

Health & Safety Policy

The health and safety at Work Act 1974 imposes a duty on employers to ensure, so far as is reasonably practicable, the health and safety of their employees whilst at work. This duty is also extended to others who may be affected by that work.

In each Room we have a Health and Safety Representative to maintain the safety of all the children.

**Employees have a statutory duty to take care of themselves and others who may be affected by their acts or omissions.**

The management team are committed to promoting the health and safety of all children, staff members, students and all visitors to the nursery.

**The nursery will, so far as is reasonably practicable, ensure that:**

* Employees, children, students and visitors are provided with such information, instruction, training and supervision as is necessary to secure their health and safety at work and the health and safety of others who may be affected by their actions.
* Employees are consulted on health and safety matters.
* Risk assessments are carried out and periodically reviewed.
* Adequate resources are provided to ensure that proper provision can be made for health and safety.
* Working procedures and practices are maintained that are safe and without risk to health.
* Arrangements for the use, handling, storage and movements of articles and substances are safe and without risk to health.
* The provision and maintenance of all machinery and equipment is safe and without risk to health.
* The environment is safe and that there is safe access to and from the work place.
* The monitoring of activities is undertaken to maintain agreed standards.

**It is the duty of all employees and students:**

* To take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions and to work with the nursery management team to fulfil its statutory duties.
* Not to interfere with or misuse anything provided in the interest of health and safety.

**General**

* This health and safety policy will be reviewed annually, amended and updated as necessary. Communication of any changes will be made to employees and students.
* Effective procedures are in place for consultation and communication on health and safety matters.
* Detailed reference information can be obtained via the nursery managers.

We are committed to promoting the health and safety of all children, staff, students and visitors to the nursery.

**To promote the health and safety of all:**

* Staff members are given full health and safety induction.
* Staff training is provided on all relevant health and safety matters.
* Regular risk assessments are completed on areas of risk and are reviewed at least annually.
* Individual risk assessments are completed in specific circumstances, on specific activities and trips, as appropriate.

**To maintain a safe and healthy environment for all we ensure that:**

* We seek and follow advice from relevant expert bodies and organisations.
* Health and safety checks are carried out daily on both inside and outside areas and in-depth checks carried out four monthly.
* The building is clean, well ventilated and well maintained.
* The furniture and equipment are well maintained and suitable for the children’s use.
* A non-smoking policy is strictly enforced throughout the building and grounds.
* Regular cleaning routines are in place for toys and equipment.
* A high standard of hygiene is maintained throughout the nursery,
* All gates and doors are kept securely shut at all times. The main door has a camera system so that the managers within the office can verify who they let in and if they do not recognise who it at the door they can speak through the intercom to verify who they are.
* When not in use, the sandpit is covered, and cleaned regularly.
* Children are appropriately dressed and protected from the weather conditions (i.e. sun cream in hot weather). At times of extreme weather conditions the length of time outside will be limited.

**To maintain the safe supervision of children:**

* Adequate numbers of adults will supervise the children in all areas as appropriate to the area and activity.
* Minimum required adult/child ratios will be adhered to at all times.
* All staff members, students and volunteers undergo a range of checks to ensure that they are suitable to work with young children.

**To maintain the safe supervision of children during off site trips the following procedures will be followed:**

* Parents will be asked to sign a general consent form for local outings.
* If a form is not received the child will not be able to attend the trip.
* Staff will complete an outing form and a risk assessment check list.
* A full list of adults and children attending will be left in the office, together with information about the trip and the approximate return time.
* A mobile telephone will be taken on all trips.
* Appropriate first aid equipment will be taken (including any medical equipment for children with medical or additional needs).
* At least two adults will accompany the children on off-site trips and at least one must be qualified and all staff will be qualified and hold an up to date paediatric qualification.
* If staff members experience any problems on the trip they will immediately telephone the nursery and back up help will be sent, if appropriate.
* Staffing ratios will be appropriate to the age of the children and the relevant legal requirements.
* For trips that are further afield a separate permission slip will be required from parents and a full risk assessment will take place.
* If public transport is going to be used a separate permission slip will be required from parents and a full risk assessment will take place.

**To ensure that children are protected from the sun and adverse weather conditions:**

* Parents are asked to provide appropriate clothing such as sun hats for hot weather, waterproof clothing for wet weather, warm coats, gloves, hats for cold weather etc.
* Time outside is restricted or stopped during adverse weather conditions.
* Children will not be allowed outside if they do not have the appropriate clothing for the weather conditions.
* Sun cream is applied to children, as appropriate, in hot weather with the permission of the parents.

**To prevent the spread of infection the following procedures will be followed:**

* To prevent the spread of infection all staff members follow a high standard of hygiene procedures, these include regular hand washing and the use of disposable gloves, and aprons for nappy changing, and the use of aprons for the serving of food and whilst feeding very young children who are more vulnerable. Children and adults are encouraged to wash their hands regularly as part of the daily routine.
* The nursery follows the guidance provided by the Health Protection Unit on exclusion periods for infectious diseases.
* In line with this guidance, and to prevent the spread of infection, children and adults with diarrhea and/or vomiting **must not** return to nursery until they have been symptom free for a minimum of 48 hours.
* Additional precautions are taken when there is a known infection in the nursery. Parents are informed about any infectious illness in the nursery and given as much information as possible about signs and symptoms etc. Additional hygiene procedures are put into place and additional cleaning is undertaken.

**Procedure for animals on site:**

* Staff will ensure that any animals on the premises are safe to be in the proximity of children and do not pose a health risk.
* After handling or being in contact with any animal children and staff will wash their hands.
* Animals which are kept on the nursery premises will have their habitats regularly cleaned to prevent the spread of infection.
* A risk assessment will be carried out on any occasion when animals visit the nursery.

September 2019

Signed:

Health and Safety Representatives: Arthur Coote & Gina Owers