



HEALTH AND SAFETY POLICY

AIMS AND OBJECTIVES

The aim of this policy statement is to ensure that all reasonably practicable steps are taken to ensure the health, safety and welfare of all persons using the premises. To achieve this we will actively work towards the following objectives:

To establish and maintain a safe and healthy environment throughout the nursery.

To establish and maintain safe working procedures amongst staff and children.

To make arrangements for ensuring safety and the absence of risk to health in connection with the use, handling, storage and transport of articles and substances.

To ensure the provision of sufficient information, instruction and supervision to enable all people working in or using the premises to avoid hazards and contribute positively to their own safety and health at work and to ensure that they have access to health and safety training as and when needed.

To maintain a safe and healthy place of work and safe accesses to and from the premises.

To formulate effective procedures for use in case of fire and other emergencies and for evacuating the premises.

To follow the regulations of the Health and Safety at Work Act 1974 and any other relevant legislation.

SAFETY PROCEDURES:

No smoking on the premises

No hot drinks in any room occupied by child/ children.

No inappropriate jewellery to be worn. One pair of small earrings and a wedding ring is acceptable.

Dress code: as per uniform.

No running inside the premises (except in a suitably managed environment).

Children should be encouraged to run outside in a safe environment.

All electrical sockets should be protected by safety plugs, no trailing wires.

All cleaning materials/ toilet cleaner to be placed out of children's reach.

All fire exits to be clearly marked and free from obstruction.

All fire extinguishers to be clearly labelled.

A copy of the fire drill should be clearly visible at fire exits.

Protective clothing to be used when serving foods.

Never leave potentially dangerous objects lying within reach of children.

Nuts, e.g. peanuts are not allowed in the premises.

Any accident involving body fluid must be reported to the manager and recorded in the incident book.

All staff should familiarise themselves with the first aid box.

The appointed first Aider must carry disposable gloves and tissues when on an outing.

Only the Manager (Adele Carney) or Proprietors (Claire Westwood & Emma Hand) must administer medication to a child.

No student/apprentice should be left unsupervised at any time, and children must be supervised at all times.

Under no circumstances may a member of staff take a child from the premises unless written consent has been obtained from the parent's/ main carers.

Risk Assessment Procedure

Farthing Wood Nursery conducts risk assessments on a daily basis to ensure the premises, indoors and outdoors, are safe and secure. All these checks should be initialled by the person opening up and closing the nursery on a daily basis. The Risk Assessments are placed on the notice board and the Risk Assessment Procedure is kept in the files and in the office.

The persons in charge of over seeing these checks are:

Adele Carney: Manager

Emma Hand: Proprietor

Claire Westwood: Proprietor

The over seeing of these checks will take place on a daily basis and any changes will be recorded and put into practice.

Hazardous plants

We do not have plants within the nursery setting. When we do growing projects related to our topics we use cress seeds, sunflowers seeds etc.

These activities are always supervised and the growing plants are placed on a window ledge until the child takes the pot home. We have a cherry tree in our outdoor play area. This area is always checked for any fallen leaves which are cleared away before the children play outside. In the summer time we check for any fallen cherries and the area is cleaned immediately. Any low branches are removed.

Pets and other animals

We do not allow pets or animals into the setting or out in the play area.

Electricity and gas

If there are any electrical/ Gas concerns we would make the area safe whether that's removing the concern or moving the children to another room. The relevant companies would be informed and action taken.

Socket covers

Socket covers are placed in all electrical sockets where the children may come in contact. If an electrical socket is used then the cover is replaced immediately.

Doors, windows and glass

These are checked twice daily, at opening time and closing time. We check that all windows and doors are in contact and that there are no breakages. The doors are always locked when a child/ parent enters or leaves the premises. A staff member always follows the parents out to the entrance to lock the door after them. Windows are checked to make sure they open to allow ventilation.

Floors and stairs

Floors are checked for any hazardous objects, for example, staples etc. They are cleaned throughout the day. The food area is swept and mopped with disinfectant after mealtimes and the carpets are vacuumed at the end of the day when the children have gone. Stairs have to be accessible and free of any clutter. All spillages must be cleaned up immediately with cleaning products and dried with a dry cloth.

Stacked furniture

Staffs are encouraged not to stack furniture. Chairs and tables are to be placed to the side of the eating area whilst the area gets cleaned after mealtimes.

Kitchen/ Food preparation

Children are not able to access the kitchen. Claire Westwood prepares the meals and brings them to the rooms.

Hot appliances

Hot appliances are always out of the reach of the children. The food is given chance to cool at mealtimes before self serve can proceed.

Hygiene, Cleanliness and minimising risk of infection

All resources, toys, furniture etc are cleaned weekly. All bathrooms are cleaned daily. Children are encouraged to wash hands before mealtimes and after toileting. If a child becomes unwell or infectious we would inform the parents and follow the correct procedure. All equipment would be sterilised. Cleaning checklists are in place in all rooms. They are initialled by the person completing the task.

Outing and trips

We have a separate Risk Assessment procedure for an outing. It states the staffs that are going out on the visit and the children's names also. This enables us to keep to our ratios. A qualified First Aider is always present on the outings. The staffs take a list of all the children's contact details and a mobile phone which can only be used in an emergency. The Garden is risk assessed before use to enable the children to play in a safe environment.

Fire safety

We have regular fire drills that are recorded and evaluated. Adele Carney is the named Fire Officer. Staff have to make sure that all children leave the building safely. Contact details which are kept in the registers and evacuation sheets need to be taken into the designated safe areas. Once the children are safe parents need to be contacted. We have regular Fire Drills that take place approximately every 6 weeks and are recorded in the fire log book which is kept in the office.

Condition of toys and other equipment

All toys are checked daily for any breakages and removed if necessary. The toys are age appropriate for the rooms and ages of children. An Inventory is kept up to date.

Sandpits

The sand trays are cleaned with antibacterial solution and the sand is replaced regularly.

Furniture, equipment and toys

Furniture is always made sure that it is safe from falling over and not placed in a hazardous position. For example not obstructing any doors. All toys are accessible and appropriate to the age of the children.

Linens

Individual Face cloths are used by the children to wash their hands and face after meal times. These are then washed and dried again ready for the next day. We use only one face cloth per child.

Boundaries and Gates

All outside gates are closed and these checks are made before the children enter the outdoor area. Safety gates are fitted to all internal stairs and remain closed. The stair gates are rotated on a yearly basis and are checked daily to make sure they are working correctly. All External doors have locks and sash Jammers attached. Upon a person entering we check that they are recognised as a parent/carer, if not we ask there reason for being there and take extra precaution by contacting parents if concern is raised. We have written consent for adults responsible for the collection of children.

All visitors must sign in upon arrival and sign out upon departure.

Water Hazards.

We do not have any pools/ ponds situated near the nursery building. All Drains are checked and kept clear of any leaves /debris.

Hazardous substances and equipment

All substances are kept out of the reach of children at all times. Any electrical equipment is stored away from the children.

Review Date July 2016

Next Review date July 2017