



Health and Safety

Little Star Nursery takes the maintenance of health and safety extremely seriously as a matter of both legal and moral importance. In order to ensure this we take the following measure:

- Create an environment that is safe and without risk to health.
- Prevent accidents and cases of work-related ill health.
- Use, maintain and store equipment safely.
- Ensure that all staff are competent in the work in which they are engaged
- Any accident or incident will be recorded, shown to and signed by the parent(including informing the Health and Safety Executive, and Ofsted, where appropriate).
- Keep a fully stocked first aid kit that is regularly checked and replenished as necessary.
- Only an authorised adult, as agreed between the nursery and the parent, will be allowed to collect the child from the nursery. All members of staff will be aware of the procedures for collections and departure and of the person nominated to collect the children.
- A full register of both children and adults on the premises at any time is kept to be available in emergencies (see our collections policy for full details)
- The front door will be kept locked and chained with the inner door on a latch.
- We have a security entrance system to ensure only authorised people are allowed into the nursery premises
- Children will not have unsupervised access to the kitchen area
- Children have no access to medicines or hazardous cleaning materials
- Adults do not walk around with hot drinks or place hot drinks in the reach of the children
- Smoke detectors are fitted to the baby room, but at the recommendations of the Fire Officer not to the main room, due to the height of the ceiling.
- Carbon monoxide detector is fitted
- Unused electrical sockets are covered with socket protectors
- All electrical cables are kept away from the reach of children
- Children are taught the importance of being safe around electricity, sockets and cables
- All low level glass is toughened appropriately
- Heaters/ radiators are covered by fireguards where necessary

- Children are always supervised when outside or out and about. When being used, buggies have 3- point harness and we talk about the green cross code when crossing the road (even the smallest children can learn to recognise the “green man” and look for cars coming)
- We are OFSTED inspected
- We will identify, assess and control all hazards to reduce accidents and incidents
- We will carry out regular risk benefit assessments; abide by daily, weekly and monthly checks
- Outside space is securely fenced when children are playing outside.
- When playing outside children will be always supervised by a member of staff. One member of staff should carry a mobile phone when in the garden that has been approved by the manager (see safety policy and use of mobile phones for more information about the safe use of mobile phones within the setting).
- The outside grass area, sand pit etc is daily checked for safety and cleanliness, litter etc.
- The layout and space ratios allow children and adults to move freely and safely between activities
- Fire exits are never obstructed
- We Constantly Monitor the effectiveness of the Health and Safety policy and advise any amendments that need to be made
- We will Provide adequate health and safety training for all staff.
- Review all reported accidents, incidents and dangerous occurrences, and our response, to enable corrective measures to be implemented.
- Ensure that all staff, students, volunteers and any other adult who come into contact with children at the Nursery have appropriate and up to date Criminal Record Bureau checks.

Responsibilities of the staff:

It is vital to ensure that health and safety matters are taken seriously by all members of staff and other persons who are affected by the Nursery’s activities. Staff who have been found to have blatantly disregarded safety instructions or recognised safe practices will be subject to the procedures laid out in the Staff Disciplinary Procedures policy.

Staff are responsible for ensuring that the provisions of the Health and Safety policy are adhered to at all times. As such, they are required to:

- Have regard for the Health and Safety policy and their responsibilities under it.
- Have regard for any health and safety guidance issued by the Manager or the designated member of staff, and act upon it whenever appropriate.
- Take reasonable care for their own health and safety as well as of other persons who may be affected by their acts or omissions at work.
- Take all reasonable care to see that the equipment and premises that are used by children, and the activities that are carried out at the Nursery, are safe.
- Report any accidents, incidents or dangerous occurrences that have led to, or may in the future be likely to lead to, injury or damage, and assist in the investigation of any such events.
- Undergo relevant health and safety training when instructed to do so by the Manager.

Insurance

The Nursery has insurance cover appropriate to its duties under legal legislation, including Employer' Liability Insurance.

Liability

Under provisions contained in the Occupiers Liability Act 1957, the Nursery has a duty to ensure that both children and any visitors are kept reasonably safe.

More details of our nursery's commitment to health and safety can be found in the following policies:

- Staffing
- Risk Benefit Assessment
- Fire Safety
- Visits and Outings
- Medication and emergency procedure

- Hygiene
- Behaviour policy
- Child Protection
- Documentation and Information

Policy revised and reviewed Sept 2014