



## **Health and Safety Policy**

### **Statement of intent**

We believe that the health and safety of the children is paramount. We will ensure that the setting provides a safe and healthy environment for children, parents and staff by continuously assessing and minimising risks.

### **Access on and off the site:**

The nursery is situated on the corner of Hartland Road and Friern Barnet Road. Parents will use the gate on the corner to gain access to the building, this gate has a video intercom system. Parents will then have access to safe buggy, bike and scooter storage before staff come and collect their child from the front entrance.

### **Staff responsibilities:**

Members of staff will become familiar with the Health and Safety policy and will take reasonable care to avoid injury to themselves and others and will co-operate with the nursery in meeting safety requirements. Staff must report hazards, risks or concerns to the health and safety officer or the nursery manager by completing a risk assessment.

### **Staff sickness:**

Staff sickness will be recorded and those records will be reviewed. Any patterns in sickness will be identified and a 'back to work interview' may be requested by the manager to discuss.

**The manager has overall responsibility for Health and Safety for the whole setting.**

**There are designated supporting officers to ensure Health and Safety is managed well within individual rooms:**

**Hanifa - Green 2**

**Waveney - Green 1**

**Shadi - Purple**

**Selin - Yellow**

**Responsibilities will include:**

- Ensuring the Health and Safety policy is up to date with current law and legislation.
- Regular risk assessments of the whole nursery are carried out.
- Ensuring daily risk assessments of the outdoor area are carried out
- Ensuring first aid boxes are fully stocked
- Reporting risks or hazards to the manager and setting individual action plans with appropriate timescales

**Legal Requirements:**

**The health and safety at work act 1974 places clear responsibility upon the nursery and all members of staff with regards to health and safety.**

According to the requirements of the act, the manager must:

- Work with the Health and Safety officer to ensure policy is up to date
- Ensure that all members of staff are adequately instructed of their duties and how to carry them out using appropriate safety requirements.
- Provide any supplementary information regarding Health and Safety e.g. questionnaires, risk assessments.
- Provide all staff, volunteers and students with a copy of the Health and Safety policy and issue updates as when they arise.

**Animals in the setting:**

Children learn about the natural world, its animals and other living creatures, as part of the Early Years Foundation Stage curriculum. This may include contact with animals or other living creatures either in the setting or on visits. We will aim to ensure that this is in accordance with sensible hygiene and safety controls. We will take into account the views of parents and children when

selecting potential animals for the setting and risk assessments will be carried out accordingly.

### **Managing children with allergies or who are sick or infectious:**

When children register at the setting, parents will be asked if their child suffers from any known allergies. This will be recorded, kept in the child's personal file and also displayed on an 'allergy poster' in their room. Parents will advise staff on how to administer on-going medication if necessary.

### **Information and training:**

The Health and Safety Law poster is displayed in the staff room.

Health and Safety information will be available from the manager and Health and Safety officer. There is also additional literature in the office that will be accessible to all staff.

All staff members, volunteers and students will complete a Health and Safety questionnaire upon induction. This will be checked by the manager or Health and Safety officer and kept on file.

### **Emergency situations - Fire**

#### **Regulatory reform (fire safety) order (2005)**

We will ensure our setting presents no risk of fire by ensuring the highest possible standard of fire precaution and all staff are familiar with current legal requirements. Where necessary, the nursery will seek advice from professionals such as fire safety consultants.

The nursery manager will be responsible for ensuring that an annual risk assessment is carried out on the nursery by an independent organisation.

The nursery manager is the 1<sup>st</sup> fire safety officer for the setting, deputy managers are 2<sup>nd</sup> and 3<sup>rd</sup> in charge. As fire safety officer, the manager must ensure that all firefighting equipment is inspected annually and in good working order.

Staff will undergo fire safety training during their induction period. This will ensure they are properly instructed on how to use firefighting equipment in case of emergency.

Fire drills will be carried out 3 times a year or in the case of any significant changes to the layout or staffing of the setting. A record of the drill will be kept and displayed on the parent notice board.

### **Safe Equipment:**

All equipment in use will be maintained to a safe standard or condition. As well as resources for the children, other equipment includes i.e. washing machine, tumble dryer, cooking equipment, cleaning equipment and boilers.

Staff will be responsible for using this equipment safely and in accordance with the instructions. Any faulty or damaged equipment will be reported to the manager.

All portable appliances will have annual PAT testing carried out, appliances that are unsafe will be removed and replaced.

Staff will ensure that cleaning materials are stored away correctly and when in use they are out of reach of the children and handled with care and precaution. Before using chemicals within the setting, staff will familiarise themselves with the 'record of substances that may be harmful to health' before accessing them.

All doors will have finger guards attached to prevent children's fingers being trapped.

### **Risk Assessments:**

We will make our setting a safe and healthy place for children, parents and staff by assessing and minimising the hazards and risks to enable the children to thrive in a healthy and safe environment.

Regular risk assessments will include the following:

- Identification of risk or hazard: where it is and what is it?
- Who is at risk
- Control measures to reduce or eliminate risk: what needs to be done, by whom and time scale.
- Monitoring and review: is measure in place working or does it need reviewing?

- Before the session begins, health and safety checklist will be carried out by staff and recorded.

## THE PREMISES IS A NO SMOKING AREA

### **Hygiene and cleanliness:**

Staff will not report to work if they are medically unfit and should notify the manager if they are unable to carry out their duties as soon as possible so that suitable cover can be arranged. All reported staff or child illnesses within the setting will be recorded and kept in the office, preventative measures will be taken to minimise the risk of spreading infection. Illnesses with 2 or more reported cases will be reported to the Health Protection Agency by the manager. Staff will be required to maintain a standard of personal hygiene and cleanliness, wearing appropriate protective clothing when performing certain duties i.e. nappy changing.

Staff will wear uniform at all times.

Hands must be washed and sterilised before serving food or drink to the children and after each nappy change.

We have a daily cleaning routine for nappy changing area and toilets.

### **Solvents:**

Under no circumstances will the staff use solvents i.e. Tippex within the rooms in which they work and where children are present. If staff require to use any substances they must request permission from management. All substances will be kept in the office and once given authorisation, staff will use them in controlled areas.

### **Lifting:**

Staff will be advised to take reasonable care when lifting children, equipment, furniture or supplies. Ensure there is adequate support from other staff members when lifting such items.

### **Accidents and injuries:**

The nursery follows the guidelines of 'reporting diseases and dangerous occurrences (RIDDOR) when reporting incidents. Child protection matters or

behavioural incidents of children within the setting are NOT regarded as a valid incident to be reported under the RIDDOR guidelines, the nursery will have separate procedures for this.

All accidents that happen within the nursery, involving staff or children, should be recorded in the appropriate accident book. Accident books for children will be kept in each room and an accident book for staff will be kept in the office.

The appointed first aiders will be responsible for recording incidents into the accident books and ensuring information is clear, correct and complete.

### **Emergency procedure for injuries:**

If any child should sustain any type of injury, the first aider will refer to the 'critical incident policy' and they will make a decision whether an ambulance should be called. In this case, the child will be accompanied by the first aider that issued the treatment, they can then relay important information to the paramedics. The parents will be contacted immediately after the ambulance is called and arrangements will be made for them to meet the child and member of staff at the hospital.

Ofsted will be notified of any injury requiring hospital treatment or the death of a child or adult. In this situation, a report to the Health and Safety Executive using the format for the Reporting of Injuries, Diseases and Dangerous Occurrences will be made.

### **Kitchen:**

We will provide the children with 3 main meals and 2 snacks per day. The nursery chef will maintain a high standard of food hygiene when purchasing supplies and also in regards to storage, preparation and serving of food. The nursery is registered as a food provider with the local authority Environmental Health Department.

When using the kitchen facility, staff will ensure they use the right equipment for the type of preparation they are doing i.e. correct chopping board.

Medication will be stored in the fridge providing it is stored safely and clearly labelled with the child's name on it.

The chef will never let any more than 2 members of staff in the kitchen at one time as over-crowding can be dangerous.

The chef will complete basic opening and closing checks on the kitchen daily.

**Legal framework:**

The management of Health and Safety at Work Regulations 1999

Health and Safety at Work Act (1974)

Control of Substances Hazardous to Health Regulations (COSHH) (2002)

Manual handling operations regulations (1992)

Health and Safety (display screen equipment) regulations (1992)

Reporting of injuries, diseases and dangerous occurrences regulations (RIDDOR) (1995)

Regulation (EC) 852/2004 of the European parliament and of the council on the hygiene of foodstuffs

Electricity at work regulations 1989

The Smoke-free (Signs) Regulations (2007)

Policy Date: April 2022	Date to be reviewed: April 2023
Name of Signatory: Kristy Renshaw	Position: Manager
Signature:	<i>Signed on behalf of Apple Day Nursery</i>