

Mrs Bonds Village Nursery

Health and Safety Policy

Statement of intent

This nursery believes that the health and safety of children and staff is of paramount importance. We make our nursery a safe and healthy place for children, parents, staff and volunteers.

Aim

We aim to make children, parents and staff 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.

Methods

The member of staff responsible for health and safety is Rachel Parker. She is competent to carry out these responsibilities. She has undertaken health and safety training and regularly update her knowledge and understanding.

Insurance Cover

We have public liability insurance and employers' liability insurance. The certificate is displayed in the main hall.

Awareness raising

- Our induction training for staff and volunteers 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 training covers matters of employee well-being, including safe lifting and the storage of potentially dangerous substances.
- Records are kept of these induction training sessions and new staff and volunteers 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 health and safety is discussed regularly at staff meetings.
- We have a no smoking policy. Smoking and vaping are not allowed on the premises. Nor is the consumption of alcohol or drug use.
- Children are made aware of health and safety issues through discussions, planned activities and routines.

Children's safety

- Only persons who have been checked for criminal records by an enhanced disclosure from the Disclosure and Barring Service have unsupervised access to the children, including helping them with toileting.
- Adults do not normally supervise children on their own.
- All children are supervised by adults at all times.
- Whenever children are on the premises at least two adults are present.

Security

- Systems are in place for the safe arrival and departure of children. The times of the children's arrivals are recorded by the session supervisor in the register. On departure, a member of staff will stand at the door and hand children out to their carers.
- If a child leaves the session early with their parent or carer, this is recorded

immediately.

- Children will only be allowed to leave the nursery with adults who are authorised by the child's parents to collect their child, or an adult identified in our diary.
- The arrival and departure times of adults — staff, volunteers and visitors — are recorded in registers.
- We operate by an intercom system for added security for staff and children.
- Our systems prevent unauthorised access to our premises.
- Our systems prevent children from leaving our premises unnoticed.
- The personal possessions of staff and volunteers are securely stored during nursery sessions within their own lockers or within the office

Doors

We take precautions to prevent children's fingers from being trapped in doors. Internal doors have finger guards.

Floors

All surfaces are checked daily to ensure they are clean and not uneven or damaged, all messes and spills are cleaned up immediately.

Kitchen

- Children do not have unsupervised access to the kitchen.
- All surfaces are clean and non-porous.
- Cleaning materials and other dangerous materials are stored out of children's reach.
- We have separate facilities for hand washing and for washing up.
- When children take part in cooking activities, they:
 - are supervised at all times;
 - are kept away from hot surfaces and hot water; and
 - do not have unsupervised access to electrical equipment.

Electrical/gas equipment

- All electrical/gas equipment conforms to safety requirements and is checked regularly.
- Our boiler/electrical switchgear/meter cupboard is not accessible to the children.
- Fires, heaters, electric sockets, wires and leads are properly guarded and the children are taught not to touch them.
- Storage heaters are checked daily when in use to make sure they are not covered.
- There are sufficient sockets to prevent overloading.
- The temperature of hot water is controlled to prevent scalds.
- Lighting and ventilation is adequate in all areas including storage 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.

Outdoor area

- Is checked daily and recorded on the Daily Checks sheet
- Our outdoor area is securely fenced.
- Our outdoor area is checked for safety and cleared of rubbish before it is used.
- Where water can form a pool on equipment, it is emptied before children have access to the outdoor area.
- Our outdoor sand pit is covered when not in use and is cleaned regularly.
- All outdoor activities are supervised at all times.

Activities

- Before purchase or loan, equipment and resources are checked to ensure that they are safe for the ages and stages of the children currently attending the pre-school.

- 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 suitable for children's play.
- 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.

Animals

- Animals visiting the nursery are free from disease, safe to be with children and do not pose a health risk.
- Any nursery pets are free from disease, safe to be with children and do not pose a health risk.
- Children wash their hands after contact with animals.

Dealing with incidents

We meet our legal requirements for the safety of our employees by complying with RIDDOR. We report to the local office of the Health and Safety Executive:

- any accident to a member of staff requiring treatment by a General Practitioner or hospital; and
- any dangerous occurrences (i.e. an event which does not cause an accident but could have done).

Nits and lice

If a child has nits or lice:

- We will give advice to the child's parent and recommend treatment be undertaken.
- We will not treat them any differently in a session.
- We will treat the matter as confidential.
- We will inform all parents of the problem, either verbally or in their child's contact book, to monitor their own child.

Safety of adults

- Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.
- When adults need to reach up to store equipment or to change light bulbs they 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 termly to identify any issues which need to be addressed.

Records

In accordance with the National Standards for Day Care, we keep records of:

Adults

- Names and addresses of all staff, including temporary, volunteers and students.
- All records relating to staff's employment with the nursery, including application forms, references, results of checks undertaken.

Children

- adults authorised to collect children from nursery;
- the names, addresses and telephone numbers of emergency contacts in case of children's illness or accident; the allergies, dietary requirements and illnesses of individual children;
- The times of attendance of children, staff, volunteers and visitors;
- Accidents and medication administration records;

- Incidents.

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

National Standard 6: Safety

- Risk assessment.
- Record of visitors.
- Fire safety procedures/policy.
- Outings Policy.
- Arrivals and Departures Policy
- DBS Policy
- Infection Control Policy
- Manual Handling Policy

National Standard 7: Health

- Medication policy.
- Prior parental consent for emergency treatment.
- Accident record.
- Sick children policy.
- Smoking policy.
- First Aid Policy
- Supporting Children with Medical Needs Policy
- Sleep Policy

Policy updated 03/10/23