



HEALTH & SAFETY

INTRODUCTION

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and a safe early learning environment in which the children are cared for, and learn in. We wish to develop and promote a strong health and safety culture within the nursery and holiday club for the benefit of all staff, children and parents. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

The allocation of duties for safety matters and the particular arrangements which will be implemented are set out within this policy, alongside recommendations and actions identified by Citation, who annually inspect the setting.

- Fire Safety Policy and Fire Safety Risk Assessment
- Safeguarding Children Policy Part 1 & 2
- Supervision of Children Policy
- Accidents, Incidents and First Aid Policy
- Medication Policy
- Visits and Outings Policy
- Animal Health & Safety Policy
- Safety Checks Policy

The policy will be kept up-to-date, particularly as the nursery changes in nature and size, and will be revised every two years, or as and when required. We therefore welcome any useful comments from members of staff, parents and visitors regarding this policy.



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AIMS AND OBJECTIVES

The aim of this policy statement is to ensure that all reasonably practical steps are taken to ensure the health, safety and welfare of all persons using the premises. We believe the risks in the nursery environment to be low but to maintain the maximum protection for children, staff and parents we consider it necessary to work towards the following objectives:

- Establish and maintain a safe and healthy environment throughout the nursery.
- Establish and maintain safe working procedures amongst staff and children.
- Follow the regulations of the Health & Safety at Work Act 1974 and any other relevant legislation.

RESPONSIBILITIES

It is recognised that Janine Pethick and Emma Berryman have overall and final responsibilities for health, safety and welfare in the nursery and for this policy to be implemented at Tiny Tots nursery.

The designated Health and Safety Coordinators have responsibility for:

- Day to day management of all health and safety matters in the nursery in accordance with the health and safety policy;
- Ensuring daily safety checklists are completed and regular inspections are carried out. All portable electrical appliances and fire systems are inspected and tested by a competent person at least once a year. The nursery has arranged for these tests to be carried out by an outside contractor. All certificates, documentation and an up-to-date inventory of all electrical equipment will be kept in the office for the duration of the life of the appliance.
- Ensuring action is taken on health, safety and welfare issues;
- Passing on information received on health and safety matter to appropriate people;



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- Carrying out accident investigations;
- Identifying and facilitating staff training needs;
- Providing a safe environment for apprentices or students to learn in and ensure that no student is left unsupervised at any time;
- Maintain a safe environment for those with disabilities and ensure all areas of the nursery are accessible (wherever practicable);
- Maintain a safe working environment for pregnant workers or for workers who have recently given birth including undertaking appropriate risk assessments;
- Where contracts are negotiated between the nursery and any contractor, the health and safety coordinator is expected to monitor contracting procedures, to ensure that the nursery's health and safety policy is adhered to. The nursery will retain a copy of the contractor's health and safety policy, method statement and risk assessments.
- Ensuring that resources are age appropriate
- That resources are covered up in the Dragonfly Room when the toddlers and pre-school age children join together during drop off and pick up times.

EMPLOYEES

All employees have the responsibility for:

- Daily checks of the premises room by room and the garden areas to ensure that they are safe before children access the nursery. All unsafe areas will be rectified by this member of staff to ensure the safety of children, if this cannot be achieved the manager must be notified immediately.
- Recording daily safety checks on the safety checklist and initialled by the staff member responsible.
- Checking equipment, resources and toys are safe before used and identifying worn fixtures and fittings or electrical equipment;
- Ensuring safe procedures are followed;



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- Ensuring that resources are age appropriate; to include the use of gardening tools and Forest School equipment.
- When age ranges are combined, firstly, the resources must be covered and secondly, the resources out in the room for children to play with must be suitable for the youngest children in the room at that particular time;
- Ensuring protective equipment is used, when and where needed;
- Bringing problems and reporting unsafe working practices or areas to the relevant manager/designated health and safety coordinator's attention;
- Ensuring that children and visitors evacuate in an orderly and timely fashion in the event of the alarm sounding.
- Ensuring all cleaning materials are placed out of the reach of children and kept in their original containers in the kitchen storage cupboard.
- Co-operate with senior staff and the manager to achieve a healthy and safe nursery and to take reasonable care of themselves and others. Neglect of health and safety regulations will be regarded as a disciplinary matter.

PARENTS AND VISITORS

- Parents and visitors have a responsibility to act in accordance with the nursery's policies and procedures for health and safety.
- Parents and visitors are requested to report any concerns they may have to the nursery manager.
- Parents are able to contribute to any policy.

FIRST AID

The nursery has assessed the need for first aid provision and has identified and named qualified first aiders holding Paediatric First Aid certificates. During the induction period staff will be made aware of the position of the First Aid boxes and who the appointed First Aiders are. A rolling programme of appropriate training and refresher courses has been put into place.



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There is a named member of staff who is responsible for overseeing the arrangements for first aid within the nursery. Their duties include:

1. Ensuring that the first aid equipment is available at strategic points in the nursery:
Baby room & Staffroom
2. That the correct level of first aid equipment is maintained in each first aid box, first aid bum-bag and it's in date by checking first aid boxes/bum-bags fortnightly.
3. That a sufficient number of personnel are trained in first aid procedures.
4. That first aid qualifications are and remain current for example, Paediatric First Aid certificates are valid for 3 years.
5. This person will also regularly check the accident file for indications of recurrent or frequently reported types of injury.

NAMED FIRST AIDERS

All members of staff will complete Paediatric First Aid training. The first aiders will provide first aid treatment for anyone injured at the nursery. They will also provide, as appropriate, first aid cover for:

- The nursery will rely on the knowledge and experience of its trained first aiders in order to administer appropriate treatment to injured persons. In emergency situations, the first aider will call/instruct another member of staff to call the emergency services and request that an ambulance attends. The first aider is responsible for completing an accident form and recording all treatment given. Please refer to our Accidents, Incidents and First Aid Policy for detailed procedures such as transporting children to hospital, recording accidents, notifying Ofsted.

MEDICAL PROCEDURES

The nursery has provided a suitable place for the dispensing of medicines. Where necessary, arrangements have been made for children with particular conditions and these are detailed in individual care-plans. Please refer to our Medication Policy for detailed information about how the nursery administers medicine and records this information.



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OFF-SITE ACTIVITIES

The nursery has procedures set out in the Visits and Outings Policy, which includes the assessment of medical needs of all involved in the trip.

FIRE OFFICERS

The persons responsible for organising the nursery's fire safety are Janine Pethick and Emma Berryman.

The fire officers are responsible for:

- Formulating effective procedures for use in case of fire and other emergencies and for evacuating the nursery premises. For details of our evacuation procedures please refer to our 'Evacuation Procedures Emergency Action Plan'. Our fire risk assessment audit has been carried out by Fire Safety In Order Ltd.
- Practicing this procedure on a regular basis to enable the safe and speedy evacuation of the nursery which must be timed.
- Ensuring that all staff, visitors, parents and children are aware of the fire procedures and emergency exits.
- Recording the significant results of the fire evacuation drills.
- Ensuring the Fire Log is kept up-to-date in accordance with our audit and the fire alarm system is tested by a dedicated person on a weekly basis.

REGISTRATIONPROCEDURE

The nursery manager is responsible for and must provide daily registers. Registers must be kept accurately and children must be signed in on their arrival and signed out on their departure by their room leaders. All records, including registers must be kept and filed for a three year period after the child has left the provision. We operate a password system if a person who picks up a child is unknown to the nursery and this is documented on the children's registration form. Registers must be filed and retained for three years after the children have left the nursery.



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ARRANGEMENTS FOR SUPERVISION OF CHILDREN

The nursery will be open from 8.00am to 6.00pm on weekdays, 50 weeks of the year. In addition, during the school holidays the nursery will be open for children from the age of 6 to 11, from 8.30am to 5.30pm. Between these times supervision will be provided. For further information please refer to our Supervision of Children Policy.

RISK ASSESSMENTS

- Risk assessments are to be conducted on all areas of the nursery, including rooms, activities, and outdoor areas to include the Leisure Farm, resources and equipment.
- All outings away from the nursery will have to include a prior risk assessment – more details are included in our Visits & Outings Policy & our Animal Health & Safety Policy.
- Copies of risk assessments are available from the Risk Assessment folder in the office and in room wall folders.

SAFE WORKING PROCEDURES FOR STAFF

Risk assessments will be used to develop safe working procedures which must be followed by all staff. Arrangements will be made for the following:

- Ensuring the safety and reducing the absence of risks to health in connection with handling, storage and transport of articles and substances. Please refer to the Manual Handling Policy.
- Ensuring that all staff do not use any potential hazardous substance without first familiarising themselves with the requirements of the COSHH assessment. The nursery will adhere to Control of Substances Hazardous to Health (COSHH) guidelines to ensure all children, staff, parents and visitors are safe around any chemicals we may use on the premises.
- Ensuring that all members of staff take all reasonable action to control the spread of infectious diseases and that they wear protective gloves and clothing where appropriate



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HEALTH AND SAFETY TRAINING

Daily contact, staff meetings and health and safety meetings provide consultation between management and employees, this will include health and safety matters. Person responsible for monitoring staff training is Janine Pethick & Emma Berryman to:

- Ensure all staff and students receive appropriate training in all areas of health and safety which will include risk assessments, manual handling and fire safety.
- Ensure that all members of staff through their induction and training are aware of the procedure to follow in case of accidents or incidents for staff, visitors and especially children.
- Ensure the provision of sufficient information, instruction and supervision to enable all people working in or using the nursery, to avoid hazards and contribute positively to their own health and safety, and to ensure that staff have access to regular health and safety training.
- Ensure that all staff, visitors, parents and children are aware of the fire and evacuation procedures.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

The nursery provides staff with PPE according to the need of the task or activity. Staff must wear gloves to protect themselves and the children during tasks that involve contact with bodily fluids. PPE is also provided for the handling of chemicals and other tasks. This is chosen according to need and will be regularly reviewed to ensure it is suitable and effective. Staff are consulted when choosing PPE to ensure all allergies and individual needs are supported.

