Health and Safety Policy

The health and safety of children in our care is of paramount importance. We aim to make our nursery a safe and healthy place for children, parents, staff and volunteers by making children, parents and staff aware of health and safety issues and by assessing the risks and minimising the hazards. We have public liability and employers’ liability insurance which is displayed in the nursery.

There is a named member of staff responsible for health and safety who is competent to carry out these responsibilities and who regularly updates their knowledge and understanding of health and safety matters.

Procedures

- Induction training for staff, volunteers and students includes a clear explanation of health and safety issues and their shared responsibility for health and safety. The induction training covers matters of employee well-being, including safe lifting and the storage of potentially dangerous substances.
- Health and safety issues are explained to the parents of new children so that they understand the part played by these issues in the daily life of the setting.
- Health and safety training is included in the annual training plans of staff, and health and safety is on the agenda at every staff meeting.
- Children are made aware of health and safety issues through routines, discussions and activities.
- Low level windows are made from materials that prevent accidental breakage.
- Precautions are taken to prevent children’s fingers from being trapped in doors.
- All floor surfaces are checked daily to ensure they are clean and not uneven, wet or damaged.
- Lighting and ventilation and temperature are adequate in all areas including storage areas.
- The premises and equipment will be clean and maintained in a suitable state of repair.
- The rooms will be for the sole use of the nursery children during the hours of operation.
- There will be access to a telephone at all times.
- All electrical/gas equipment conforms to safety requirements and is checked regularly.
- Our boiler/electrical switch gear/meter cupboard is not accessible to the children.
- Heaters, electric sockets, and leads are properly guarded and the children are taught not to touch them.
- Heaters are checked daily to make sure they are not covered.
- The temperature of hot water is controlled to prevent scalds.

Risk assessment

Our risk assessment process covers adults and children and they are monitored and reviewed regularly. The risk assessments include:

- Identification of risk: Where is it and what is it?
- Who is at risk: childcare staff, children, parents, cook, cleaner etc?
Assessment as to the level of risk as high, medium, low. This is both the risk of the likelihood of it happening, as well as the possible impact if it did.

Control measures to reduce/eliminate risk: What will you need to do, or ensure others will do, in order to reduce that risk?

Daily health and safety check
Staff complete a health and safety check at the beginning of the day and before the children arrive and at the end of the day before the nursery closes. This includes the indoor and outdoor areas. These are all documented and copies are kept in a folder for future reference. Any concerns or issues are reported to the manager, who will contact the relevant person or agency.

Hygiene
- We keep up-to-date with the latest recommendations from the Environmental Health Department and the Health Authority.
- Our daily routines encourage the children to learn about personal hygiene.
- The nursery is cleaned daily to our cleaning schedule which includes the play room, kitchen, sleeping/rest area, toilets and nappy changing areas.
- Resources, equipment and furnishings are cleaned regularly.
- Tables are cleaned between activities.
- Staff wear protective clothing as appropriate; such as aprons and disposable gloves.
- Staff are expected to observe good personal and environmental hygiene practices.
- Rubbish is disposed of into appropriate bags/containers provided, particularly where broken glass or dangerous waste is concerned
- Spillages, debris, litter etc. are cleaned up as soon after the occurrence as possible.

Toilets
There is at least one toilet and one wash hand basin with hot and cold water available for every 10 children over the age of 2 at the Nursery. The toilet area has a high standard of hygiene including hand washing and drying facilities and the disposal of nappies. The toilets are cleaned daily by the cleaner and maintained throughout the day by the staff at regular intervals.

No smoking Procedures
The nursery a non-smoking environment both indoors and outdoors. All staff, parents and volunteers are made aware of our no-smoking policy and we display no-smoking signs. Staff who smoke do not do so during working hours unless on a break and off the premises. They will make every effort to reduce the effect of the odour and lingering effects of passive smoking for children and colleagues.
Activities and resources
Activity areas are set to at least the minimum space as required by Ofsted and include a quiet area where children can relax or play quietly which is equipped with appropriate furniture. The layout of the play areas are large enough to give scope for free movement and well spread out activities and allow adults and children to move safely between activities. Physical play is constantly supervised.
All equipment is regularly checked for cleanliness, faults and safety and any dangerous items are repaired or discarded. Before purchasing new items they are checked to ensure that they are safe for the ages and stages of the children currently attending the nursery. Adequate storage space for equipment is available and all resources and materials from which children select are stored safely. All materials used are suitable for play and are non-toxic. Children are taught to handle and store any tools safely.

Outdoor area
The outdoor area is securely fenced and is safe and well maintained. It is checked for safety and cleared of rubbish before it is used. Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides. Where water can form a pool on equipment, it is emptied before children start playing outside or carefully supervised as appropriate. Our outdoor sand pit is covered when not in use and is cleaned regularly. Children are supervised at all times whilst outside.

Water safety
Water activities are very popular and can give considerable enjoyment and the ability to learn through play. Great care is taken to ensure the safety of the children and water play is supervised at all times. The water temperature is checked and monitored and aprons, spare clothing and towels are available.

Animals
At nursery we love our pets, we believe that children can learn a lot from having contact with animals and they can help some children to settle. However certain procedures must be followed to ensure the safety of both the children and the animal.

- Children will be supervised at all times whilst handling animals
- Children will be encouraged to treat all animals with respect, learning how to handle them correctly.
- Children will be made aware of hygiene when touching animals and must wash their hands after any contact with animals. Hand gel will also be available.
- Children will be taught that that not all animals are child friendly and that they should always check with the animal’s owners before attempting to stroke or handle them.
- Food for the pet will be stored safely away from the children’s reach.
- The animal will be cared for by the nursery staff who will be aware of their needs and appropriate veterinary advice sought as necessary.
- A risk assessment will be carried out prior to having animals at nursery and reviewed regularly.
• Any child animal allergies will be reported on the child’s registration form and displayed on the allergies list and all staff will be informed.

• If animals or creatures are brought in by visitors to show the children they are the responsibility of the owner at all times and a risk assessment will be carried out detailing how the animal or creature is to be handled and how any safety or hygiene issues will be addressed.

• Before a visit to a site with animals a risk assessment will be carried out; this will take account of safety factors listed in the site’s own risk assessment which should be viewed.

Safety of adults
We have a moral and legal responsibility to its staff, volunteers and students to reduce the risk of injury at work.

▪ Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment, and are provided with safe equipment to do so.

▪ All warning signs are clear and in appropriate languages.

▪ Adults do not remain in the building on their own or leave on their own after dark.

▪ The sickness of staff and their involvement in accidents is recorded. The records are reviewed regularly to identify any issues that need to be addressed.

▪ We keep a record of all substances that may be hazardous to health - such as cleaning chemicals, or gardening chemicals if used. This states what the risks are and what to do if they have contact with eyes or skin or are ingested. We keep all chemicals in their original containers.

Manual handling
All employees may from time to time have to lift or handle some objects. Firstly consider whether it is necessary to lift the object, consider if there are any alternatives and if you are at all unsure do not attempt to lift. It is important to note that the handling of loads applies to lifting, lowering, carrying, pushing, pulling, holding or moving by bodily force any discreet moveable object including a person. You are responsible for your own safety and for the safety of those you work with. If you decide to proceed the correct way to lift is as follows:

• Keep the back straight.

• Place the feet slightly apart.

• Bend the knees.

• Grip firmly with palms, not fingertips, lift slowly holding the object as closely to your body as possible.

• Do not twist the body during the lifting procedure.

Please see the staff handbook for the full manual handling policy