

Statement of intent

This nursery believes that the health and safety of children 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

Organisation and Responsibilities

The member of staff responsible for health and safety is Zoe Jackson. They are competent to carry out these responsibilities. They have undertaken health and safety training and regularly update their knowledge and understanding. We display the necessary health and safety poster in the Office. All staff may use the nursery telephone to contact the emergency services if necessary

Risk assessment

Our risk assessment process includes:

- checking for hazards and risks indoors and outside, and in our activities and procedures. Our assessment covers adults and children;
- deciding which areas need attention
- daily before the session begins;
- annually - when a review of the full risk assessments are carried out by Zoe Jackson

All members of staff must report faulty equipment to their line manager, who informs the nursery manager.

Insurance Cover

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

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.
- 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 DBS 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 and departures are recorded.
- The arrival and departure times of adults - staff, volunteers and visitors - are recorded.
- Our systems prevent unauthorised access to our premises.
- Our systems prevent children from leaving our premises unnoticed.
- The personal possessions of staff and work experience students are securely stored during nursery sessions.

Doors

We take precautions to prevent children's fingers from being trapped in doors.

Floors

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

Kitchen

- Children do not have unsupervised access to the kitchen.
- All surfaces are clean and non-porous.
- There are separate facilities for hand-washing and for washing up. Staff wash their hands before entering the kitchen.
- Cleaning materials and other dangerous materials are stored out of children's reach.
- 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.
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Heaters, electric sockets, wires and leads children are taught not to touch them.

- 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

- 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 start playing outside.
- All outdoor activities are supervised at all times.

Hygiene

- Our daily routines encourage the children to learn about personal hygiene.
- We have a daily cleaning routine for the nursery which includes classrooms, kitchen, office, staff room, toilets and nappy changing areas.
- We have a schedule for cleaning resources and equipment, dressing up clothes and furnishings.
- The toilet area has a high standard of hygiene including hand washing and drying facilities and the disposal of nappies.

We implement good hygiene practices by:

- cleaning tables between activities;
- checking toilets regularly;

Food and drink

- Staff who prepare and handle food receive appropriate training and understand and comply with food safety and hygiene regulations.
- All food and drink is stored appropriately.
- Snack and meal times are appropriately supervised and children do not walk about with food and drinks.
- 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 (see the allergies and allergic reaction policy).
- If a child has an allergic reaction either on site or on an outing, a first aider follows the procedure for administering medicine (if appropriate), the parent will be informed as soon as possible and in severe circumstances an ambulance called in accordance with the hospital procedure (see the allergies and allergic reaction policy).

Outings and visits

- We have agreed procedures for the safe conduct of outings (see the visits and outings policy).
- A risk assessment is carried out before an outing takes place.
- Parents always sign consent forms before major outings.
- The children are appropriately supervised to ensure no child gets lost and that there is no unauthorised access to children.
- Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.

For those children remaining at nursery, the adult to child ratio conforms to the requirements of the Early Years Foundation Stage.

Animals

- Animals visiting the nursery are free from disease, safe to be with children and do not pose a health risk. A full risk assessment is carried out before children are allowed contact with any animal.
- Any nursery pets are free from disease. safe to be with children and do not pose a health risk.

First aid and medication

At least one member of staff with a current first aid training certificate (relevant to infants and young children) is on the premises or on an outing at any one time. The first aid qualification includes first aid training for infants and young children. All first aid trained staff are listed on the office notice board.

Our 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;

Medication:

- all medication is clearly labelled with the child's name; and
- is kept out of the reach of children.

At the time of admission to the nursery, parents' written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval.

Our Accident and Incident Reports:

- are kept safe and accessible;
- all staff and volunteers know where they are kept and how to complete them;
- all accidents! incidents are confidential and any other children involved are anonymous and
- are reviewed at least half termly to identify any potential or actual hazards.

Ofsted is notified of any injury requiring treatment by a General Practitioner or hospital, or the death of a child or adult.

Any injury requiring General Practitioner or hospital treatment to a child, parent, volunteer or visitor is reported to the local office of the Health and Safety Executive. We meet our legal requirements for the safety of our

employees by complying with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations). 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).

No Smoking

The nursery building and outside area are totally non smoking areas. Staff may not smoke whilst on the premises, nor whilst visibly wearing their uniform.