

Health and Safety

We aim to provide a safe and healthy environment for children, parents and staff.

Roles and responsibilities

Room leaders take responsibility for the health and safety within their session:

- Completing the daily safety checks and risk assessments
- Being vigilant and maintaining a safe environment throughout the day
- Removing broken equipment
- Ensuring the daily cleaning routine takes place
- Recording and reporting accidents and hazards to the management team
- Ensuring cleaning standards are met, but that tidying, and cleaning do not interrupt children's activities

Every member of staff is responsible for being vigilant, identifying any hazards and reporting them to the room leader of the session.

We are registered with Environmental health. We carry Public Liability and Employer Liability insurance and display the relevant certificates.

Minimising hazards and risks

We carry out daily safety checks of the nursery rooms, equipment and building. We also conduct risk assessments for outings and trips off the premise. Any hazards are reported to the Panda Director and investigated.

Recording and reporting of accidents and incidents

We keep accident and incident records which are reviewed regularly to identify any regular occurrences and where changes are required to reduce potential hazards. We follow the RIDDOR guidelines for the reporting of accidents and incidents. Ofsted and the Health & Safety Executive will be notified of any serious accident or injury or death, to staff, adults and children whilst in our care and we will act on any advice given.

Creating awareness of health and safety issues

We help increase children's awareness of health and safety through regular discussions, circle time and activities. Our toileting, snack and lunch routines encourage children to learn about personal hygiene and healthy lifestyles. We have visual signs and teach children how to clean and dry their hands properly.

Sun Safety

- We play in the shade when the sun is hottest between 12:00 – 15:00. The supervisor may decide it is too hot for outside play and amend the session activities as appropriate.
- Attention is given to weather forecasts in particularly the guidance on maximum times advised for sun exposure
- All children who go outside wear the Panda sun hats
- We ask parents to apply sun cream of at least factor 15 with 4* UVA Protection, to their child before they arrive at Panda, when the weather is appropriate
- For any child with extra sensitivity, exposure to sun will be discussed as part of their care plan
- All children are encouraged to drink their own water container regularly throughout the session, rather than in one go.
- Staff may re-apply suntan lotion if they deem necessary
 - We check the child's registration form to ensure that the child is not allergic to suntan lotion and that parents have consented to us applying suntan lotion to their child
 - We ensure 2 members of staff are present when the lotion is applied

Food Safety Management System

Panda Nursery asks that all parents provide fruit snacks for their child and packed lunch for those who stay at lunch time.

Situations where we prepare food:

- We may cut up the fruit at snack time if the children request it.
- We provide breakfast and tea in breakfast and after school club.
- We may occasionally provide snacks for the children on special occasions like our Christmas Party, Sports Day and other Panda events.
- We also provide cooking lessons for the children



Our last inspection by the Food Standards Agency was in November 2018 and we were graded 5 out of 5 Food Hygiene Rating for the 4th year.

Our food hygiene rating is also published on the Food Standards Agency website:

www.food.gov.uk/ratings

We follow the Safer Food Better Business guide:

Personal Hygiene

1. Staff should always wash their hands before preparing food as hand washing is the best way to prevent harmful bacteria from spreading
2. All staff should wear blue disposable aprons and gloves
3. Hair must be tied back to prevent any falling into food and prevent staff touching their hair
4. Jewellery should not be worn, except for a wedding band
5. Staff should not drink, eat or chew gum while preparing food
6. Staff should avoid touching their face, nose, coughing and sneezing
7. Staff should be fit to work and not have had vomiting or diarrhoea within the last 48 hours
8. Cuts and sores should be covered by a blue plaster
9. Antibacterial hand gel is available for use

Safe Method for cutting up fruit and vegetables and preparing snacks

1. Staff wash hands / use disposable gloves
2. Staff check their clothes are clean, hair tied back
3. The area used is cleaned with a disposable white towel and antibacterial spray
4. The chopping board is washed before use
5. Any packaging is thrown away as soon as it is removed and not re-used
6. Fruit and vegetables are washed. (Raw vegetables are washed first then peeled, trimmed or the outer parts removed as soil contains harmful bacteria). The chopping board used for vegetables is washed after use and before being used for any other fruit preparation.
7. Fruit is placed in a clean container
8. All equipment and work surfaces cleaned after use
9. Any leftover fruit and vegetables to be stored in the fridge, covered in cling film. A label is placed on any cut up / prepared fruit and veg displaying the date it was placed in the fridge
10. All tables are wiped down before and after fruit / snack has been served

11. The rest of the equipment is cleaned using the dishwasher at the end of the fruit / snack activity

Safe Method for handling lunches

1. Parents are informed at registration with our nursery and in the parent information pack to provide children who stay for lunch with a named insulated snack bag.
Parents are to place lunch bags in the lunch box in reception when they drop off their child.
2. Lunches are kept in a fridge which is daily checked to be below 5°C
3. If the fridge fails to operate under these temperatures a sign will be displayed in reception apologising that we cannot accept snacks which need refrigerating on that day.
In this circumstance the lunch bags are stored in cool bags.
4. Un-refrigerated snacks are served to children within four hours of arriving at our setting
5. Before snack time all children are taken to the toilets to wash their hands.
6. All staff wash their hands before handling any snack food opening containers etc.
7. All tables used for snack are wiped down before and after use with antibacterial spray and white single use paper towels.

Safe Method for cooking lessons

1. When cooking with children, we promote the understanding of healthy eating.
2. All staff supervising cooking are trained to Level 2 Food Safety and Hygiene - for Catering.
3. All tables and surfaces used are wiped down with antibacterial spray before and after use.
4. All equipment is washed before & after use in a dishwasher
5. Staff wash hands, tie up hair and remove any watches or jewellery (other than their wedding ring) before working with food.
6. All children wash their hands before joining in with the cooking and after
7. When children take part in cooking activities, they:
 - always supervised;
 - are taught to understand the importance of hand washing and simple hygiene rules;
 - are kept away from hot surfaces and hot water;
 - do not have unsupervised access to electrical equipment such as blenders etc.
8. All ingredients are brought from reliable suppliers and adhere to any allergy / medical conditions of children within the setting. Receipts are kept showing the source of the ingredients
9. All food used is checked to ensure it is in date and not subject to contamination
10. All utensils, crockery etc. are cleaned and stored in a clean locked cupboard
11. All food cooked by the children is either eaten or bagged to take home at the end of the session, not kept on the premises

Safe method for food preparation

1. A receipt of all products and ingredients is kept providing a record of the source
2. The personal hygiene points above are followed
3. All work surfaces are cleared and cleaned with antibacterial spray before use
4. Ready-to-eat foods are stored in a fridge, covered on a shelf above any raw products and separate from any poultry and eggs
5. Different chopping boards are used for any raw food, ready-to-eat products
6. The clean as you go method is followed
7. Once the food is removed from the fridge it is used within 4 hours and then thrown away
8. Any food kept in fridge is labelled with the date its opened.

Reporting of food poisoning

Where two or more children and/or adults have been diagnosed by a GP or hospital to be suffering from food poisoning and where it seems possible that the source of the outbreak is within Panda a Director will contact the Environmental Health Department, the Health Protection Agency and Ofsted, to report the outbreak and will comply with any investigation.

Cleaning Routine

- Panda Nursery runs a strict cleaning routine.
- We follow a daily cleaning routine of tables, sinks and toilets.
- All cleaning products are stored out of reach in a locked cupboard in the kitchen with a list of contents on the door.
- We conduct opening and closing checks to ensure our premise starts and is left tidy and clean.
- We have a weekly deep cleaning routine of the nursery and regular cleaning of equipment.
- Waste food and products are disposed of daily.

Children's Hygiene

- All children are supervised and taught to wash their hands properly after going to the toilet and before handling any food, also after playing with any material like sand.
- Antibacterial hand gel is available throughout our nursery for use by parents & staff.
- Tissues are available to wipe noses and faces. Children are encouraged to wipe their own, but staff assist where this is not possible. The tissue is disposed of immediately after use and antibacterial gel applied to hands.

No Smoking

We comply with health and safety regulations and the Welfare Requirements of the EYFS in making Panda Nursery a no-smoking environment.

1. We display no-smoking signs.
2. Smoking is not permitted in the nursery inside or outside, by the nursery perimeter fence and on the nursery path.
3. Staff who smoke do not do so during working hours.
4. Staff are not permitted to smoke during breaks due to the passive smoking effect on the children and other staff.
5. This no smoking policy includes electronic cigarettes and vaping.

Legal Framework

- Health and Safety at Work Act (1974)
- Management of Health and Safety at Work Regulations 1992
- Control of Substances Hazardous to Health Regulations (COSHH) (2002)
- Fire Risk Assessment for Educational Premises
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR 1995)
- Safer food better business for caterers – Food Standards Agency

This policy was adopted on: December 2010

Last reviewed: March 2020

Date to be reviewed: March 2021

Signed on behalf of Panda Nursery:

Alison Thompson - Director

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Fire Evacuation

The basis of our fire safety is a risk assessment. This is carried out termly. Fire doors are clearly marked, never obstructed and easily opened from the inside. Smoke detectors/alarms and firefighting appliances conform to BSEN standards, are fitted in appropriate areas of and are checked as specified by the manufacturer.

Our emergency evacuation procedures are:

- clearly displayed in the premises
- explained to new members of staff, volunteers and parents
- practised regularly every term

Records are kept of fire drills and the servicing of fire safety equipment.

Emergency Evacuation Procedure

- When the Fire Evacuation Alarm sounds the Room leader calmly asks the children to line up by the door to the garden. They pick up the Register (with Emergency Numbers at the back), first aid box and the Panda phone.
- Children are led out of the door to the garden and counted as they pass through the fence to the field to account for all children and staff.
- The staff member allocated as the Room Checker checks toilets, under tables, in tents and the whole room to ensure all children have left the building. Including the reception area, toilet and kitchen. They pick up the white box in kitchen with emergency medicine.
- Once counted out of the gate the children are led on to the field across to the Mulberry Tree by the car park and to our Fire Assembly point. The register is taken.
- Emergency services will be notified by the Room Leader or Management in the event of a real fire. Parents will be called and our normal signing out and security procedures will be followed using the register to sign out. The Incident will be recorded in the incident record or Fire Drill record if it is a practise evacuation.

This policy was adopted on: December 2010

Last reviewed: March 2020

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Signed on behalf of Panda Nursery:

Alison Thompson - Director



Lock Down Procedure

Lockdown procedures may be activated in response to any number of situations in order to reduce the potential risks to children, staff and parents Some of the more typical might be:

- A reported incident/civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school).
- An intruder on the nursery site (with the potential to pose a risk to staff and pupils)
- A violent parent in reception
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc) or chemical, biological or radiological contaminants.

During Lock Down we follow the CLOSE procedure:

Close all windows and doors

Lock up

Out of sight and minimise movement

Stay silent and avoid drawing attention

Endure. Be aware that you may be in lock down for some time

If an incident occurred and we needed to bring all the children into one place for safety, our Lock Down Procedure would be actioned:

- The lock down alarm will be sounded by pressing the button in reception
- All children will be gathered calmly from both rooms into the Adventurers book corner away from windows and doors.
- The nursery doors are all locked, windows are shut and blinds to be closed. If necessary block the doors with the units.
- Each room will have a member of staff allocated to
 - Count the children from their group into the area
 - Check the room to ensure all children are gathered in the same place
- Room leaders take the register
- Office staff lock the office door and stay in the office
- In the event of an air pollution or chemical, biological or radiological contaminants issue, use anything to hand to seal up all the cracks around doors and any vents into the room – you aim to minimise possible ingress of pollutants.


- A story is read to the children and all are kept calm
- Room leader calls 999 and explains situation to the Police and follows advice. Non-essential calls should not be made on the Panda mobiles
- Children and staff are evacuated from the building only when given the 'all clear' from emergency services or Nursery Director.

This policy was adopted on: December 2010

Last reviewed: March 2020

Date to be reviewed: March 2021

Signed on behalf of Panda Nursery:

A handwritten signature in black ink, appearing to read 'A. Thompson', written over a horizontal line.

Little Risks

We follow Environment Health, Ofsted and Surrey Early Years guidelines for health and safety, completing all risk assessments, checks and procedures to ensure our nursery is a safe environment for learning. (See our Health & Safety Policy).

But we fundamentally believe in supporting our children to experience 'little risks'.

By this we mean we support them to embrace challenge, push themselves just outside their comfort zone to achieve better things.

It is ok to experience a little fear, what is important is how to cope with that emotion, harness it and learn how to bounce back and try again.

We teach children to 'have a go'; it doesn't matter if you don't succeed first time, what matters is trying again. It is ok to make a mistake, it's how you face up and fix it that really counts.

We believe it's important to challenge children for example, to climb that one step higher on the climbing frame, balance on the tree stumps, roll down a hill, jump over a log or touch the porridge gloop in our messy play corner.

We support children to push themselves further and achieve great things.

All these risks are taken in the safety net of trained, supportive staff.

This policy was adopted on: March 2016

Last reviewed: March 2020

Date to be reviewed: March 2021

Signed on behalf of Panda Nursery:

Alison Thompson - Director

