults.
- Safety checks on premises, both outdoors and indoors, are made regularly.
- Outdoor space is securely fenced and security are present when children are outside and at drop off and pick up times.
- Equipment is checked regularly and any dangerous items repaired or discarded.
- All materials, including, paint and glue are non-toxic.
- Sand is clean and suitable for children's play.
- Children are taught to handle and store tools safely.
- The layout and space ratios allow children and adults to move safely and freely between activities.
- Fire doors are never obstructed.
- Fires-heaters/electric points/wires and leads are adequately guarded.
- All dangerous materials, including medicines and cleaning materials, are stored out of reach of children.
- Children do not have access to kitchens, cookers or any cupboards storing hazardous materials including matches.
- An evacuation bag is located in the lobby to be taken in an emergency
- A register of both adults and children is completed as people arrive so that a complete record of all those present is available in any emergency.
- Whenever children are on the premises at least two adults are present.
- Large equipment is erected with care and checked regularly.
- Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.
- Equipment offered to children is developmentally appropriate, recognising that materials suitable for an older child may pose a risk to younger/less mature children.
- Activities such as cooking and energetic play receive close and constant supervision.
- On outings, appropriate ratios are maintained.
- If a small group goes out, there will be sufficient adults to maintain appropriate ratios for staff and children remaining on the premises.
- Children who are sleeping are checked regularly
- The premises are checked before locking up at the end of the day/session.
- The front door must be kept locked at all times.
- Only staff members of Little Bicks must open the door, even if it is a parent opening the door to another parent.
- All external gates are secured when the children are in the building. The only exceptions to this is when someone is on security by the gate. Or in the event of an emergency or a fire drill.
- All electrical equipment is PAT tested as appropriate.

## Risk Assessment

Our risk assessment includes:

- Checking for hazards and risks indoors and outdoors, and in our activities and procedures. Our risk assessment covers adults and children
- Deciding which areas need attention and developing an action plan, which specifies the action required, the timescales for action and the person responsible for action and the funding required.
- We maintain a list of health and safety issues, which are checked:
  - Daily before the session begins
  - Termly
  - Annually
- We have public liability insurance and employers' liability insurance. The certificate is displayed on the notice board.

Date policy was reviewed	March 2024
This policy is due for review before	March 2025