



Health and safety policy

Wells House Aims

This setting believes that the health and safety of the children is of paramount importance. As a provider of childcare we take necessary steps to safeguard and promote the welfare of the children, parent's/carer's, students and volunteers whom attend the setting.

As children want and need to take risks when they learn and play. The staff aims to respond to these needs and wishes by offering children stimulating and challenging environment for exploring their abilities. In doing this, the staff recognises that it needs to balance the need for children to take risks and to be exposed to hazards, while ensuring that they are kept safe from harm.

The health and safety policy is supported by all the themes and principles of the EYFS;

- * A Unique Child**
- * Positive relationships**
- * Enabling Environments**
- * Learning and Development**

Along with section 1-Learning & development and section 3- safeguarding & welfare requirements of the statutory EYFS.

The management team have overall responsibility for health and safety in the nursery although all practitioners must ensure they take the necessary steps to enforce requirements needed for the health and safety policy. They are competent to carry out these responsibilities. They have undertaken health and safety training and regularly update their knowledge and understanding. We display the health and safety poster in the staff room.

At Wells House we provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees and a safe early learning environment in which children learn and are cared for. To develop and promote a strong health and safety culture within the nursery for the benefit of all staff, children and parents we provide information, training supervision. 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 our health and safety procedures are set out within this policy and we make sufficient resources available to provide a safe environment.

Legal Framework

We follow all relevant legislation and associated guidance relating to health and safety within the nursery including:

- * The requirements of the Statutory Framework for the Early Years Foundation Stage (EYFS) 2014
- * The regulations of the health & Safety at Work Act 1974 and any other relevant legislation such as Control Of Substances Hazardous to Health Regulation (COSHH)
- * Any guidance provided by Public Health England, the local health protection unit, the local authority environmental health department, fire authority or the Health and Safety Executive.

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 the following objectives:

- * Establish and maintain a safe and healthy environment throughout the nursery including outdoor spaces
- * Establish and maintain safe working practices amongst staff and children
- * Make arrangements for ensuring safety and the minimising 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 safety and to ensure that staff have access to regular health and safety training

- * Maintain a healthy and safe nursery with safe entry and exit routes
- * 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
- * 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 special educational needs and disabilities and ensure all areas of the nursery are accessible (wherever practicable)
- * Provide a safe environment for students or trainees to learn in
- * Encourage all staff, visitors and parents to report any unsafe working practices or areas to ensure immediate response by the management.

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

- * Ensure all entrances and exits from the building, including fire exits are clearly identifiable and remain clear at all times
- * Regularly check the premises room by room for structural defects, worn fixtures and fittings or electrical equipment and take the necessary remedial action
- * Ensure that all staff, visitors, parents and children are aware of the fire procedures and regular fire drills are carried out
- * Have the appropriate fire detection and control equipment which is checked regularly to make sure it is in working order
- * Ensure that all members of staff are aware of the procedure to follow in case of accidents for staff, visitors and children
- * 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
- * Ensure there are suitable hygienic changing facilities (see infection control policy)
- * Prohibit smoking on the nursery premises
- * Prohibit any contractor from working on the premises without prior discussion with the officer in charge

- * Encourage children to manage risks safely and 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
- * Wear protective clothing when cooking or serving food
- * Prohibit certain foods that may relate to children's allergies, e.g peanuts are not allowed in nursery
- * follow the allergies and allergic reactions policy for children who have allergies
- * Ensure risk assessments are undertaken on the storage and preparation of food produce within the nursery
- * Familiarise all staff and visitors with the position of the first aid boxes and ensure all know who the appointed first aiders are
- * Provide appropriately stocked first aid boxes and check their contents regularly
- * Ensure children are supervised at all times
- * Ensure no student or volunteers is left unsupervised at any time

Risk assessments consist of the following:

- * Slips, trips and falls, trapping body parts in doors.
- * Unauthorised Access
- * Child absconding
- * COSHH
- * Fire extinguishers
- * Faulty equipment
- * Safeguarding children
- * Data storage
- * External visits
- * Children with medical conditions

* Medication

Insurance Cover

We have public liability insurance and employer's liability insurance. This can be located in the office.

Awareness raising

Our induction training for staff, students and volunteers includes a clear explanation of health and safety issues so that all adults are able to adhere to our policy and understand their shared responsibility for health and safety. The induction training covers matters of employee well-being, including manual handling & COSHH and safeguarding.

Records are kept of these inductions training sessions and new staff and volunteers are asked to sign the records to confirm that they have taken part.

As necessary, health and safety training is included in the annual training plans of staff, and is discussed regularly at staff meetings.

All employees have a duty to cooperate with the management team in ensuring the health and safety regulations are complied with and they take reasonable care for the health and safety for themselves and other people who may be affected within the nursery.

Children are made aware of the health and safety issues through discussions, planned activities and routines.

Security

Door entry system are in place for the safe arrival and departure of children and a password is used for family and friends. All visitors, staff, students and volunteers sign in and out of the premises.

Our system is put in place to prevent children leaving unnoticed and so we can monitor who is on the premises.

(Please take note of the collection policy)

Windows

Windows are protected from accidental breakage or vandalism from people outside the building.

Windows above the ground floor are secured so that children cannot climb through them.

Floors

All surfaces are checked daily to ensure they are clean and not even or damaged

Kitchen

* Children do not have access to any to any other kitchen as it is situated within a separate section of the building.

When children take part in cooking activities, they:

- * Are supervised at all times;
- * Are kept away from hot surfaces and hot water; and
- * Do not have unsupervised access to electrical equipment.

Electrical equipment

- * All electrical equipment conforms to safety requirements and is checked regularly
- * The electrical cupboard is not accessible to the children
- * Electric sockets have child safety covers on them at all times. The radio lead is at high level where children can't reach it.
- * Storage heaters are checked daily to make sure they are not covered.
- * The temperature of hot water is controlled to prevent scalds.

Storage

All resources and materials from which children select are stored safely

Outdoor areas

Our outdoor area is safely secure at all times and is cleared of hazards before use as the outdoor area is part of the continuous provision. The area is checked for safety before use and is again checked at the end of the day to ensure no resources are left outside and that they are free from damage.

Outdoor sand pit is covered when not in use and cleaned regularly.

All outdoor activities are supervised at all times.

Staff must ensure that all children who are outside are correctly attended too with correct clothing, equipment, sun cream etc.

Hygiene

We regularly seek information from the environmental Health Department and Health Authority to ensure that we keep up to date with the latest recommendations.

Our daily routines encourage the children to learn about personal hygiene.

We have a daily cleaning routine for the nursery that includes playroom, kitchen, rest rooms, toilets and nappy changing areas. Along with a schedule for cleaning resources and equipment.

We implement good hygiene practices by:

Cleaning tables between activities.

Checking toilets regularly

Follow cleaning rota

Wearing protective clothing-such as aprons and disposable gloves

Cleaning code system

* blue clothes = general cleaning

* Blue mop and bucket = Kitchen area

* red clothes and buckets Bathroom use only

* Yellow bucket = general cleaning

Blue cloths may be used in any area of the nursery for cleaning purposes, but will be disposed off once used in order to prevent cross contamination.

Activities

* Before purchase or loan of equipment and resources are checked to ensure they are safe for ages and stages of the children currently attending the setting.

* The layout of play equipment allows adults and children to move safely and any dangerous items are repaired or discarded.

* All materials-including paint and glue are non toxic

* Sand is clean and suitable for children's play.

* Children are taught to handle and store tools safely.

* Children who are sleeping are checked every 10 minutes.

* Children will learn about health, safety and personal hygiene through the activities we provide and the routines we follow.

Animals

* Animals visiting the nursery are free from disease and safe to be with children, and do not pose a health risk.

* Our nursery's pets are free from disease, safe to be with children, and do not pose a health risk.

* Children wash their hands after contact with animals.

* Outdoor footwear worn to visit farms are cleaned and should not be worn indoors.

Fire Safety

* Fire doors are clearly marked, never obstructed and easily opened from inside.

* Smoke detectors/alarms and fire fighting appliances conform to BSEN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.

* Our emergency evacuation procedures are approved by the Fire Safety Officer and are clearly displayed in the premises and is explained to new members of staff, volunteers and parents; and are practised regularly at least once a term. Records are kept of fire drills and the servicing of fire equipment.

First Aid

All members of staff will have a current Paediatric first aid qualification. The first aid responsible for administering ant first aid procedures and medicine is Mrs Jennie Morgan and Mrs Kelly Newlove, who are also responsible for first aid at work;

Our first aid kit;

* Complies with the Health and safety Regulations 1981

* Is regularly checked by a designated member of staff and re stocked as necessary;

* Is easy accessible to adults; and

* Is kept out of the reach of children.

At the time of admission to the setting, parent's written permission for emergency medical advice or treatment is sought; Parents sign and date their written approval.

First aid boxes are located in every nursery room, the kitchen and the office.

A first aid box must be taken on every trip along with emergency contact details.

Records

In accordance with the EYFS and Ofsted standards we keep the following information;

Adults

- * Names and addresses and telephone numbers of all the staff on the premise, including temporary staff who works with the children or who have substantial access to them.
- * Names and addresses of the owners or all members of the management team.
- * All records relating to staff's employment with the nursery, including application forms, references, and results of checks undertaken etc

Children

- * Names, addresses and telephone numbers of parents and adults to collect children from nursery
- * The names addresses and telephone numbers of emergency contacts in case of children's illness or accident
- * The allergies, dietary requirements and illnesses of individual children.
- * The times of attendance of children, staff volunteers and visitors.
- * Accidents and medicine administration records
- * Consents for outings, administration of medication, emergency treatment; and incidents

In addition, the following procedures and documentation in relation to health and safety are in place.

Suitable Premises, environment and equipment

- * Risk assessments
- * Record of visitors
- * Fire safety procedures
- * Fire safety records and certificates
- * Operational procedures for outings
- * Sickness procedure
- * Food and drink policy

Step ladders/Ladders

When needing to reach or place anything above shoulder level you must use the ladders. These are available in the laundry room; you must not stand on a chair, table or any other object. Practitioners must ensure they only use the steps and not the top of the ladders as it is not safe to do so, it may be that you require the assistance from another practitioner. Remember to ensure there are no children present when using the ladders.

Staff training

All staff are to hold a relevant Paediatric first aid, safeguarding and basic food hygiene certificate.

Staff training is an ongoing procedure during your employment with us.

Responsibilities

Responsibility for Health and Safety in the nursery is that of Jennie Morgan and Kelly Newlove.

The manager has overall and final responsibility for this policy being carried out at:

Wells House Kindergarten

Ringley Road

Stoneclough

Radcliffe

Manchester

M26 1FS

The deputy manager will be responsible in her absence.

All employees have the responsibility to co-operate 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/duties will be regarded as a disciplinary matter.

Whenever a member of staff notices a health and safety problem which they are not able to rectify, they must immediately report it to the appropriate named person above. Parents

and visitors are requested to report any concerns they may have to the manager/deputy manager.

Daily contact, monthly staff meetings and health and safety meetings provide consultation between management and employees. This will include health and safety matters.

Health and safety training

Person responsible for monitoring staff training is Jennie Morgan

Health and safety is covered in all induction training for new staff

| Area | Training Required | Who |
|--------------------------|---------------------------|--------------------------|
| First Aid | Course | All staff |
| Risk assessment | In house training/ course | All staff |
| Safeguarding | In house training/ course | All staff and students |
| Fire safety precautions | In house training | All staff and students |
| Manual Handling | In house training/ Course | All staff and students |
| Use of fire extinguisher | In house training/ course | All staff where possible |
| Changing of nappies | In house training | All staff and students |

At least one member of staff on duty MUST hold a full paediatric First Aid At Work certificate in the nursery and when on outings. Our trained first aiders are listed in the first aid policy.

Health and safety arrangements

- All staff are responsible for general health and safety in the nursery
- Risk assessments will be conducted on all areas of the nursery, including rooms, activities, outdoor areas, resources and cleaning equipment
- These are reviewed at regular intervals and when arrangements change
- All outings away from the nursery (however short) will include a prior risk assessment- more details are included in the outings policy
- All equipment, rooms, and outdoor areas will be checked thoroughly by staff before children access them or the area. Unsafe areas will be made safe/removed from the area by this member off staff to promote the safety of children. If this can not be achieved management will be notified immediately
- We provide appropriate facilities for all children , staff, parents and visitors to receive a warm welcome and provide for their basic care needs, e.g easy to access toilet and fresh drinking water

- The nursery will adhere to the control of substances hazardous to health regulation (COSHH) to ensure all children, staff, parents and visitors are safe in relation to any chemicals we may on the premises
- All staff and students will receive appropriate training in all areas of health and safety which will include risk assessments, manual handling and fire safety
- 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 an 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. This is to be shared with all staff, students, parents and visitors to the nursery
- We review accident and incident records to identify any patterns/ hazardous areas
- All health and safety matters are reviewed informally on an ongoing basis and formally every six months or when something changes. Staff and parents will receive these updates, as with all policy changes, as and when they happen
- Staff and parents are able to contribute to any policy through the suggestion scheme and during regular meetings held at nursery.

The policy is kept up to date and reviewed especially when the nursery changes in nature and size. It is revised annually, or as and when required. We therefore welcome any useful comments from members of staff, parents and visitors regarding this policy.

| This policy was adopted on | Signed on behalf the nursery | Date for review |
|-----------------------------------|-------------------------------------|------------------------|
| 22/09/14 | Kelly Newlove | 22/09/15 |
| | | Reviewed 30/06/15 |