



## 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:**

### **Indoors environment**

In order to create an environment that is safe and without risk to health we put the following in place:

- 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
- 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
- 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
- All electrical equipment has been PAT tested and certificates held.
- Gas boiler is regularly serviced and testing certificates held.
- All low level glass is toughened appropriately
- Heaters/ radiators are covered by fireguards where necessary
- Fire exits are never obstructed

- The layout and space ratios allow children and adults to move freely and safely between activities
- We Constantly Monitor the effectiveness of the Health and Safety policy and advise any amendments that need to be made, particularly in light of any accidents that occur in the setting.
- We are OFSTED inspected
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### **Outdoors environment**

- As part of our daily morning and evening checks, the garden is assessed for safety.
- The sand pit is always covered when not in use
- Any water that has collected over night will be disposed of
- The garden area is secured by fencing tall enough that adults cannot reach into the garden.
- The gate is secured by a bolt on each side.
- 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).

### **Accidents and record keeping**

- Any accident or incident will be recorded, shown to and signed by the parent
- If necessary, the accident will be reported to the Health and Safety executive (under RIDDOR) and / or to OFSTED (see associated document below).
- We keep a fully stocked first aid kit (2 in the building, one for the garden and one for outings) that is regularly checked and replenished as necessary.

### **Kitchen Area**

- Children will not have unsupervised access to the kitchen area
- Children have no access to medicines or hazardous cleaning materials

- We are inspected regularly by the Environmental Health and currently have the 'level 5' hygiene rating
- All staff are trained in food safety, level 2.
- The kitchen is cleaned regularly throughout the day and daily by a designated cleaner.

### **Safety off site**

- 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).
- Children contribute to risk assessments prior to going out.
- Children hold onto a chain of hoops whilst walking off site.
- We will identify, assess and control all hazards to reduce accidents and incidents
- We will carry out regular risk benefit assessments; abide by daily, and weekly checks as per the nursery 'check lists'.

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### **Responsibilities of the staff:**

Our key member of staff responsible for health and safety is Vicki Suffern, however 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 and we will provide all necessary training as well as ensuring they all approve and work to the guidelines as set out in this policy.

We 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.

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.
  - The above is assured by regular morning and afternoon checks of toys and equipment as well as regular risk benefit assessments of activities such as nature school and cooking in addition to standard assessments of the environment and activities.
- 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.

**Children are routinely involved in keeping themselves safe** by the following methods:

- They are actively involved in contributing to risk benefit assessments of all parts of the setting and activities.
- We re iterate Golden Rules regularly
- Children understand standard reasons why they should not do things: such as why we walk and not run.
- We display the children's pictures and words with regard to their safety decisions: for example pictures in the creation station about how to use scissors safely.
- We are able to provide suitable environment for appropriate activities: such as outdoors for running.

- Children are taught the importance of being safe around electricity, sockets and cables

#### Children who are sleeping

- We have a separate room for children to sleep in.
- Their sleep times are monitored and recorded in a sleep book.
- There is a baby monitor working when children are sleeping
- In addition any sleeping children are routinely checked every 10 minutes and records kept in a sleep record book.
- We ensure the sleep room is kept at a suitable temperature and a room thermometer is kept in the room.

#### **Hygiene**

Maintaining good hygiene measures is the safest prevention of spreading germs and disease within the nursery. To this end we put the following measures in place:

- All children are asked to wash their hands before eating all meals (including snacks).
- We teach good hand washing methods: showing the children how to use soap and how to thoroughly clean their hands, whilst promoting their independence to allow them to do this themselves
- Children also wash hands before any cooking activities
- Children wash their hands after going to the toilet/ potty.
- Children wash hands when they come back from nature school activities.
- We help children in managing their own hygiene measures: for example wiping noses, putting a hand in front of their mouths when coughing/ sneezing.
- When changing nappies all staff wear protective gloves and apron.
- The changing mat is always cleaned with anti bacterial spray after each nappy change.
- Staff wash hands between every nappy change.
- The nursery is cleaned daily by a cleaner.

## **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
- Behaviour policy
- Child Protection

For more information:

RIDDOR: <http://www.hse.gov.uk/pubns/indg453.pdf>

Policy revised and reviewed August 2018