



The Little Firefly Health and Safety Policy

Objective: The Little Firefly will ensure that it does all that is reasonably practicable to achieve the highest standards of Health, Safety and Welfare in carrying out its activities.

The Little Firefly is committed to ensuring the Health, Safety and Welfare of its employees and it will, so far as is reasonably practicable, establish procedures and systems necessary to implement this commitment and to comply with its statutory obligations on Health and Safety.

The Little Firefly is committed to ensuring that all setting practices are carried out within the requirements of the Health and Safety and Work Act 1974 and the Management of the Health and Safety at Work Act 1999.

The Little Firefly recognise that a systematic approach to health and safety, based on risk assessment procedures (see Risk Assessment policy for more information) will provide and maintain a healthy and safe working environment with the objective of minimising the number of instances of occupational accidents, incidents and illnesses. The Little Firefly is committed to:

- Maintaining the workplace in a safe condition and providing adequate facilities and arrangements for welfare at work;
- Developing the appropriate setting structure and culture, that supports the concept of risk management by all members of the staff team;
- Providing a safe means of access to and egress from the workplace;
- The provision and maintenance of equipment and systems of work which are safe;
- Arrangements for ensuring safety to health in connection with the use, handling, storage and transport of articles and substances;
- The provision of such information, instructions, training and supervision as is necessary to ensure the health and safety at work of its employees and other persons.
- Continual monitoring and evaluation of health and safety requirements in line with current legislation, including the review of all policies and practices to ensure that The Little Firefly continues to improve standards of performance.

The Little Firefly Forest School also recognises its duty to protect the health and safety of all visitors to the setting, including contractors, temporary workers and members of the public.

This policy will be issued to all staff as part of the induction process.

It is the responsibility of all staff, parents and visitors to adhere to this policy.

Responsibility

While the Little Firefly Forest School and Outdoor Nursery will take all reasonable steps to ensure the health and safety of its employees, health and safety at work is also the responsibility of the employees themselves.

It is the duty of each employee to take reasonable care of their own and other people's health, safety and welfare and to report any situation which may pose a serious or imminent threat to the well-being of themselves or of any other person.

It is the responsibility of all members of staff to ensure that health and safety regulations are adhered to and that the health and safety of the children and other members of staff are not compromised in any way.

It is the responsibility of the Manager to ensure that the health and safety of the setting as a whole remains within legislative requirements and that the health and safety of all setting users, including children, staff and parents and carers is not compromised in any way.

If an employee is unsure how to perform a certain task or feels it would be dangerous to perform a specific job or use specific equipment, then it is the employee's duty to report this as soon as possible to their line manager or the nursery manager.

Alternatively, an employee may, if they prefer, invoke the Little Firefly Forest School and Outdoor Nursery's formal grievance procedure or they may make a complaint under the Little Firefly Forest School and Outdoor Nursery's provisions on Disclosures in the Public Interest.

Disciplinary action under the Little Firefly Forest School and Outdoor Nursery's disciplinary procedure may be taken against any employee who violates health and safety rules and procedures or who fails to perform their duties under health and safety legislation. Depending on the seriousness of the offence, it may amount to potential gross misconduct rendering the employee liable to summary dismissal.

Supervision Requirements

Children are supervised at all times whilst in the setting, The Little Firefly uses three levels of supervision dependent upon the activities that are taking place and the location that they are occurring.

- **Constant Supervision:** Being with the children at all times, actively supporting them using a physical presence or playing with them directly. This level of supervision is most often required when the children are playing high-risk games or using equipment or materials that have a high-risk assessment. This type of supervision is most likely to be required at our risk assessed outdoor setting.
- **General Supervision:** Being in vicinity of the children but not having an active part in their play, being on hand to support if the children require help or guidance. Being on hand to respond to play cues and observant of the behaviour of the children. This is the most

common form of supervision and allows for an overview of the play setting, most commonly used with play activities that have a medium level of risk.

- Low Supervision: Keeping a watchful eye on the children from a distance and making sure that they are playing safely but freely. Keeping an overview of what the children are doing while not interfering. This is most commonly used with low risk activities.

Child Protection / Safeguarding

All members of staff are instructed in the specific procedure for The Little Firefly, especially as regards to disclosures and suspicions of child abuse. (See the Safeguarding Policy for further information).

Accidents and Incidents

All members of staff are required to obtain a paediatric first aid qualification prior to or within the first three months of commencing employment at The Little Firefly. In addition all members of staff are instructed in the correct procedures for dealing with accidents and incidents including completion of documentation. The setting has a separate accident and incident folder which are used to document each accident and incident that takes place in the setting. (See Accident and Incident Policy for further information).

Emergency Procedure

There is a documented procedure for emergencies which is displayed in all of the areas that are accessed by The Little Firefly. Where there are customers who have English as an additional language the information will be displayed in their first language in addition to English.

All members of staff are trained in the emergency procedure and fire drill evacuations take place once per month. (See Emergency Evacuation Policies and Procedures for further information).

Administration of Medications

All administration of medications are strictly controlled and done in accordance with the The Little Firefly Medicine Administration Policy and Procedure.

Illnesses

In accordance with The Little Firefly's Sickness, Medicine and Emergency Treatment policy, children will not be admitted if they are showing signs of an illness or ailment which may be contagious.

The Little Firefly uses guidance from Public Health England (PHE) to determine the exclusion guidance for contagious illnesses. A child cannot attend The Little Firefly within 48 hours of vomiting.

If a child becomes unwell during the course of the session, members of staff will ensure that the child is comfortable but does not pose any risk to the other children in the setting. The member of staff will contact the child's parent / carer and observe the child closely until they are collected. For further information refer to the Sickness, Medicine and Emergency Treatment policy.

Personal Hygiene

All members of staff and children are encouraged to maintain an acceptable level of personal hygiene and follow the The Little Firefly policy on hygiene.

Maintenance and Storage of Equipment

The Little Firefly has a wide variety of equipment and materials that are used by the children in the course of their play and enjoyment at the setting. All equipment is bought from approved suppliers and is checked to ensure compliance with the British Safety Standards.

All equipment is well maintained and checked on a regular basis to ensure that it presents no risk to the health and safety of the children. Equipment and materials which do pose a hazard but which have an evidenced benefit for the development of children are used under constant supervision and stored securely after use.

The Premises

The premises that The Little Firefly operates from are regulated by Ofsted. Internal audits are completed regularly by the site manager. Members of staff check the setting each day to ensure that there are no risks or hazards that would compromise the health and safety of the children, parents and carers or staff. Due to the outdoor-focused element of the nursery, risk assessment forms are completed for each site each day before children arrive. Please refer to the The Little Firefly Site Risk Assessment form.

At the end of the session members of staff ensure that the premises are left clean, safe and tidy.

Safety and Security

The Little Firefly feels that the safety and security of the children, parents and carers and staff are paramount to the running of the setting. A secure entry system is in place to ensure that only persons with a legitimate reason for being on the premises have access.

Visitors, other than parents and carers collecting their children, must pre-arrange their visits and carry identification; all visitors must make themselves known to a member of staff upon entry, stating their name and reason for visiting. Visitors are required to sign themselves in and out of the site and must be accompanied by a member of staff at all times.

Smoking

The Little Firefly operates a strict no smoking policy, this means that there is no smoking at any time on any part of the premises, or at any activity run by The Little Firefly (eg organised outings).

All staff members are entitled to a 20 minute break for more than 6 hours of work.

The no smoking policy also applies to parents, carers and visitors to the setting. The Little Firefly has this policy in the best interests of the children and staff.

Accident Reporting & Investigation (RIDDOR)

All injuries, however small, sustained by a person at work must be reported to their line manager, the safety officer or the Nursery Manager and recorded in the accident book. Accident records are

crucial to the effective monitoring of health and safety procedures and must therefore be accurate and comprehensive. The Nursery Manager will inspect the accident book on a regular basis and all accidents will be investigated and a report prepared, with any necessary action being taken to prevent a recurrence of the problem.

All accidents will be investigated and recorded by the Manager in the Accident Book. The appropriate enforcing authority will be notified under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), where necessary.

Access and Egress

In order to ensure a safe working environment all staff have a responsibility to ensure all areas of access and egress are kept clear of obstructions.

- walkways and passageways must be kept clear and free from obstructions at all times;
- trailing cables and rope should not be left in any passageway;
- where objects are stored in or around a passageway, care must be taken to ensure that no long or sharp edges jut out into the passageway.

Control of Substances Hazardous to Health (COSHH)

As an employer, we have a duty under the Control of Substances Hazardous to Health Regulations 2002 to prevent employees from coming into contact with substances hazardous to health.

Chemicals and Material: It is Little Firefly Forest School and Outdoor Nursery policy to, wherever possible; avoid the use of substances that have the risk of being hazardous to health. Safety data sheets under the Control of Substances Hazardous to Health (COSHH) or Chemical Hazard Information Packaging (CHIP) information supplied by manufacturers will be held on file for all substances and available for staff reference purposes and risk assessment. Staff who use these chemicals and materials have the duty of care to make themselves aware of the potential hazard, contradictions and treatments.

Measures and Provisions: We have conducted a risk assessment in relation to all substances used on our premises and concluded that no substance presents a high risk.

1. The majority of substances used within the nursery are of domestic standard for household use and therefore do not present any threat to health and are safe to use;
2. The nursery has general hygiene measures in place, together with the provision of personal protective equipment (PPE) to further ensure the safety of employees;
3. Cleaning substances are of domestic standard;
4. All substances are correctly stored in clearly labeled containers;
5. Cleaning substances are safely stored in child-safe cupboards;
6. Adequate washing facilities are available within all nursery areas;
7. PPE Aprons and rubber gloves are provided where required;

8. All waste products, including medical waste is disposed of safely in accordance with statutory regulations;

First Aid

At Upton a First aid box is located at a strategic point in the kitchen of The Little Firefly. An additional First Aid box is kept in the tipi and one is taken off site on trips and outings, at all times. At Aston Rowant a First Aid kit is available at all times and taken on trips off site.

All employees will be shown the location of the nearest first aid box and will be given the names of the designated first aid personnel identified through signage in each location. All staff will be working towards or qualified in paediatric first aid.

As per the The Little Firefly Accident and Incident policy, the following procedure should be followed in the event of an accident or incident:

- Notify a First Aider immediately;
- The First Aider will assess the situation and take the necessary action;
- Notify the Nursery Manager

There are Accident / Incident forms available in a secure and accessible location in the nursery. The procedure for such events is:

- all accidents / incidents are recorded by the member of staff who witnessed the event. This is dated, and on each account, signed by staff present;
- Parents / guardians are shown the form and asked to sign that they have read the recorded accident / incident;
- The completed / signed forms are returned to the office, where the Manager will review on a monthly basis, in order to implement any further actions or highlight any trends or problem areas;
- There is an, "Action", section for the purpose of recording any action which has been taken by the staff.

The Little Firefly has a nappy waste bin located next to the composting toilet cubicle (Upton site) or potty station (Aston Rowant site) for soiled dressings to be placed in. In the case of a syringe being used, it is to be placed in the appropriate sharps box or syringe cover and taken to the Manager immediately. The Manager will dispose of these items appropriately.

Food / Hygiene

The Little Firefly operate the strictest of food hygiene standards. Records and documentation of foodstuffs will be kept and there will be regular reviews of practices carried out by employees. The Environmental Health Officer of the relevant Local Authority will carry out annual inspection of kitchens. In addition, the Manager will carry out regular inspections and reviews of procedures.

Food Handling / Serving:

- Apron to be worn at all times when handling foods;
- Long hair has to be tied back;
- Clean apron/gloves every meal;
- Hands washed, ensuring nails are clean;
- No food is to be consumed direct from container/serving bowls;
- All food should be served using appropriate utensils;
- The food waste will be used for compost wherever possible, or put into the general waste.

Personal Protective Equipment (PPE)

As an employer we have a duty under the PPE Regulations, to provide suitable equipment and clothing to protect employees from the risk of harm or injury during the course of their employment, where appropriate.

Employees are responsible for:

- Ensuring that the PPE is worn at all relevant times;
- PPE is kept clean and in good order;
- Defects/losses are reported immediately and repairs/replacements put in place;
- The PPE is correctly stored in the designated area.

To cater for and enhance the Health and Safety of employees, The Little Firefly provides the following items of protective clothing for hygiene purposes.

- Aprons – Plastic disposable;
- Disposable Rubber gloves;
- Kitchen Whites – apron

Not all of the above items fall within the scope of what is required under the PPE Regulations, but are included in our PPE Policy and procedures as a measure of good practice.

There are designated storage areas within each area of the nursery where PPE is required.

Waste Disposal

The Little Firefly seeks to minimize the generation of waste as much as practicable and recycles wherever possible.

Other general waste: A local company is used for skip hire for all other waste i.e. furniture, toys etc. Any toys, furniture and equipment damaged in any way must be reported to the Manager immediately. All repairs and further action will be reported to Management and dealt with accordingly.

Kitchen food waste: Where possible, food waste is used to make compost which is then used in the garden. If this is not possible, the food waste is disposed of as green waste or general waste.

Ink Cartridges: All ink cartridges are sent to charity organisations for recycling.

Paper, Magazines, Cans, Textiles: The Little Firefly takes part in recycling of Paper, Magazines, Cans, Textiles in conjunction with Bucks and Oxfordshire County Council.