



HEALTH AND SAFETY PRACTICE AND POLICY

Welfare Requirements: Safety 3.54 - 3.64

Amended by Rachel Traczyk

September 2023

Health and Safety Policy Statement

The Nursery believes that the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, parents, staff, students and volunteers.

The Health and Safety at Work Act 1974 requires all staff, including emergency, work experience students, volunteer workers, visitors and any other contractor, to conduct themselves in a manner in which they pose no risk to their own or any other persons health or safety. We are committed to promoting a healthy and safe environment for all.

The policy itself cannot prevent accidents or ensure safe and healthy working conditions. Only good working practice will ensure safety.

Aims and objectives

The aim of this policy statement is to ensure that all reasonably practical steps are taken to ensure the health, safety and welfare of all persons using the premises and all employees working inside or outside of the nursery.

To achieve this we will actively work towards the following objectives:

- Establish and maintain a safe and healthy environment throughout the nursery
- Establish and maintain safe working procedures amongst staff, children, students, parents and visitors
- Have effective risk assessments in places following the 6 step protocol.
- Make arrangements for ensuring safety and the absence of risks to health in connection with the use, handling, storage and transport of hazardous articles and substances
- Have effective risk assessments in places following the 6 step protocol.
- Make arrangements for ensuring safety and the absence of risks to health in connection with the use, handling, storage and transport of hazardous articles and substances
- Ensure the provision of sufficient information, instruction and supervision to enable all people working in or using the nursery, to avoid hazards and contribute positively to their own health and maintain a healthy and safe nursery and safe entry and exit from it
- Formulate effective procedures for use in case of fire and other emergencies and for evacuating the nursery premises. Practice this procedure on a regular basis to enable the safe and speedy evacuation of the nursery
- Follow the regulations of the Health & Safety at Work Act 1974 and any other relevant legislation
- Maintain a safe working environment for pregnant workers or for workers who have recently given birth including undertaking appropriate risk assessments
- Maintain a safe environment for those with disabilities and ensure all areas of the nursery are accessible (wherever practicable)
- Provide a safe environment for students or trainees to learn in, and
- Encourage all staff, visitors and parents to report any unsafe working practices or areas to ensure immediate responses by the management.

Health and Safety Officer

The Health and Safety Officer is Cheryl Traczyk.

MANAGEMENT RESPONSIBILITIES

We believe the risks in the nursery environment to be low and we will maintain the maximum protection for children, staff and parents.

Management are responsible for:

- Ensuring all staff and students receive the appropriate training, ensuring good understanding and health and safety practices take place. This includes risk assessments, supervision, manual handling and fire safety.

- Carry out annual Risk Assessments, complying with the Risk Assessment Policy
- Adhere to Control Of Hazardous Substances to Health Regulation (COSHH) to ensure all children, staff, parents and visitors are safe around any chemicals we may use on the premises
- Ensure that all staff, parents and children (where appropriate) are aware of the fire procedures and regular fire drills are carried out
- Prohibit smoking on the nursery premises and nearby areas
- Ensure that all members of staff take all reasonable action to control the spread of infectious diseases and wear protective gloves and clothing where appropriate
- Provide staff qualified/trained in first aid and familiarise all staff with the position of the first aid boxes and appoint a person responsible for that box who will ensure a correctly stocked first aid box is available at all times
- Not permit students to open the front door, and new staff will only be allowed to do so once they have become familiar with parents
- If a small group goes out, there will be sufficient adults to maintain appropriate ratios for staff and children remaining on the premises.

EMPLOYEE RESPONSIBILITIES

All employees are responsible for the health and safety at Little Sparrows:

- In checking all equipment and areas before children access the area. These checks are recorded and initialled by the staff responsible. Any unsafe areas will be rectified by this member of staff to ensure the safety of children, if this cannot be achieved the manager will be notified immediately
- Ensuring all entrances and exits from the building, including fire exits, remain clear at all times
- Regularly checking the premises room by room for structural defects, worn fixtures and fittings or electrical equipment and take the necessary remedial action
- Understanding the procedure to follow in case of accidents or incidents for staff, visitors and children, including children who have accidents/incidents that happen at home.
- Prohibit any contractor from working on the premises without prior discussion with the manager
- Prohibit running inside the premises unless in designated areas
- Risk assess all electrical sockets and take appropriate measures to reduce risks where necessary and ensure no trailing wires are left around the nursery
- Ensure all cleaning materials are placed out of the reach of children and kept in their original containers
- Ensure children are supervised at all times
- Ensure no student is left unsupervised at any time
- Ensure a register of children is completed as they arrive so that a complete record of all that are present is available in any emergency
- Instruct all parents and visitors to keep the front door and gate closed at all times
- Remind parents not to send their children into the nursery with toys, food or other items which could be a danger to other children
- Ensure children who are sleeping are checked regularly
- Ensure equipment offered to children is developmentally appropriate; recognising that material suitable for an older child may pose a risk to younger/less mature children.

All employees have the responsibility to co-operate with the company to achieve a healthy and safe nursery and to take reasonable care of themselves and others. Neglect of health and safety regulations/duties will be regarded as a disciplinary matter.

Whenever a member of staff notices a health or safety problem, which they are not able to rectify, they must immediately report it to the manager. Parents and visitors are requested to report any concerns they may have to a member of staff who in turn will report it to the manager.

Health and safety arrangements

- Risk assessments will be conducted on all areas of the nursery, including rooms, activities, outdoor areas, resources and cleaning equipment.
- We provide facilities for all children, staff, parents and visitors to receive a warm welcome and basic care needs, e.g. easy to access toilet area and fresh drinking water;

- We have a clear accident and first aid policy to follow in the case of any person in the nursery suffering injury from an accident or incident;
- We have a clear emergency policy and procedure which supports the prevention of fire and the safe evacuation of all persons in the nursery. This will be shared with all staff, students, parents and visitors to the nursery.
- All health and safety matters are reviewed informally on an ongoing basis and formally every year or when something changes. Staff and parents will receive these updates as with all policy changes as and when they happen.

Co-operation of parents and visitors is important in implementing this policy. Parents and visitors are expected to have an awareness of the other people’s children as well as their own. This is especially important when leaving or collecting their child. Parents should not let other adults enter the premises, even if they recognise them as a parent of a child at the nursery. Please also ensure you close both the door and inner gate when arriving and leaving the nursery.

Working outside of the Nursery

Employee’s may be required to work outside of the Nursery, for example working from home, conducting home visits or taking children on local outings.

Employee’s must manage their own risk assessments at all times, this includes when working away from the Nursery. When managing your own risk assessment you must follow the 6 step Risk Assessment protocol:

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
What is being assessed	Identify the Hazards	Who could be harmed?	How are we keeping everyone safe?	What else needs to be done? Who will do it and how often?	Likelihood of injury/risk	Risk Level Degree of injury

Please refer the Outings Policy and Risk Assessments Personal for more details.

Things to consider:

- Pets / wild animals
- Minor injuries
- Accidents whilst travelling
- Slips and trips
- Safety compromised & security
- Weather
- Working environment
- Communication

Insurance

Little Sparrows Day Nursery Ltd has insurance cover appropriate to the duties under Employer’s Liability Insurance.

Associated documents

- Health & Safety at Work Act 1974
- Risk Assessment Statement
- Risk Assessment Policy and Guidance
- Working with Tools Policy
- Accident, Incidents and Injuries Policy
- Manual Handling Guidance and Policy
- Emergency Evacuation and Critical Incident Policy
- Slips, Trips and Falls Policy
- New and Expectant Mothers
- Work Equipment Policy
- Control Of Substances Hazardous to Health Regulation (COSHH)
- Infection Guidance and Control Policy
- Fire Risk Assessment
- Risk Assessments: Play, Environmental, Personal, Building, COVID.