



Health and Safety Policy

Our nursery's Health and Safety Officer is: **Shannon Ralph** (Manager)

The aim of this policy is to ensure that we provide adequate control of all health & safety risks associated with the operation of the nursery, for children, staff and visitors. Although it is formally reviewed once a year, it is a key working document for the nursery and is revised whenever necessary.

Health and safety responsibilities

Overall responsibility for health & safety is that of the Manager, who is responsible for reviewing health & safety policies and procedures, and carrying out the risk assessments alongside the other members of staff.

However, all members of staff have day to day responsibility for ensuring that the policy is put into practice and bringing health & safety concerns to the attention of the manager. Failure by the staff to apply this policy can lead to disciplinary proceedings.

Managing risk

Steps taken to reduce risk

- Staff risk assess all activities, sites and the weather (see below).
- Staff follow safety routines (see below).
- The manager communicates with the duty wood keeper to share information about any potential hazards, including weather.
- Staff inform colleagues, volunteers, children and visitors of potential hazards and agreed methods of working in order to minimise their risk.
- The manager ensures that all staff, volunteers and children are aware of the emergency procedures for all sites.
- The staff teach children skills in order to keep themselves safe.
- All staff are aware of the setting's emergencies procedures and know how to call the emergency services.
- Off-site trips (i.e., to locations other than the park) are risk assessed by the manager/deputy. Also, risk assessments and liability insurance for the premises to be visited are requested/checked.
- Parental consent is requested before taking children on trips away from the setting (application pack. Written consent slips for outing involving transport or to community amenities.)

Risk assessment

All activities are risk assessed either formally or informally. Staff are required to make a judgement about all activities that the children undertake during a session. Anything that might be medium risk or higher does not take place until it has been formally risk assessed first, using the ITW risk assessment process.

This involves using a standardised format to identify potential risks and put in place measures to reduce the risk. If it is not possible to achieve low risk, then the activity will not take place. The risks and measures to reduce them that relate to a specific activity (from the risk assessment) are kept alongside the daily plan and all staff are required to read and implement them.

Awareness

- Our induction training for staff and volunteers includes ensuring all staff have read and understood the health and safety policy, and understand their shared responsibility and accountability for health and safety. The induction training covers matters of staff wellbeing, including safe lifting.
- Health and safety procedures are reviewed at all staff meetings.
- Children are encouraged to take responsibility for their own health and safety through discussions, safety routines, and talking about possible risks of activities they plan. See Children learning section below.
- Reviewing safety practices is on the agenda for all staff meetings, to ensure our practice continues to develop.

Safety routines and practices

This section details the agreed safety practices that all staff must carry out in every session.

General safety practices

- Overall staff ratios - maximum of 5 children per adult (2yrs. 3ys) 8 children per adult.
- Maximum of 12 children in each session (small hall) Maximum of 26 children per session (big hall).
- Group sizes - under normal circumstances one adult with a maximum of 5/8 children, although in special circumstances an adult may need to supervise more children to ensure the safety of the group (see handovers below, and emergency procedures policy).
- Groups stay together except in exceptional circumstances.
- All children and adults wear colour-coded high-visibility vests. All the children and adults in a group wear the same colour.
- Group leaders have primary responsibility for the children in their group, unless they have officially handed them over to another staff member (see below).
- Group leaders must be completely certain about who is in their group and where they are at all times, including (but not restricted to) when they have been handed over to another staff member, are eating lunch, waiting to be picked up or start the session.
- All group leaders check their children have been signed out at the end of the day
- All practitioners are aware of the deployment of the other practitioners at all times during all sessions, so that if one practitioner is leading an activity, the other will take an overview of the children on the walk

- The children are supervised at all times.

Safety lead practitioners

One practitioner is the first safety lead for each day. There is also a second safety lead who assumes the role when the children split into the walking group and park group - one safety lead with each group.

Safety leads are responsible for:

- Knowing how many children are in the nursery/group at all times.
- Ensuring that the register is with the appropriate person.
- Making sure the other staff are aware of the numbers.
- Telling all staff at the start of each day who the high risk children are (children most likely to wander/run off and go missing).
- Reminding staff about safety practices and monitoring their practice

Safety in the park/ grassed area

- We risk assess the site by carrying out safety sweeps before each session.
- Staff setting up the area mark the boundary with cones and tarp, no more than a metre apart. Children are taught not to cross the boundary.
- Staff ensure that there are no major blind spots in the grassed area where children might be difficult to see.
- Group leaders count all the children in their group (including those playing, climbing or reading in pop up tents) every 2 minutes while on grass/ park.

Children are not allowed outside the boundary unless with a practitioner.

- Group leaders should not take some of the group outside the boundary leaving the rest inside the boundary, even for a short period, unless they officially hand-over the remaining children.
- Children who are sleeping are checked every 10 minutes.

Safety on walks

- There will be an adult at the front and back of the group at all times.
- Group leaders do a head count on leaving and returning to/from a walk.
- Group leaders count all the children in their group every 2 minutes.
- Children are not normally allowed to stay in camp if their group goes for a walk. If there is no alternative, then an official handover must take place.
- Once on a walk, all children stay within 10 metres of the group leader at all times.
- Group leaders must be able to see all their children all of the time. They think about where to position themselves so that this is always the case. For example, the children should not be following behind their group leader.
- The children are trained to stop when called. If they do not stop, wait and come back when called, they will be asked to stay very close to an adult (ie holding hands) until they can be trusted to do this.

- When crossing roads all children hold on to a 'hoop train' (rubber hoops linked together by short lengths of rope) or an adults hand if all hoops are in use. A member of staff is at the front and back of the train, and if possible a third in the middle.
- When crossing Formans Road, Stratford Road etc. the pedestrian crossing is always used.
- When the walking group stops to stay and play in any one place (i.e., they decide to stop and play for a while rather than continuing the walk, taking bags off), blue cones are used to cone off any obvious exits (all around if need be) to the location, to stop children wandering off.

Safety at pick-up and drop-off

- Parents are reminded not to use their mobile phones in reception area.
- The team member will be based in reception to ensure that the registered parent/ carer signs children in and out.
- The room lead signs out children as they are being dropped off and picked up.
- Parents tell the safety lead (who notes it on the register) if a person other than themselves is picking their child up. A password is given to the person picking up. Without this, they are not allowed to pick up the child.
- When a child arrives, they are signed in, put on their hi-vis vest and enter camp straight away.
- Staff members make sure reception is kept clean and clear at all times.
- Parents/ carers are reminded they cannot leave pushchairs, bikes/ scooters due to health and safety hazards.
- Lunchboxes/ medication must be handed in to room lead.

Lunchtimes

- Full-day children stay in nursery for the whole of lunchtime. They are not allowed to go anywhere else at lunchtime.
- Staff formally hand over children from their group if they are leaving to go on a break.
- Children are to be supervised at all times.
- Supervising staff head-count every 2 minutes.
- Prohibited items are to be removed and discussed (see snack and lunches policy and procedures)
- Children are to wash hands before eating, put rubbish in the bin and pack lunch boxes away.

High-risk times

- During certain activities or times of the day there is an increased risk of a child going missing. On an ongoing basis, during each session, safety leads decide when there is an increased risk and designate one practitioner to continually count all the children.

Hand-overs

When a member of staff is fully occupied by a number of the children in their group, and for whatever reason cannot supervise all the children they have responsibility for, they officially hand over responsibility for the other children to another member of staff. This is a verbal

exchange in which the receiving member of staff repeats back the names of the children they are taking responsibility for.

Staff hand over children when they begin any activity that will prevent them from counting their children in accordance with this policy.

Children learning about safety

- Children are taught the emergency procedure twice during the first week of every half term.
- Children are taught about the importance of safety in the park. They are taught and practice safety rules, for example:
 - Not running off from staff
 - Not opening heavy doors,
 - Stopping and returning when called,
 - Knowing their colour/ group leader staying with their group when outside or on outings.
- Children and adults are taught about specific dangers and the safest way to deal with them, including:
 - Poisonous plants, berries and fungi;
 - Spiky, stinging plants, insects, processionary moths;
 - Dogs;
 - Strangers;
 - Checking dens/ trees are safe and secure before going in or climbing on.

Staff safety

- Staff do not work not on their own in the park.
- Staff are given regular supervision meetings in which they can raise concerns about their own safety.
- Staff are reminded of safe manual handling techniques (e.g., lifting).

High wind and thunderstorms

- If it is very windy, or high wind is forecast, or there if there is a thunderstorm very nearby, the children are not taken into the woods.
- The nursery either closes and parents are asked not to bring their children in, or the children are kept indoors.
- In deciding whether conditions are (or are forecast to be) too windy, the nursery takes its lead from the Met Office, if the wind is over 40mph, in these cases we consider that it is not safe to take the children outdoors.
- If the wind increases unexpectedly during the day or if a thunderstorm develops while the children are in the outside, they are taken indoors as quickly as possible. The staff ensure that the children stay on main paths and take them directly to shelter and stay there until conditions are safe.
- Thunderstorms are considered to be dangerous if there is less than a 3 second gap between lightning and thunder, indicating that the storm is close.

Fire safety and emergencies

- A fire risk assessment is carried out annually.
- Staff never light fires of any kind (e.g., campfires, barbecues, kelly kettles) in any location.
- There is an agreed procedure for dealing with emergencies in the outdoors, including fire and a missing child.
- All staff have been trained in emergency and fire procedures.
- Our emergency procedures are explained to new members of staff and volunteers and shared with parents.
- Staff ensure fire exits are kept clear at all times.
- Staff ensure all doors are readily openable (i.e., without the need for a key) from the inside.
- No highly flammable materials (e.g., lighter fuel, fire lighters, butane gas) of any kind are stored at nursery.
- No large amounts of combustible materials (eg, cardboard) are left inside.
- All rooms are to be kept reasonably tidy at all times.
- All personal belongings are to be kept in the storage room /out of reach during the day.
- All electrical appliances in Twinkling Toddlers Nursery & Tyseley Community Centre, including those installed and used by the nursery, are PAT tested annually.
- Midland Fire ensure there is a working fire alarm system at nursery and that it is properly maintained and regularly checked.
- As part of their fire safety training, staff are made aware of what the fire alarm sounds like and how to respond (see Fire safety, Emergencies & evacuations Policy).
- The appointed Fire Warden is responsible for leading and ensuring procedure is followed in case of a fire emergency. In the event of the Fire Warden not being present the Deputy Fire Warden assumes the role.
- A fire evacuation plan is in place - see Fire safety, Emergency & Evacuations Policy.
- All new staff are trained on fire safety and fire evacuation at induction.
- Fire safety and fire evacuation are reviewed by all staff once a year during a staff training day.

Keeping healthy

Sun Safety

If we are in direct sun for prolonged periods, we wear sun cream and protective clothing. All adults act as positive role models - e.g. use sun cream, wear sun hats etc. Parents are encouraged to ensure they have applied sun cream to their child before the start of each session their child attends. We have sun cream available and will apply it if necessary. Parents have signed to say their children are allowed to have the nursery sun cream applied or else will supply their own.

Infection Prevention & control

Nursery strives to minimise the risk of infection within the nursery by ensuring that the highest hygiene standards are maintained. All of our staff are given training in Infection Control Procedures and are aware that they have a responsibility to ensure that they put these procedures into practice.

Hand washing

It is essential that staff and children wash and dry their hands frequently and thoroughly. Please follow the hand washing routine poster displayed in all toilets and encourage the children to do the same. Hands must always be washed and dried after

- Using the toilet
- Coughing
- Wiping runny noses
- Sneezing • blowing your own nose
- Coming in from outdoors
- Being in contact with an animal
- Handling rubbish, and
- Before eating or handling food.

If staff is unable to leave the playroom to wash their hands, anti-bacterial gel may be used as a temporary measure only. Hands must be washed as soon as possible thereafter.

Personal hygiene:

All staff should be neat and tidy with high standards of personal hygiene.

When working with children, health and safety is paramount, so:

- Long hair should be tied back;
- Nails kept clean, short and varnish-free;
- No excessive jewellery
- Facial piercings should be removed
- If ears are pierced, studs should be worn
- Clothing should be clean and ironed as appropriate

Toileting and intimate care

Staff must:

Apologise to parents that we cannot use potties in the nursery (infection Control)

- Supervise children in the toilet areas at all times
- Explain to children it is important to keep the toilet area clean
- Ensure that children flush the toilets and wash their hands
- Keep the toilet area clean and tidy throughout the day, check toilet pans regularly and if necessary clean using spray bottles filled with diluted disinfectant (disinfectant spray) and blue/white roll wearing gloves and apron, also clean flush handles, taps, door handles and any other hand contact sites regularly.
- Disposable aprons and gloves to be worn when assisting a child at the toilet.
- Bins emptied, lids cleaned* and new bin liners inserted
- Supplies of toilet rolls and hand wash checked and topped up if necessary

- Sinks cleaned by disinfectant spray
- Changing mat cleaned by disinfectant spray
- Worktop under changing mat cleaned by disinfectant spray
- Toilets cleaned by disinfectant spray
- Floor mopped.

Nappies:

Nappy changing requires good hygiene procedures - it provides an ideal opportunity for germs to be transmitted to the baby, to staff and to the surrounding area ensure that you have all the equipment you need before you begin (See intimate care policy)

Changing sick/soiled children

If a child has been very sick or soiled and needs to be changed:

- Put on disposable gloves and apron
- Take the child to the nearest toilet area remove soiled clothing
- Wash child as appropriate with warm water using a disposable cloth and Dress in clean clothes
- All soiled clothing must be immediately double-bagged using nappy sacks/carrier bags and tied tightly at the top to seal (child's name on the outside and given home to the parents)
- Discard all disposables in the bin disposal (nappy bin/yellow bin)
- Wash and dry your hands

Floors:

- Spills should be cleaned up immediately and contaminated hard surfaces cleaned with disinfectant spray
- Hard floors should be mopped at least weekly using disinfectant solution
- Playroom rugs/carpets should be vacuumed daily and shampooed regularly as appropriate.

Spillages of body fluids

- Act immediately
- Wear disposable gloves and an apron
- Use disposable towels/paper roll to wipe up the spill and discard in a plastic bag
- Use soapy water and a disposable cloth to clean all contaminated surfaces
- And clear into a plastic bag for disposal
- Double bag all disposables and put into outside bin
- Wash and dry your hands

Outdoor play:

- Area to be checked for cleanliness including animal contamination before children go outside - any animal contamination must be reported to the manager immediately who will deal with it appropriately
- Small outdoor toys contaminated with body fluids to be washed in soapy water, and thoroughly dried
- Large outdoor toys to be stored in the shed and cleaned as for small toys

- Staff and children to wash and dry hands thoroughly after boots, jackets, etc. have been removed

Animals:

If a child comes into contact with an animal, e.g. pats a dog while out on a walk, the child should use anti-bacterial hand gel to clean their hands and then thoroughly wash their hands on return to nursery

Cooking/Baking:

- Children and staff must wash their hands prior to taking part in a cooking/baking activity
- The table top or other surface should be cleaned with soapy water before use;
- The children should be supervised and discouraged from sneezing or coughing over the activity
- Children or staff returning from some periods of illness may not be able to bake - please see the nursery manager for more information.
- Good hygiene practices should be encouraged throughout the activity, e.g. Washing your hands after sneezing, coughing or blowing your nose.
- Food preparation and handling:
 - Wash hands thoroughly prior to handling food
 - Areas where food is to be placed should be kept clear and wiped down with soapy water prior to food being placed on them
 - Chopping boards should be washed in the dishwasher after use and replaced frequently all staff handling food must ensure that they are following personal hygiene procedures as above aprons must be worn, hands washed thoroughly when handling food
 - Staff are encouraged to eat & socialise at meal times - water may be drunk freely
 - any member of staff returning to work after a period of ill health may need to avoid preparing and serving food - this should be discussed with the Nursery Manager as appropriate.
 - Cleaning during an outbreak of illness and when contaminated
 - Toys contaminated with body fluids such as saliva and nasal discharge must be washed in hot soapy water
 - Remember to wash and dry your hands after handling contaminated toys, chairs, ...
 - All contact surfaces such as door handles, light switches chairs, ...etc. must be wiped with disinfected spray
 - Cleaning routines followed through vigorously, using disinfectant and diluted bleach.

Hygiene

- We follow Public Health England guidelines on hygiene and infection control, and Food Standards Agency guidelines on hygiene and handling of food (<http://www.food.gov.uk/businessindustry/caterers/startingup/childminders>).
- We ensure that any third parties preparing and providing food to the nursery are registered as a food business with the local authority and have a good or better food hygiene rating.
- We keep up to date through information shared by the local authority.

- Our daily routines encourage the children to learn about personal hygiene - eg, hand washing, nose wiping and disposal of the tissue, the spread of infection through coughing and sneezing, using the toilet correctly.
- We bring along warm soapy water, wipes and gels for washing hands
- We take home any waste daily.
- Any soiled nappies or clothes are secured in a nappy sack, and removed at the end of each session
- We clean equipment regularly.
- The toilet area has a high standard of hygiene including hand washing and drying facilities.

We implement good hygiene practices by:

- checking the toilets regularly,
- wearing protective clothing, such as disposable gloves, as appropriate,
- providing sets of clean clothes,
- providing tissues and wipes.
- Hand washing
- We use running water and soap to wash hands and disposable paper towels to dry them. Children and staff wash hands after going to the toilet, after touching any animals or fungi and before preparing or handling any food.

Food and drink

- Children's allergies are displayed and individual storage boxes for medications are available.
- Staff who supervise the preparation and/or prepare and handle food receive appropriate training and understand and comply with food safety and hygiene regulations.
- All food and drink is stored appropriately.
- Adults do not place hot drinks within reach of children.
- Snack time is appropriately supervised and children do not walk about with food and drinks.
- Fresh drinking water is available to the children at all times.
- We ensure children do not have access to foods to which they are allergic.
- We provide parents with a list of foods not to be included in packed lunches, to avoid children bringing in any common allergens or specific foods that might cause a serious allergic reaction in any children on roll.
- Any cooking done with the children is planned, appropriate for the age of the children and follows our H&S policy guidance.

Health information for specific children

- Detailed health information for all children is gathered from the enrolment forms, and kept as a record.
- Relevant health information (conditions, allergies, etc) is documented on a log of specific health concerns which is kept in each first aid bag and in the register folder.

- Parents are reminded weekly to update the nursery of any changes.
- Specific health concerns and requirements are shared at staff meetings, and key people informed. See also sickness and medication policy.

Equipment and resources

- Before purchase, 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.
- All the children's materials are non-toxic.
- Children are taught to handle and store tools safely.

No smoking, alcohol or drugs policy

- All areas and sites of the nursery are no smoking areas.
- Alcohol and drugs are prohibited in all areas of the nursery during our hours of operation.
- If a member of staff, student, volunteer, visitor, parent or child arrives at the setting clearly under the influence of drugs or alcohol, they will be asked to leave immediately, and disciplinary action may follow.
- If a member of staff believes a parent/carer is under the influence they advise the manager and the child protection officer who will then decide on the appropriate course of action according to the Child protection Policy.

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.

It is our 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.

- We have conducted a risk assessment in relation to all substances in our operations and concluded that no substance presents a high risk.
- At present all chemicals 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.
- All new chemicals and substances used in the nursery are risk assessed before use.
- In the case of any substance potentially hazardous to health, a COSHH risk assessment is completed, and control measures shared with staff and implemented.
- The manager maintains a COSHH folder of hazardous substances in use, which lists the substance and its location (where it is stored), the safety data sheet, and the risk assessments. The folder is available for all staff to access at any time and the risk assessment and safety data sheet are also kept with the substance.

- The risk assessments are shared with any new member of staff and kept with the substance.
- Any cleaning equipment or potentially hazardous substances are stored securely away from the children.
- The nursery has general hygiene measures in place, together with the provision of personal protective equipment (PPE) to further ensure the safety of employees.
- Cleaning substances are of domestic standard.
- All substances are correctly stored in clearly labeled containers.

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.

The nursery has risk assessed all the activities in which its employees are engaged and at present provides the following protective equipment or clothing:

- Disposable nitrile gloves for use when changing nappies, when serving food (in the Winter), or when cleaning.

Records

In accordance with the Early Years Foundation Stage, we keep the following records.

Adults

- A single central record which includes the following information about all staff, including temporary staff and volunteers:
 - name, address, identity check, address check, DBS check, right to work, qualifications.
 - Names and addresses of the owners or of all members of the management;
 - All documents relating to the staff's employment with the setting, including application forms, references, results of checks undertaken etc.
 - See the child protection policy for more information on safe recruitment of staff.
 - The sickness of staff and their involvement in accidents is recorded. The records are reviewed termly to identify any issues that need to be addressed.

Children and parents

- Names, addresses and telephone numbers of parents and adults authorised to collect children from setting;
- Names, addresses and telephone numbers of emergency contacts in case of children's illness or accident;
- Allergies, dietary requirements and illnesses of individual children;
- Times of attendance of children, staff, volunteers and visitors;
- Accidents, incident and medicine administration records;
- Enrolment forms contain detailed information on medical history and medical requirements.

Insurance cover

We have public liability insurance and employers' liability insurance. The certificate for employer's liability insurance is available.

Duty of Candour

Purpose of Strategy

The purpose of this strategy is to ensure that Twinkling Toddlers Nursery will adhere to our Duty of Candour Procedures.

- We will identify when the Duty of Candour procedures should be applied.
- We will be aware on how to respond to our service users and their families.
- We will know how to record incidents and to follow our Duty of Candour procedures.
- Our staff will understand our Duty of Candour procedures and what it means for our practise.
- We will be aware of other sources of support.
- We will provide an annual Duty of Candour report to the Care Inspectorate.
- We will always be honest when Duty of Candour takes place within our setting.

In the event of an unintended or an unexpected incident that results in harm or injury that lasts more than 28 days or death to any child at our setting, Nursery will follow our Duty of Candour Procedures.

- We will acknowledge when something goes wrong within our setting.
- As soon after the incident, we will speak to the family members affected by the incident.
- We will be honest and be open about the incident. We will give us much detail as possible about the incident.
- All Candour incidents will be monitored, recorded, and reported to the relevant organisations immediately after the family members have been informed. This will be done as soon as all evidence is gathered and within 24 hours.
- We will act straight away to reduce the risk of the incident happening again. A risk assessment will be carried out and recorded.
- We will complete 'Action Plans' to highlight what we intend to do to reduce the risk. The family will receive the action plans so they can see what action the nursery is taking, and we are taking it seriously.
- We will meet with family members to reassure them. The meeting will take place at Nursery. The Manager / Deputy Manager will attend the meeting and speak with the family. There may also be other third parties at the meeting who has been caring for the harmed / injured person.
- We will ensure that staff feels supported and confident while reporting Duty of Candour incidents. Staff will undergo training and will be offered support by the nursery. The nursery will also make other third parties available for staff to gain support from when the Duty of Candour has been used.
- We will continue to support the family of the harmed person if needed.
- We will work closely with all relevant third parties to ensure the incident can never happen again.

- We will provide further training to staff to ensure the incident cannot happen again.
- We will provide the Care Inspectorate with an annual report for our Duty of Candour.

All about COSHH - the Control of Substances Hazardous to Health (COSHH) Regulations 2002
 COSHH is the law that requires employers to control substances that are hazardous to health.

The regulations require employers to:

- Assess the risks to health and safety
- Decide what precautions are needed to prevent ill health
- Prevent or control exposure
- Make sure the control measures are used and maintained
- Ensure that all employees are properly informed, trained and supervised

Chemicals used in the setting for cleaning, washing, or as part of your practice may be hazardous or cause illness if not used correctly.

To comply with these regulations, keep a list of all hazardous or potentially hazardous substances that are used in the provision. This could include glue, shaving foam, soap, cleaning materials etc.

In addition to chemicals, all body fluids are to be treated as substances hazardous to health and should be carefully dealt with using protective gloves and materials that can be safely disposed of. All practitioners using chemicals or products should be given advice on their correct use where necessary.

Consider observing the following:

- All substances that are hazardous to health should be stored safely and out of children's reach.
- Avoid inhalation, ingestion and skin contact of all chemical substances as they may cause irritation and use according to manufacturer's instructions.
- Always wear the protective clothing that are provided, e.g., gloves, aprons etc.
- Products must never be mixed as this could give rise to hazardous by-products
- Those using the substance must be familiar with the First Aid procedures to be used in the event of an accident.

ABACAS POLICY

The Actions, Behaviour And Care And Safety of any visiting children remain the responsibility of the accompanying adult within the structure of the Twinkling Toddlers Nursery.

When you are bringing or collecting your child, please keep any other children that you have with you at your side.

This is for their own safety and that of other children. We expect visiting children to adhere to the standards we expect from nursery children.

The car-park can be particularly hazardous and we respectfully ask you to be especially vigilant either as a pedestrian or a driver.

Policy was:

Implemented		Reviewed		Amended	
Date: 26.10.23			Next Review Date: 26.10.24		
Manager	Shannon Ralph	Manager Signature			
Deputy Manager	Shabana Hussain	Deputy Signature			
Director	Sajid Hussain	Director Signature			

Duty of Candour Annual Report

As part of our responsibilities at Twinkling Toddlers Nursery, we must produce an annual report to provide details of the number of times we used Duty of Candour.

Name: Twinkling Toddlers Nursery

Address: Tyseley & District Community Centre
280 Formans Road, Tyseley, B11 3BY

Date: 17th March 2023. (for period 1st April 2023- 1st April 2024)

Does our staff understand their responsibilities relating to the Duty of Candour?

Health and safety is discussed within staff meetings, Staff take part in carrying out daily risk assessments for both indoor and outdoor environments and action plan items that need to be reviewed

All new staff have to complete a Health and Safety questionnaire a part of their induction phase, read and implement this policy and its subsequent procedures.

Do we have a Duty of Candour Policy and procedure? Are they up to date.

Yes

How many times have we implemented the Duty of Candour procedure this year.

Type of incident	Number of occurrences
A child/adult has died	0
A child/ adult incurred a permanent lessening of bodily, sensory, motor, physiologic or intellectual functions	0
Child/ adult life expectancy shortened	0
A child/ adult sensory, motor or intellectual functions were impaired for 28 days or more	0

A child/ adult experienced pain or psychological harm for 28 days or more	0
A child/ adult needed health treatment in order to prevent them dying	0
A child/ adult needing health treatment in order to prevent other injuries.	0
A child/ adult's treatment has increased as a result of harm	0
A child/adult's body structure has changed as a result of harm	0

To what extent did nursery follow the duty of candour procedure?	To the fullest.
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Policies and Procedures

All new staff learns about duty of candour during their induction. Where an incident has occurred that triggers the duty of candour, our staff reports this to the nursery manager who has the responsibility for ensuring that the duty of candour procedure has followed.

The manager/ Director of Twinkling Toddlers Nursery records the incident and reports as necessary to RIDDOR. When an incident has happened, the manager/ director and staff have a Lessons Learned review meeting. This allows everyone involved to review what happened and to identify changes for the future. These changes would then be reflected by updating the policies and procedures

What has changed as a result?	Health and safety questionnaire. Action plans part of updated daily checklists.
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Other Information

The duty of candour has reminded us that people who use the service have a right to know when things go wrong. We have passed a copy of this report to RIDDOR and our parents.

