

# **Health and Safety Policy**

We will abide by all the current Health & Safety Law & Legislation. Our Manager / Deputy is the named Health & Safety Lead. The health and safety of children and staff are of paramount importance. We aim to ensure our nursery is a safe place for children, staff and visitors.

Ultimate legal responsibility rests with the nursery providers working in conjunction with the Nursery Manager / Deputy.

The nursery fully complies with the requirements of OFSTED and the framework for the Early Years Foundation Stage.

The nursery undertakes and has in place risk assessments in accordance with the Management of Health and Safety at Work Regulations 1999. These documents are retained in the nurseries risk assessment file and are reviewed on a regular basis (minimum once a year).

In addition to the requirements of the Health and Safety at Work etc Act 1974 due regard is given to all other relevant legislation and guidance including the Children's Act 1989, Disability Discrimination Act 1995 (DDA), Special Education Needs and Disability Act (SENDA), Human Rights Act 2001.

## **Risk Assessment**

This is the cornerstone of an effective Health and Safety Management system. There is an absolute legal duty to carry out a formal systematic examination of: Premises Equipment and Work activities (see below) Activities involving children that take place in the

Suitable and sufficient risk assessments enable managers to take effective measures to protect the health and safety of employees and other people, e.g. children, visitors, contractors, who may be affected by work activities.

A Risk Assessment should identify the hazards and risks involved and the safety measures that will be used to reduce the likelihood that anyone will be harmed. It should take account of all persons likely to be affected i.e. staff, children, parents / carers, visitors and in some cases trespassers. Particular attention should be given to staff / children with a disability, young person's / inexperienced staff, lone workers, pregnant workers.

All risk assessments must be retained in the nursery Risk assessment file and reviewed on a regular basis (minimum once a year).

All staff should be fully briefed on the results of risk assessments and in some cases parents / carers may wish to see them.

Risk assessment should be carried out by those who are competent to ensure the assessment is suitable and sufficient; in many instances it is far better to use the team approach and involve at least 2 people in the process.

All risk assessments must be signed and dated by the manager / deputy who by doing this indicates their acceptance of them and acknowledges it is their responsibility to ensure they are implemented.

## **Children's safety**

- All areas will be supervised at all times
- Staff: Child ratios shall be maintained at all times
- Only persons who have completed the Disclosure and Barring Service checks will have unsupervised access to children.
- Whenever children are on the premises at least two adults are present one of whom holds a full first aid certificate.

## **Outdoor / Indoor Areas**

- The outdoor play area will be appropriately supervised at all times.
- The outdoor and indoor areas will be checked at regular intervals for any unsafe hazardous materials or defective equipment.
- Fixed and mobile play equipment and all other equipment will be subject to a regular and documented maintenance and inspection to ensure safety at all times.
- The outdoor area is fenced and secure.
- Unauthorised access is included in the Security policy.
- There are safety mechanisms on all doors to prevent fingers being trapped.

## **Hygiene**

- The nursery will be cleaned daily; the staff will be responsible in ensuring a safe level of cleanliness is maintained through the day.
- Our daily routines will encourage children to learn about personal hygiene.
- The toilet area has a high standard of hygiene including hand washing and drying facilities and equipment provided for staff gloves, nappy bags & aprons.
- Good hygiene practice is implemented by: Cleaning tables between activities checking toilets regularly wearing protective clothing and ensuring sole use of flannels.
- Anti -Bacterial hand sanitizer is in every room inside the Nursery.

## **Outing & Visits**

- All visits and outings, of whatever type, now require some form of approval either from the Manager / deputy and parents / carers.
- All off site visits must be planned for and thoroughly risk assessed. This includes activities such as walks down to the local park or a day trip to the local beach.
- Any activities on, in or near to water must be given strict attention.
- Due regard must be given to making safe transport arrangements for the children and adults.

## **Electrical / Gas Heating Equipment**

- All electrical and gas equipment conforms to safety regulations and are checked regularly.
- Heaters, electrical sockets are properly guarded.
- There are sufficient sockets to prevent overloading.
- The temperature of hot water is controlled.

## **Kitchen**

- Children are strictly not allowed in the kitchen and a baby gate is fitted.
- There are separate facilities for hand washing and for washing up.
- Cleaning material and other hazardous materials are kept out of children's reach.
- All surfaces are cleaned thoroughly with anti bacterial spray.
- Staffs who prepare food have the appropriate training and experience to do so.

## **Moving and Handling**

Moving and handling activities account for a quarter of all accidents reported each year. The vast majority of these accidents result in 3 or more days off work, most commonly due to back sprains or strains. Systems are in place to ensure that the risk of such accidents are minimised. All activities that involve lifting moving or handling of children and or objects are risk assessed.

## **Hazardous Substances**

In the nursery environment the use of hazardous substances are kept to an absolute minimum and where products are necessary they are kept securely ensuring that children are unable to gain access to them. Where staff are required to use substances (or likely to be exposed) in the course of their work COSHH assessments are carried out.

## **Smoking & Vaping**

We operates a 'No Smoking or Vaping' policy. Smoking or Vaping is not permitted in the nursery inside or outside.

## **Drinking**

All hot drinks consumed on the nursery premises must remain in the staff room.  
Under no circumstances are hot drinks allowed into areas where children are present.

## **Alcohol & Drugs**

The nursery has a Policy that no alcohol is to be consumed on the premises. Staff are not permitted to consume alcohol during their contracted hours of work or to care for the children if they have consumed alcohol prior to commencing work. The same applies to all drugs other than those prescribed by a doctor and considered appropriate for intake while working with children. Advice must be sought from the nursery manager / deputy if you are prescribed medicine which you think may have an impact on your ability to care for the children.

**This policy was revised & updated on the 15<sup>th</sup> August 2022  
Eversley Nursery School**