

Health and Safety Policy

Date: September 2018

Review Date: October 2019

Statement of intent

We believe that the health and safety of those in our care is of utmost importance and we endeavour to ensure that Newton Westpark Nursery is a safe and healthy place for all children, staff, parents, carers and visitors.

Aim

The nursery aims to make children, parents/carers, staff and other visitors aware of health and safety issues and to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment.

Staff Roles & Responsibilities

Proprietor

To ensure appropriate resources are available to enable correct implementation of Health and Safety requirements. Checking management documentation and procedures relating to Health and Safety are correct and up to date.

Manager

- Implementation and updating of Health and Safety policies and procedures. This includes ensuring that the policies and procedures are effectively communicated to all staff.
- Ensuring risk assessments are relevant and up to date, ensuring that staff are following procedures and completing the risk assessment checklists daily. Reviewing these checklists and accident forms at least every half-term.
- Continued vigilance regarding health and safety issues and raising awareness amongst staff, children, parents/carers and visitors
- Ensuring that all staff are aware of Health & Safety procedures and that the correct procedures are being adhered to for the safety of everyone in the nursery.
- To make sure that equipment is in good working order and is checked on a regular basis.

All Staff

- To ensure that the health and safety of everyone at the nursery is of the upmost priority in all situations.
- To comply with the nurseries policies and procedures at all times.
To complete health and safety checks as required.
- Ensuring that all equipment is checked regularly and adhering to the correct procedures, reporting any defects to a senior member of staff promptly.
- Continued vigilance regarding health and safety issues and raising awareness amongst other staff, children, parents/carers and visitors.

Parents/ Carers and Visitors

This document is made available to all parents during their child's first sessions at nursery. Parents are asked to comply with the policies and procedures to ensure the safety of everyone at the nursery. In particular parents are requested to enter and depart the building with care, remembering to close all gates and doors carefully behind them. All visitors and parents attending for settling-in sessions are requested to document their arrival and departure times in our visitor's book.

Risk Assessments and Daily Health and Safety Checks

Risk Assessments are completed for:

- Fire Safety
- COSHH

- Outings (specific sites)
- Pregnant worker (staff specific)
- Day Nursery General Operations

The Fire Safety and COSHH risk assessments are completed annually by the Proprietors. The General Operations risk assessment is completed jointly by the Manager and Proprietors annually.

Pregnant Worker risk assessments are completed jointly by the Manager and Proprietor as required. Outings risk assessments are completed jointly by the Manager and head Proprietor annually and individually for each site visited.

Daily risk assessment checklists are completed by nursery staff for all child accessible areas. Any Health and Safety issues are relayed to management for rectification through 'Report it Forms' immediately.

Insurance Cover

Public liability insurance and employers liability insurance is in place. The certificate is displayed within the entrance hall to the nursery.

Awareness Raising

Our induction for staff includes a clear explanation of health and safety issues so that all adults are able to adhere to our policy and understand their shared responsibility for health and safety.

The induction covers matters including safe lifting and the storage of potentially dangerous substances.

Records are kept of these induction training sessions and new staff are asked to sign the records to confirm that they have taken part.

Health and safety issues are explained to the parents of new children so that they understand the part they play in the daily life of the nursery.

As necessary, health and safety training is included in the annual training plans of staff and safety is discussed regularly at staff meetings.

We have a no smoking policy.

Children are made aware of health and safety issues through discussions, planned activities and routines.

We display the necessary health and safety poster in the staff room.

Security

Systems are in place for the safe arrival and departure of children (please refer to our Arrivals and Departures Policy). The times of the children's arrivals and departures are recorded on the register in each room.

The arrival and departure times of staff and students are also recorded on daily registers.

All visitors are recorded in the visitors' book.

The nursery operates a password system to prevent unauthorised access to our premises.

Our safety fob systems prevent children leaving the nursery unnoticed and also strangers and unknown adults from entering the building.

Windows

All windows are secured so that children cannot climb through them.

Doors

Safety guards are in place to prevent children from trapping their fingers in doors.

Floors

All surfaces are checked daily to ensure they are clean, dry and not uneven or damaged.

Kitchen

The main kitchen for food preparation is located in another building, however the staff do have a small kitchen in their staffroom and will prepare snack there.

There are separate areas for hand washing and for washing up within the nursery room.

Cleaning materials are kept in a locked cleaning cupboard in the nursery hallway or kept out of reach of children whilst in use within the nursery rooms.

When children take part in cooking activities they are supervised at all times and will not have access to any ovens or microwaves, once the children have prepared their recipes a member of staff will carefully deal with food appropriately to health, hygiene and safety regulations.

The children are kept away from hot water and the temperature of the water is controlled so that children are not scalded when washing their hands.

Electrical / gas equipment

- All electrical/gas equipment conforms to safety requirements and is checked regularly.
- Heaters, radiators, electric sockets, wire and leads are properly guarded and the children are taught not to touch them.
- There are sufficient sockets to prevent overloading.
- The temperature of hot water is thermostatically controlled to prevent scalds.
- Lighting and ventilation is adequate in all areas.

Storage

- All resources and materials which children select are stored safely.
- All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.
- Rubbish and nappy waste storage are in appropriate bins
- Staff are made aware of the dangers of overloading shelves.

Outdoor area

Outside areas are risk assessed for broken equipment, animal faeces, poison plants and security (all gates and doors are shut), drains are covered and that the activities provided are safe to carry out in the space that is available, before taking the children outside. All outdoor activities are supervised at all times.

Hygiene

We regularly seek information from the environmental health department and the Health Authority to ensure that we keep up to date with the latest recommendations. Our daily routines encourage the children to learn about personal hygiene.

We have a daily cleaning routine for the nursery which includes playrooms, staffroom, toilets and nappy changing areas. We have a schedule for cleaning resources and equipment and we implement good hygiene practice practices by:

- Cleaning tables between activities
- Checking toilets regularly
- Wearing protective clothing such as aprons and gloves as appropriate
- Providing tissues and wipes

Activities

Before use, equipment and resources are checked to ensure that they are safe for the ages and stages of the children currently attending nursery.

- The layout of play equipment allows adults and children to move safely and freely between activities.
- All equipment is regularly checked for cleanliness and safety and any dangerous items are repaired or discarded.
- All materials including paint and glue are non-toxic.
- Sand is clean and clear of foreign bodies, after play any sand that has dropped on the floor is sieved thoroughly and disposed of where necessary.
- Physical play is constantly supervised.
- Children are taught to handle and store tools safely.
- Children who are sleeping are checked regularly.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.

Food and drink

Staff who prepare and handle food receive appropriate training and understand, and comply, with food safety and hygiene regulations. Please refer to our Healthy Eating Policy document.

- All food and drink are stored appropriately and clearly labelled
- Hot drinks are not permitted within the nursery rooms whilst children are present.
- Snack and meal times are appropriately supervised and children do not walk about with food and drink.
- Fresh drinking water is available to the children at all times.
- We operate systems to ensure that children do not have access to food/drinks to which they are allergic.

Outings and visits

Please refer to our Outings and Visits Policy.

Animals

Pets such as dogs are not allowed on the nursery premises (with the exception of guide dogs). Animals booked to visit the nursery are free from disease, safe to be with children and do not pose a health risk.

Fire Safety

- Our Fire Risk Assessment is the controlling document for fire safety issues.
- Please also refer to our Fire Evacuation Policy and Procedures document.

First Aid and Medication

- Please refer to our Accident and First Aid and Medication Policy.

First Aid Kit

- Complies with the Health and Safety (First Aid) Regulations 1981
- Is regularly checked by a designated member of staff and re-stocked as necessary
- Is easily accessible to adults
- Is kept out of reach of children.

Accident Records

- They are kept safely and are accessible.
- All staff know where they are kept and how to fill out and complete individual accident forms.
- Accident records are reviewed periodically to identify any potential or actual hazards.
- A separate accident file for staff, parents and visitors is kept in the office.
- All staff are made aware of its location and are actively encouraged to inform their line management if they have an accident and to document it in the accident file.
- Ofsted are notified of any serious injury requiring treatment by the hospital, or the death of a child or adult whilst on the nursery premises.
- Any injury requiring hospital treatment to a child or adult, parent, volunteer or visitor is reported to the local office of the Health and Safety Executive.

Prescribed Medication

Please refer to the Medicine Policy

Sickness

Our policy for the exclusion of ill or infectious children is discussed with parents. This includes procedures for contacting parents or other authorised adults if a child becomes ill at nursery. Ofsted is notified of any infectious diseases, which a qualified medical person considers notifiable.

Safety of adults

- Staff are provided with guidance about manual handling, this includes lifting and carrying children as well as the safe storage, movement, lifting and erection of large pieces of equipment.
- When adults need to reach up to store equipment or to change a light bulb they are provided with safe equipment to do so.
- The sickness of staff and their involvement in accidents is recorded. The records are reviewed termly to identify any issues, which need to be addressed.
- The safety of pregnant staff is ensured through completion of a Pregnant Worker Risk Assessment and appropriate actions put into place.

The office (workstation) area is also risk assessed and measures are taken to ensure that staff help to prevent health problems by:

- Sitting comfortably at the correct height with forearms parallel to the surface of the desktop and eyes level with the top of the screen.
- Maintaining a good posture.
- Avoiding repetitive and awkward movements, keep frequently used items within easy reach.
- Changing position regularly.
- Using a good keyboard and mouse technique with wrists straight and not using excessive force.
- Making sure there are no reflections or glare on screens by carefully positioning them in relation to sources of light.
- Adjusting the screen controls to prevent eyestrain.
- Keeping the screen clean.
- Reporting to their manager any problems associated with use of the equipment.
- Planning work for breaks away from the workstation.

Records

We keep records of:

- Adults authorised to collect children from nursery.
- The names, addresses and telephone numbers of parents/ carers and emergency contacts in case of children's illness or accident.
- Emergency contacts are also kept for staff.
- The allergies, dietary requirements and illnesses of individual children.
- The times of attendance of children, staff, volunteers and visitors
- Accidents, Incidents and medication

In addition, the following policies and documentation in relation to health and safety are in place:

Safety

- Daily health and safety checks
- Risk assessment
- Record of visitors
- Fire safety procedures
- Fire safety records
- Outings policy
- Outings risk assessment
- Safeguarding children policy
- Missing child policy (including outings)
- Late collection policy
- Arrivals and departures policy

Health

- Administration of medication
- Prior parental consent to administer medication

- Record of the administration of medicines
- Prior parental consent for emergency treatment
- Accident records
- Sick children
- Smoking policy
- Health, Illness and Emergency Policy
- Food handling (see food and healthy eating policy)

For any issues regarding health and safety please speak to the Nursery Manager Susan Lister or the Nursery Director Vivien Birchall.

Management Signature:

Date: