

Health and Safety Policy

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and of course a safe environment for the children to be cared and educated in. We provide such information, training and supervision as needed for this purpose. We wish to develop and promote a strong health and safety culture within our setting for the benefit of all staff, children and parents. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

The allocation of duties for safety matters and the particular arrangements which we will make to implement this policy are set out within this policy and sufficient resources will be made available to honour our commitment.

The policy will be kept up to date, particularly as the business changes in nature and size and will be revised on a six-monthly basis or as and when required. We therefore welcome useful comments from both members of staff, parents and visitors regarding the policy.

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. 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 and children
- Make arrangements for ensuring safety and the absence of risks to health in connection with the use, handling, storage and transport of articles, substances and individuals.
- 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 access to regular health and safety training as and when provided
- Maintain a healthy and safe nursery and safe entry and exit from St Bernards
- Formulate effective procedures for use in case of fire and other emergencies and for evacuating the premise. Practice this procedure on a regular basis to enable the safe and speedy evacuation of the staff and children
- Follow the regulations of the Health and Safety at Work Act 1974 and any other relevant legislation
- Maintain a safe working environment for pregnant workers who for workers who have recently given birth undertaking the appropriate risk assessments.

We believe the risks in the nursery environment to be low but to maintain the maximum protection for children, staff and parents/carers we consider the necessary to:

- Ensure the entrances and exits from the building, including fire exits remain clear at all times
- Regularly check the premise room by room for structural defects, worn fixtures and fittings or electrical equipment and take the necessary action. This will include any outdoor areas used by the children.
- Ensure that all staff, visitors, parents and children are aware of the fire procedures and regular fire drills are carried out

- Ensure that all members of staff are aware of the procedure to follow in case of accidents for staff, visitors and especially children. All staff are Paediatric First Aid trained.
- Ensure that all members of staff take all reasonable action to control the spread of infectious diseases and that they wear protective gloves and clothes where appropriate
- Prohibit smoking on the nursery premise
- Prohibit any contractor working on the premise without prior discussion with the officer in charge to prevent any risks to the staff and children
- No inappropriate jewellery to be worn. Stud earrings/ nose piercings and wedding/engagement rings are acceptable
- Dress code is smart and practical with sensible shoes. Long hair must be tied back at all times
- No running inside the premises
- All electrical sockets should be risk assessed and appropriate measures are taken to reduce risks i.e., socket covers
- All cleaning material/toilet cleaner to be placed out of the reach of the children and kept in the original containers
- Protective clothing should be worn when cooking and serving food
- Prohibit certain foods e.g., peanuts
- Telephone calls must be received before 7am if a member of staff is not well enough to attend work
- All staff should familiarise themselves with the position of the First Aid boxes and are full qualified first aiders.
- Children must be supervised at all times
- No student should be left unsupervised at any time.

Responsibilities

Responsibility for Health and Safety in the nursery is that of:

Ms Stephanie Alexander

The above persons have overall and final responsibility for this policy being carried out at:

St Bernards Day Nursery Limited
6 Clarendon Road,
Hinckley
Leicestershire
Le10 0PL

The Nursery Manager, Miss Michelle Sidwell will be responsible in her absence. All employees have the responsibility to cooperate with senior staff and the manager to achieve a healthy and safe nursery and to take reasonable care of themselves and others. Neglect of health and safety regulations will be regarded as a disciplinary matter.

Whenever a member of staff notices a health and safety problem, which they are unable to rectify they must immediately report to the appropriate person named above, and if applicable complete a risk assessment.

Daily contact, monthly staff meetings and health and safety meetings provide consultation between management and employees. Staff training is monitored to ensure adequate qualifications are current and effective, all staff hold Paediatric First Aid certificates and competency in dealing with accidents and incidents are monitored and reviewed via staff supervisions, staff meetings and reflective meetings following any occurrence of events.

Health and Safety Arrangements are as follows:

- All staff are responsible for the general health and safety in the nursery
- Risk assessments are to be conducted on all areas of the nursery, including rooms, activities, outdoor areas, resources and cleaning equipment
- All outings away from the nursery will have to include a prior risk assessment – more details are included in our outings policy
- All equipment and areas are checked before children access the area including the outdoor areas, which are checked, and assessment documented.
- The nursery will adhere to COSHH guidelines to ensure all children; staff, parents and visitors are safe around any chemicals used on the premises.
- All staff and students will receive appropriate training in all areas of health and safety this will include risk assessments, manual handling and fire safety.
- We have a clear accident and first aid policy to follow in case of any person in the nursery suffering injury from an accident or incident
- We have a clear fire safety policy and procedure which supports the prevention of fire and the safe evacuation of all persons in the nursery
- All health and safety matters are reviewed informally on an ongoing basis and formally every six months or when something changes
- Staff and parents are able to contribute to any policy through the regular meetings held at nursery
- All staff are paediatric first aid trained.
- Children will not be permitted into the setting if it is deemed they are unfit to attend either by illness/infection or by injury sustained which may lead to further complications, need monitoring or has not received professional care or guidance.

We are a setting who have chosen not to use plug sockets covers. Having reviewed recent surveys and forums the use of these unregulated sockets can lead to further potential risks and harm. We have risk assessments in place for our plug sockets and all electrical appliances are PAT tested in accordance with legal requirements. We also follow the rules below:

- Unplug any electrical appliances that get hot, as soon as you've finished
- Safety check all of your electrical appliances
- Don't overload plug sockets
- Don't leave anything plugged in overnight
- Keep unused electrical appliances out of reach of children

Covid 19

March 2020

Due to Coronavirus additional Health and Safety measures were advised and implemented for the health and well-being of staff, children and parents. The measures were monitored and reviewed in accordance with advice and regulations sanctioned by the Government, Public Health England and Local Authority. Our setting adhered to the strict policies and continue to monitor and review updates in line with current recommendations as well as assessing the important criteria for the fundamental safety of all concerned within our setting. Please review the Covid 19 Policies for further details.