



HEALTH AND SAFETY

INTRODUCTION

This is the Health & Safety policy of Harmony. Harmony Nursery is committed to achieve the highest standard of health, safety and welfare for all children, staff, visitors and others who may be affected by activities of the nursery are as far as is reasonably practical, not exposed to hazards and protected from risks. This policy is by Health & Safety at Work Act 1974.

DAILY HEALTH, SAFETY AND HYGIENE

- Children must only be released to a designated parent/carer at the end of the day. All staff are instructed not to release any children to anyone other than those listed on the enrolment information form. Authorised adults may also be required by staff to provide proof of identity before children will be released to them. The nursery should be informed promptly of any changes to the information listed on the emergency release form.
- All visitors are to be asked to show ID before entering premises, they will also be asked to sign the visitors' book and to wear a red lanyard. All visitors are accompanied by a senior member whilst on premises.
- All access and entrance areas to be always kept clear i.e. fire extinguishers and sprinklers to be kept clear of obstructions.
- Daily inspections to the outdoor grounds are conducted prior to children arrival by the person responsible according to the shift to conduct the Health and Safety check. All checks are recorded and presented to Manager and hazardous objects removed and discarded of.
- Review and investigate potential hazards and dangerous occurrences including C.O.S.H.H. (*control of substances hazardous to health*).
- No smoking on the premises, outside play areas or whilst on outings with the children.
- No hot drinks in any room occupied by children
- Snacks and main meals should be healthy, with care taken to ensure that they meet the different dietary, cultural and religious requirements. All staff should be seated and take part during meals and snack time.
- Nuts e.g. peanuts, are not allowed in the nursery.
- No containers used to store food except for the ones that are bought for the purpose. No commercial substances are used to store food in nor used in play activities.
- Toys and equipment must be always kept clean. Regular safety checks of equipment and premises to be made and repairs done at once. All toys to be cleaned at least once a term.

- All toys which are used by baby room are to be cleaned and sterilized by using Milton solution. At the beginning of each month a check list of cleaning equipment would be conducted by the staff in Pluto.
- Toilets, basins and kitchen must be cleaned daily.
- Standard hygiene methods (including the use of disposable aprons and rubber gloves when dealing with blood, vomit or faeces) must be always used and disposed of safely.
- Disposable rubber gloves must be kept along with a properly supported first aid box.
- Paper towels and soap must always be available.
- Tea towels and aprons should be washed regularly.
- Beddings and bed linen to be washed weekly and changed when needed
- All staff should be aware of the importance of promptly cleaning all spillages.

SAFETY OF WORKING CONDITIONS

It is the objective of the nursery to provide a safe and conducive environment for teaching activities, ensuring the wellbeing of children and staff while promoting effective learning.

The nursery will ensure risks from teaching experiences are assessed and adequate steps are taken to avoid or control risks where necessary by ensuring:

- Ensure all classrooms are free from hazards and arranged to allow safe movement for both children and staff.
- Regularly inspect classroom furniture and equipment for safety and stability.
- Provide appropriate training for staff on the safe use of classroom equipment and materials.
- Ensure all electrical equipment is PAT tested and maintained according to safety standards.
- Plan teaching experiences with consideration for health and safety, including risk assessments for activities involving physical movement, use of tools, or potentially hazardous materials.
- Always supervise children during activities, ensuring appropriate safety measures are in place.
- Conduct risk assessments for all outdoor and physical activities, ensuring the environment and equipment is safe for use.
- Provide appropriate protective equipment for activities where necessary (e.g., goggles for woodwork, mats for gymnastics).

Indoors

The following health and safety aspects will be continually checked visually and with the completion of daily monitoring forms:

- Floor surfaces should be well kept; sand and water should be removed whenever spilt.
- A safety sign or cone to be placed on wet flooring until surface is dry.
- Care must be taken by staff and children to move furniture safely, i.e. children should be shown how to carry chairs safely.
- Staff should ensure that tall block construction should not threaten children's safety.

- Reasonable working temperatures should be maintained
- A regulated water temperature pump in taps is in place ensuring lukewarm water is provided which children use.
- Safety plugs should be placed in electrical sockets which are not in use.
- Electrical equipment should only be used by children under supervision.
- Electrical equipment should be well kept and checked regularly for faults.
- All high storage cupboards/shelves must be well kept.
- Chemicals, medicines and tools should be stored safely in designated areas to which children have no access unless supervised. Stepladders should be in sound condition.
- Children should be made aware of the dangers of heat sources and must be always supervised when near a heat source, e.g. cooker.
- Children should be taught how to carry, handle and store tools safely, e.g. scissors, knives, hammers and saws.
- Children should not wear dressing up shoes when ascending/descending the stairs or on climbing frames in the garden.
- Toys should never be thrown or dropped from the top of the climbing frames/slides.
- Children not to wear jewellery to avoid injuries.
- All staff should know how to turn on and off mains switches safely.
- Staff should draw children's attention to safety issues involved in opening and closing doors. All doors and windows should be mechanically sound.
- All play equipment should be well maintained, i.e. broken toys must be removed for Manager/Deputy Manager to inspect / repair or discard of.
- All disposable nappies should be bagged and deposited in the hygiene bins at once.
- Students should never be left alone with children
- Only fabric bags are used for storing clothes or shoes on the children's pegs or placing it in their storage box and kept out of the children's reach.
- Safety latches or bolts on doors, cabinets should always be fastened when the utility, and classrooms are unattended by staff.
- Used cleaning fluid bottles/medicine packets must not be used for play purposes, e.g. creative activities, home corner, water play.

Outdoors

- All fixed and moveable equipment should be well kept and checked often.
- Movable equipment should be stored in an accessible, safe way in the storage sheds.
- When moving equipment, correct lifting or handling procedures must be followed.
- Hazardous low branches on trees and shrubs should be pruned regularly.
- All fencing and gates should be secure and in a good state of repair.
- Hard surfaces should be gritted/salted in icy conditions. During hot weather adults must ensure that children play in the shade. Drinking water will be always provided.
- Parents will be recommended to apply a recommended spray for sun block during the hot season and should be no less than factor 25.
- Staff will ensure that children wear sun hats during hot season and avoid staying in the hot sun for extended periods
- Staff should alert Manager or Deputy of fungi and other poisonous/unsafe plants.

- Before purchase of any new plants or bulbs to ensure that they are non-toxic if consumed.
- Dangerous objects e.g. bottles, cans and litter found in the garden should be removed by the staff before nursery starts. Any rubbish found later in the day should be reported to Manager or Deputy and removed away from children.
- Mats should be provided when necessary for activities like jumping and climbing. Whenever possible climbing apparatus should be placed on a safety surface or grass.
- Sandpits protected by a safe cover. Staff to check that sandpits are covered after use. Manager/Deputy to check for maintenance.
- Staff should check children's clothing and footwear to ensure that it is suitable and safe for physical activities.
- When using paddling pools, ensure that a manageable number of children are using it and it is always well supervised.
- A ratio of 1 adult to 8 should be kept, as a minimum for three- to five-year-olds. Students should never be alone with children in the garden. The following ratio numbers apply for younger children:

1 Adult – 3 children under 2

1 Adult – 5 children 2 – 3 years

ORGANISATIONS OF OUTINGS & VISITS

- Field trips and visits are planned to highlight and enhance the themes of work, which children follow in the nursery. Tasks should be distributed to individuals. These should include:
 - A list of children going on the trip
 - Children and staff should be wearing label tags on them saying "Harmony Day Nursery" with Harmony's address and telephone number for clear identification of children and staff.
 - Specific children should be distributed to specific staff
 - A discussion with the cook about packed lunches to be prepared on the day of the outing.
 - Parents to be informed and a consent form to be completed as well as invited where appropriate
 - Supervision of the following should be distributed:
 - Nappies – empty plastic bags –wipes
 - Spare clothes
 - Feeding
 - A separate portable first aid box should be taken on all trips away from the nursery.
 - A named first aid person to go with the group on all outings.
 - A working order mobile
 - An accident book and pen are provided
 - When on an outing with children under 3.

- Ratio of 1 adult – 2 children
- When on outing children over 3.
- Ratio of 1 adult – 4 children
- If a child is on Special Needs register, we aim to make the ratio lower.
- A child with an ECHP always has an adult 1:1
- If staff are out over their lunch break, they should take 15 min comfort break in consultation with the team leader.
- A book with a list of children and adults on outing should be left in office.
- A list of emergency numbers of all children and staff to be accompanied by the team leader.
- A mobile phone to go with the team leader for emergency use
- The destination should always be checked with a Senior Manager.
- Risk Assessment will be conducted before all outings (see outing policy)

Hire of vehicles

- Hiring of all vehicles should meet all the safety requirements and regulations.
- A copy of maintenance/servicing/ repairs, insurance, relevant driving licence, emergency breakdown cover contract are provided before every outing is taken place.
- Children are always supervised whilst in vehicles and throughout the journey.

ALLERGIES AND ALLERGIC REACTIONS

- No nuts allowed (see page 1)
- Parents to be asked about any allergies and allergic reactions that their children have when filling out enrolment form and child's profile forms.
- If the child has an allergy or allergic reaction, a care plan should be filled out by the parent and the medication supplied i.e. asthma, inhaler and at least one EpiPen
- These are stored together in the office First Aid cabinet
- Staff will attend first aid training and provided with training from a qualified professional on how to treat children with allergic reactions or the use of specific apparatuses i.e. inhaler, feeding tube, etc,
- All bed linens and other related items are washed with non-bio detergent to prevent allergy reaction
- Children with allergies such as hay fever and asthma will be protected during the elevated level of pollen count
- Mild soap will be used for washing hands, unless advise is given by parent for children suffering with eczema
- No chemical or hazardous substances will be used around children

In the case of a medical emergency where an ambulance is called, the paramedics should be informed of a child's allergies and any other medication given.

MEDICATION

- See Medication Policy and Procedure

IMMUNISATIONS

It is expected that all children should have received their first and second triple and polio immunisations before attending the nursery. There is no law to keep children away from nursery or school if they are not vaccinated. However, it is advisable to provide vaccination to produce immunity against a disease. In case of outbreak of vaccine-preventable disease, children who have not had the disease and who have not been vaccinated are often excluded from nursery. Also, it is advisable that children who receive immunisation to stay away from the nursery for 48 hours due to low immunity after live vaccine.

ACCIDENTS PROCEDURE

- If an accident, ensure that a trained First Aider deals directly with the injured person.
- If hospital care is needed, call an ambulance. All accidents will be recorded by online program (EYlog) and reported to parents/carers and parent can acknowledge the information provided. Please inform key worker of any accidents or incidents that happen outside of the nursery so that a note can be made of this on an incident reporting form.
- Minor injuries will use the same procedure as above.
- If a serious accident, we will make an immediate attempt to contact the parent, until the arrival of the parent, paramedic or ambulance, the senior member of staff on duty will make all necessary decisions about the child.
- Certain accidents or injuries will be reported to RIDDOR and Ofsted, see sick child policy or information in Health & Safety Folder.
- All staff to know where the first aid boxes are kept and the procedures to take.
- It is important that parents/carers keep the nursery up to date on phone numbers, place of employment, doctor and emergency information and this will be checked by the admin staff every six months

CRITICAL INCIDENTS

- In case of critical incident such as bomb threat or suspicious package an action plan is in place whereby responsibilities for different members of the team are distributed.
- A survival bag and First Aid kit as well as contact list of all parents and staff are ready and kept in the office to be carried along by the manager during evacuation.

FIRE DRILL AND EVACUATION PROCEDURE

This procedure goes with the main procedure, which is displayed at various points around the building.

On the event of a fire on hearing the alarm you must do the following:
hearing the alarm bell, staff must go ahead with the children to the nearest fire exit taking the room register with them. These are as follows:

0. Evacuate the building at once through the fire exit doors in each class leading to the main playground.
1. Follow signs that lead to the assembly point found in the Playground (by the playground gate).
2. The designated fire safety officer will ensure everyone is accounted for at the assembly point
3. The fire warden will manage ensuring that premises is fully evacuated.
4. You must not return to collect belongings.
 - Staff who are in the staff room on their break or in a meeting should go back to their room to aid the children to evacuate.
 - The Manager/Deputy and office staff assigned to main entrance exit.
 - Office staff to take the sign in books, (staff / visitors) with them on evacuation.
 - All staff are to assemble in the congregation point at by the main playground gate.
 - Ensure all the children, permanent staff; temporary staff and students are present. Once outside the Manager or the senior team member to check that the numbers of children evacuated matches numbers in register as well as adults.
 - If any parents / carers or visitors are in the building when the alarm sounds, then they must take part in the evacuation procedure.
 - Everyone must wait for all clear to be given by the senior staff before returning to the nursery.
 - At assembly point staff to remain with their children and keep a vigilant eye on them until all clear is given to return to premises.
 - Ensure that Adult / child ratio always follow regulations.

FIRE PRECAUTIONS

- All notices must be sited so that they are not obscured by furniture, toys etc.
- Fire exit doors must be unlocked and have clear access and checked for ease of opening regularly.
- Fire drills should be recorded once held.
- Fire drills should be timed and the times recorded.
- Do not obstruct fire exit signs by covering or removing them.
- All staff should know their responsibilities if a fire.

FIRST AID

- First aid kits should be well stocked and regularly checked for expiry dates. They are sited in the toilet areas, office and Kitchen. These checks are conducted by Deputy Manager every quarter.
- A portable first aid kit is available at the office and must be taken on all outings.
- If any of the medical supplies run out, please remember to inform the senior staff. The Health & Safety Officer to check the supplies on a regular basis replenish and place an order when needed.
- New staff should be given First Aid orientation during their first two weeks of service and placed on training within the first 6 months of employment and regular recognised training given to all staff.
- Each member of staff should receive information on all contagious diseases, particularly those common among children.
- All staff should familiarise themselves with the First Aid Cabinets and its locations clearly labelled.
- Staff to wear gloves when dealing with any body fluids.
- Remember to clean and disinfect any containers that are used when dealing with children.
- Minor cuts and grazes should be cleaned with cold water. More severe cuts should be covered with a clean dressing and taped with 'micropore' tape. Use of plasters is not encouraged as they can cause allergies.
- All injuries should be noted in the accident book, dated (with the time) and the first aid help given, and signed by the attending adult (s) and parent on arrival.
- Parents should be informed of any injuries when their child is collected. However, in the case of a more severe injury, to the head, parents will be contacted at once. If parents cannot be contacted, staff will act 'in loco parentis', taking the child to the local surgery or hospital. A letter will be given to the parent/carer to inform them that they have had a head injury.
- If a child sustains an injury at home the parent should inform the child's keyperson, if either keyperson or parent are concerned the appropriate form should be completed.

ADMINISTRATION OF MEDICATION

This covers prescription and non-prescription medication.

- All medication must clearly state the name of the drug, the dosage, time(s) of day required and any warnings or special requirements such as 'to be given after food' or 'to be kept refrigerated'.
- Any administration of medication by the nursery should be approved by the parents or carer in writing.
- The medicine will only be taken under supervision by the nursery. Where appropriate, the parents should provide the medication and supply the information as to how much and when to administer.
- Medication awaiting to be used should be stored somewhere that is cool and dry and in a place of safety and out of reach. All medicine is kept in the manager's office.

- A record of any medication given shall be recorded and the parents informed and sign as to what was taken.
- The nursery will liaise with a suitably qualified health professional if further guidance or support is required.
- Please refer to the supporting children with Medical Conditions Policy for further information.

PREVENTION OF AIDS AND HEPATITIS B

All members of staff must be aware that blood is potentially dangerous, and that HIV/ AIDS and Hepatitis B can be transmitted through infected blood. It is imperative that the highest standards of first aid and hygiene are always practised. Please adhere to the following:

- All cuts and grazes must be covered with a waterproof dressing and the person administering the dressing must wear first aid gloves. All used dressings: gauze, gloves etc. must then be sealed in a plastic bag before being placed in a lined bin and disposed of.
- When attending to blood, vomit or urine spillage the member of staff must wear first aid gloves. Neat Milton must be applied to the spillage and then wiped up with paper towels. Gloves and paper towels must then be sealed in a plastic bag and placed in a lined bin.
- Nappies must be sealed in plastic bags and placed in a lined bin.
- Sanitary towels must be placed in the proper containers provided

SAFETY OF EQUIPMENT

- There should be a thorough quarterly inspection and cleaning of all equipment.
- A daily inspection of outside areas for dangerous items to be removed at once.
- A daily check of structures for protruding nails and any loose panels.
- All tools should be locked away after use.
- All woodwork should be left in a safe condition.
- All equipment should be checked daily while setting out.
- Tools only to be used under supervision and always checked for safety before use. Blades etc. to be regularly kept.
- Sand trays to be checked daily and sieved and cleaned with Milton solution (blue label) as needed. Outdoor Sand pits are cleaned as outlined above when in use.
- Two people should supervise activities when using tools and the number of children carefully monitored
- All poisonous chemicals including cleaning materials to be stored in locked cupboards
- Always store cleaning powders above liquids. Keep these items as far away from each other as is practical.
- Never use cleaning powders and liquids together when mixed these create toxic fumes
- Never use any chemical stronger than bleach
- Flammable materials should be kept in a locked cabinet and labelled "FLAMMABLE MATERIALS".

PROCEDURE FOR COLLECTING CHILDREN

- One member of staff will stay at door by office until all children have been handed over to a parent or senior management.
- After 6.00 pm children who are left uncollected will be taken to the Manager or Deputy until collected. Parents must ring the office if they are going to be late collecting their child.
- It is important that parents arrive on time to collect their child. If a child has not been collected and we have not heard from the parent, we will make every effort to contact the parents or named emergency contact. Failing this the Duty Social Worker will be contacted. Continued lateness will result in the place being withdrawn. It is a condition of admission that an emergency contact number is given.
- We reserve the right not to allow a child to leave the building if we are in doubt about his/her safety.
- Staff can only allow children to leave the nursery with an adult other than a parent if they have been notified beforehand. If another person arrives unannounced to collect a child, they will be referred to the Manager or Deputy. Nursery staff will look after the child until a parent has been contacted by telephone to give permission. Similarly, children will not be allowed to leave the nursery with older siblings or other children unless written permission has been obtained from parent.
- Once the child is collected by the parent/carer, they will manage the safety of the child.
- It is important that the main door to the premises and front door to the nursery are kept closed unless a parent/carer is leaving with their own child.
- Parent/carers manage their older/younger children whilst collecting their child who attends the nursery.

PROCEDURE FOR DROPPING OFF CHILDREN

- It is important that children arrive on time. The nursery opens from 8.00 am until 6.00 pm, children should be at the nursery no later than 9.30 am unless the parents recommend the nursery staff.
- Parent to sign in the child as soon as entering the building recording the time and sign out at collection.
- All children must be taken to their classrooms and handed over to a member of staff in that room upon arrival
- Or when outside to be handed over to a member of staff. Children stay the responsibility of parents until they have been handed over, (see non-collection policy).

COMMUNICATION PROCEDURES

- Copies of this policy should be given to all members of staff and students so that everyone in the nursery is aware of health & safety procedures. Staff would be notified of any changes of procedure, and the policy should be updated accordingly.
- Any unsafe equipment, furniture or fittings should be reported to the nominated Safety Representative, who should conduct risk assessment action plan and take the proper steps to mend/replace the objects or reported as soon as possible.
- All staff should manage noting injuries in the right book for informing parents about accidents/injuries.
- If a member of staff deals with an accident/injury concerning a child in another key group, they must inform the child's key worker who will then be able to inform parents, unless keyperson is absent, in this case she/he would inform the parent.
- If a child with a particular medical condition enters the nursery, the Manager should manage informing all staff about the condition and any practical implications. The child's keyperson should in turn inform supply staff working with their group.
- If a child is likely to need emergency treatment in the nursery, e.g. a child with severe allergy, the Manager should ensure that staff receive the necessary specialised training to deal with the emergency. Staff must also know where necessary equipment/medication is to be kept, whilst the emergency procedure should be noted down and displayed in the nursery.

GENERAL SECURITY AND SAFETY

Building

- The Manager or Senior Staff should ensure that all doors and windows are closed and locked when the premises are not in use.
- The outdoor and shed should be locked/padlocked outside nursery hours.
- The last person (SNR staff or site manager) to vacate the premises should ensure that the front door is locked behind them and security alarm is set.
- The front door should be the only access for parents and visitors.

Personal Property and Valuables

- Key holders always keep keys secure when carried off the premises. They should not be labelled with nursery name/address.
- The safe should always be locked unless in use.
- All money and valuable should be locked in the safe wherever possible.
- Substantial amounts of money should be banked as soon as possible.
- Expensive equipment should be noted on an inventory and security marked.

All personal medication i.e. paracetamol, inhalers etc. as well as matches and lighters to be kept in the staff lockers.

Personal safety of adults and children

- When a meeting is in progress during an evening, the front door should be locked when all relevant person has arrived.
- No member of staff should be alone with a visitor/parent who may become violent.

- All strangers or visitors should be challenged by a member of staff (“Hello, can I help you?”).
- Anyone seen talking/trying to communicate with the children will be similarly challenged.
- Attention should be given by staff to adults collecting children (see outing / lost child and non-collection policy)
- Telephones are sited in the office for emergency calls. In case of needing another telephone a use of mobile phone will be used.
- In the case of making a home visit by early years staff two people will accompany each other, all relevant information such as name, address and contact number of the person is left at the office and a senior member of staff is informed of the visit and the expected time back to the nursery. The nursery must be contacted if the visit exceeds the expected duration. A mobile phone is provided to the lone staff during every visit is made.
- Access to the building entrances is controlled by a door access system which require a fob to reduce unauthorised access. Each member of staff has a personalised fob to access most parts of the nursery.

Visitors

- All staff shall wear personal identification passes attached to a purple lanyard which includes their name and a photograph.
- All visitors including contractors must sign in and out at the nursery reception and will be issued a visitor pass connected to a red lanyard which must be returned to reception on leaving the site. Any visitor who is not DBS checked must be supervised always and not allowed to work directly with the children.
- All visitors must familiarise themselves with the nursery rules including the emergency evacuation arrangements.

Building Maintenance, Repairs & Decorations

- Whilst building maintenance, repair or renewal work is conducted the area in question will be cordoned off and children and staff kept away from the area until the work is done.
- If work is to be conducted inside one of the classrooms during working hours, then an alternative area will be used to accommodate children and staff away from the work.

WASTE MANAGEMENT AND THE ENVIRONMENTAL IMPACT

The way we aim to minimise the impact of the nursery’s activities on the environment is done in several ways. This is highlighted in the environmental risk assessment which is displayed on the parents’ notice board and can be found in the risk assessment folder.

STAFF TRAINING AND INDUCTION

- All staff will receive induction within the first week of their employment on health & safety policy and procedures.
- All staff will be made aware on the proper way of lifting and carrying equipment.
- All staff are made aware of hazardous substances and how to protect themselves.
- All staff will be inducted on the proper use of personal protective clothing and the proper way of disposing of them.
- All staff to receive Health & Safety and First Aid training within the first 6 months of their employment.
- All staff to receive on going information on updated guidance and regulations.
- The Manager should ensure that all staff members and students are familiar with the nursery fire routine and evacuation procedure.

Responsibilities

Overall and final responsibility for Health & Safety is that of the Nursery Manager, Jana Hassan. In the absence of the Manager, the Deputy Manager, Rosina Frempong will have overall and final responsibility.

All employees must

- cooperate with supervisors and managers on health & safety matters
- not interfere with anything provided to safeguard their health & safety
- take reasonable care of their own health & safety report all health & safety concerns to a proper person (as detailed in this policy statement)

Health & safety risks arising from our work activities.

Risk assessment will be undertaken by the Deputy Manager The findings of the risk assessment will be reported to Manager. Action needed removing / control risks will be approved by the Management Committee.

The Manager will manage ensuring the action required is implemented and Chair of the Management Committee will check that the implemented actions have removed / reduced the risks.

Our assessments will be reviewed every year or when the work activity changes, whichever is soonest.

CRITICAL INCIDENT ACTION PLAN - 1

Bomb threats/suspicious packages found on premises.

Critical incident Management Team

Roles/responsibilities for each team member

Other Services

- Manager/Deputy
- Deputy
- Team Leaders
- Early Years Practitioners (EYPs)
- Manager/deputy to inform team leaders
- Manager to raise alarm different than fire drill
- Manager to take staff/students logbook & parents contact numbers
- Deputy to take rescue bag
- Team Leader to inform her team & to keep the children calm
- Team leader to take register in case of evacuation
- EYPs to evacuate the children if needed
- Manager to contact Local Authority, police, ambulance and fire engines

CRITICAL INCIDENT ACTION PLAN - 2

Tasks

Short Term

Medium Term

Long Term

- Parents meeting to highlight and explain action in place in such incident for the safety of all occupancy
- Staff meeting to review risk assessments and to consider how the procedure worked for them.
- Newsletters/notes for parents who were unable to attend the meeting
- Manager/deputy to write report of the incident.
- Plan activities for role play i.e. police, doctors & nurses fire fighters
- alternatives venue support
- Pre-determined evacuation procedures away from post box, cars, refuse containers
- Multiple evacuation sites
- outside agencies
- Named Health & Safety person responsible for checking and reporting the indoor and outdoor space for health and safety hazard
- No access to premises until building search is completed
- Implementation of policy and procedures
- Risk assessment and the identification of potential hazard training for staff
- practice evacuation drills regularly
- Insurance Cover policy

IMMUNISATIONS

Aim

Immunisation is a safe and effective way to protect children and adults from some serious and sometimes fatal infections. The aim of this policy is to maximise the number of children who have been vaccinated according to the national immunisation schedule to:

- protect children by vaccination
- minimise exposure to vaccine preventable diseases of children and adults who for medical reasons cannot be vaccinated.

The most up-to-date immunisation advice is on the NHS Choices website at www.nhs.uk
Method

Immunisation of pupils

- The immunisation records and GP of all children attending Harmony will be recorded on admission and will be kept confidential
- If the child has not been immunised according to the national immunisation schedule, then the reason for this will be recorded. If the reason is a medical one the parent is to provide a letter of confirmation from their GP or Health Visitor.
- Apart from medical reasons if a child has not been immunised according to the national immunisation schedule, parents will be encouraged to have their child immunised and any immunisation missed or further catch-up doses organised through the child's GP.
- Where proper, the setting will explain to the children what happens when they have a vaccination. Explain that having an injection may hurt a little, but that it will help to stop them getting ill.

Immunisation of staff

- Staff vaccination will be recorded on appointment.
- All staff who have not had all the vaccinations according to the national immunisation schedule must arrange for this to be conducted prior to appointment.
- The childcare setting will ask the Consultant in Communicable Disease Control (CCDC) if hepatitis B vaccination is needed for staff who may be bitten by children. (see *key contacts Appendix B*)
- The nursery will encourage all staff to have a flu injection on an annual basis and will reimburse the staff for any cost incurred.

Outbreaks

- Outbreaks of vaccine preventable diseases will be dealt with according to the policy for responding to children who are ill.
- All parents of unvaccinated children will be informed promptly of an outbreak.
- Parents of children particularly vulnerable to infection will be informed promptly of an outbreak so they can take proper medical advice.

Useful Resources and Websites

- NHS Choices website at www.nhs.uk
- <https://www.gov.uk/government/organisations/uk-health-security-agency>
- <https://www.gov.uk/government/publications/communicable-disease-outbreak-management-guidance/communicable-disease-outbreak-management-guidance-principles-to-support-local-health-protection-systems>

Appendix A: Public Health Schedule1

When to immunise	Diseases vaccine protects against	How it is given
2 months old	Diphtheria, tetanus, pertussis (whooping cough), polio and Hib Pneumococcal infection Rotavirus Meningococcal B infection	One injection One injection Orally One injection
3 months old	Diphtheria, tetanus, pertussis, polio and Hib Rotavirus	One injection Orally
4 months old	Diphtheria, tetanus, pertussis, polio and Hib Pneumococcal infection Meningococcal B infection	One injection One injection One injection
Just after the first birthday	Measles, mumps and rubella Pneumococcal infection Hib and meningococcal C infection Meningococcal B infection	One injection One injection One injection One injection
Every year from 2 years old up to P7	Influenza	Nasal spray or injection
3 years and 4 months old	Diphtheria, tetanus, pertussis and polio Measles, mumps and rubella	One injection One injection
Girls 12 to 13 years old	Cervical cancer caused by human papillomavirus types 16 and 18 and genital warts caused by types 6 and 11	Two injections over six months
14 to 18 years old	Tetanus, diphtheria and polio Meningococcal infection ACWY	One injection One injection

Public Health -- Guidance on infection control in schools and other childcare settings
[https://www.publichealth.hscni.net/sites/default/files/Guidance on infection control in%20schools poster.pdf](https://www.publichealth.hscni.net/sites/default/files/Guidance%20on%20infection%20control%20in%20schools%20poster.pdf)

Appendix B: Key Contacts

Consultant in Communicable Disease Control (CCDC): Northwest London HPT

This team covers the London boroughs of:

- Brent
- Ealing
- Hammersmith & Fulham
- Harrow
- Hillingdon
- Hounslow
- Kensington & Chelsea
- Westminster

Contact Northwest London

North West London Health Protection Team (*now part of the UK Health Security Agency*)

61 Colindale Avenue

London

NW9 5EQ

Email phe.nwl@nhs.net

Telephone 020 3326 1658

Main switchboard is 020 8200 4400

Health Visiting Service:

Hammersmith and Fulham 0-19

Email: clcht.childhealthinformationHubkcwf@nhs.net

Telephone 020 8200 2500 (option 2)

Appendix C

RISK ASSESSMENT DURING COVID 1 HARMONY NEIGHBOURHOOD NURSERY

Date of assessment: May 2020 Assessment conducted by: Jana, Pat
Review date: ___Monthly or when necessary, when guidance changes _____

WHAT THE GUIDANCE SAYS:

- Priority children should continue to attend (we haven't opened so this doesn't necessarily apply here)
- 3–5-year-old children should be the priority – this is because they want these children to continue their preparation for school and the EYFS curriculum should be planned and delivered (we know that disadvantaged children start school around 18 months behind their better off peers)
- Children are most likely to get mild cases of the virus but can still send to adults who can get severe cases
- Small and consistent grouping of children should be arranged (15 per classroom in schools) and the EYFS ratios apply to nurseries and childcare settings
- Children should remain in small groups and avoid mixing with other children including at meals/snacks
- More frequent cleaning of well used areas should take place including toilets, changing areas, door handles, equipment
- Only cases where families are shielding because of severe health issues should avoid attending – pregnant woman are not considered severe. Shielding letters have been sent to those applicable
- Well-ventilated rooms, fresh air considered best and safest
- Staggered opening and closing times to avoid contact with too many adults when dropping off and collecting children
- Parents should see social distancing measures and avoid congregating outside the school gates
- Childcare staff are considered critical workers and as such their children should be given a place in their respective primary schools.

WHAT WE KNOW ABOUT OUR FAMILIES AND CHILDREN:

- Almost all our families are home working with at least one parent able to work from home and this is still the guidance
- Parents are finding it challenging and whilst even working from home would find it beneficial to have some time w/o children
- Children have grown accustomed to having their parents with them so transitioning back to Harmony could be challenging
- Children will be attending the new site for the first time although most will have visited
- Some families will avoid attending until the situation improves and we need to build in reviews and not expect parents/children to re-join except during designated reviews of expansion
- Most families attend on foot or cycle but may need to use public transport to travel into work if needed which could mean staggered travel

WHAT WE KNOW ABOUT OUR STAFF:

- Most of our staff are from ethnic groupings more vulnerable to Covid 19 and we need to work as hard as we can for their safety
- Several would need to travel by public transport to attend work and will need to avoid peak travel times to limit their exposure to the virus
- Many have children who will not be eligible to return to school in the first wave of school openings. The schools for those that are eligible may have their own opening/closing rules and many will not hold breakfast clubs or after school provision thus limiting the time staff will be able to address regular 9-3 school hours.
- We need to recognise that some staff will not be comfortable returning to work and will need to decide how to address that, but furlough will only apply in some cases and not because staff do not want to come back to work just as some parents will not return because they too just do not feel safe
- Some staff will insist upon a level of PPE, and we will be obliged to buy these for them
- If sufficient staff consider 5 days opening from 9-3 for all children whose parents have requested an 8th June start and full time for staff to enable daily cleaning of toys etc. after three dailies
- If insufficient staff continue with two days for each set of children with Wednesday for staff training and cleaning
- Possible need to consider two teams of staff - one team for Monday/Tuesday children and another for Thursday/Friday children
- How to check any new government guidance and how this gets shared with Management Committee/staff/parents
- Potential for office-based staff to work from home
- Fees for the days used only until end of June. Parents still not returning in July or August or beyond will need to make payment to reserve their places.
- Do we reopen the waiting list but not settle new children into the nursery until possible September?
- Procedures for Management Committee, possible repair and installation people and others who may request a visit to the nursery