



# Health and Safety Policy

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Our policy is to 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 are cared for and learn. We provide information, training and supervision to meet this purpose and we wish to develop and promote a strong health and safety culture within the nursery 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 policy will be kept up-to-date, particularly as the nursery changes in nature and size and will be revised annually, or as and when required. We therefore welcome any useful comments from members of staff, parents and visitors regarding this policy.

## **EYFS Key Themes and Commitments:**

<i>A Unique Child</i>	<i>Positive Relationships</i>	<i>Enabling Environments</i>	<i>Learning and Development</i>
1.3 Keeping Safe 1.4 Health and Wellbeing		3.3 The Learning Environment	

The aim of this policy statement is to ensure that all reasonable 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 and storage of cleaning products.
- 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 all staff have access to regular health and safety training both in house and outside the Nursery setting.

- Maintain a healthy and safe nursery setting 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.
- Encourage all staff, visitors and parents to report any unsafe working practices or areas to ensure immediate responses by the management.

Here at Little Tinkers we believe the risks in the nursery environment to be 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, remain clear at all times.
- Daily checks of the premises room by room will be conducted to look for structural defects, worn fixtures and fittings or electrical equipment and take the necessary remedial action. This is recorded on our Health and Safety Checklist.
- 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. (Full training is given as part of their induction)
- 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.
- Smoking is prohibited on the nursery setting.
- 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 in a locked cupboard in the kitchen area.

- Wear protective clothing when cooking or serving food, not including the preparation and distribution of snack or cooking as a learning activity.
- Prohibit certain foods, e.g those unsuitable for children.
- 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.
- Ensure children are supervised at all times
- Ensure no student is left unsupervised at any time.

**Responsibilities:**

Responsibility for Health and Safety in the nursery is that of Ellie Hanna. The deputy nursery manager Stacy Schulmeyer will be responsible in her absence.

The manager has overall and final responsibility for this policy being carried out at:  
*Little Tinkers, Scocus Barn, Five Ashes, TN20 6JJ.*

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 or safety problem, which they are not able to rectify, they must immediately report it to the health and safety officer named above. Parents and visitors are requested to report any concerns they may have to the senior member of staff in the area/deputy manager/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:**

The person responsible for monitoring staff training is Ellie Hanna.

<b>Area</b>	<b>Training required</b>	<b>Who</b>
First aid	Course	All senior staff and trainees (Reviewed as required)
Dealing with blood	In house training	All staff and students
Safeguarding/Child protection	In house training/course	All staff
Risk assessment	In house training/course	All staff

Fire safety procedures	In house training	All staff and students
Use of fire extinguisher	In house training/course	All staff where possible
Manual handling	In house training/course	All staff and students
Stress awareness and management	In house training/course	Manager/Deputy
Changing of nappies	In house training	All staff and students
Fire warden duties	External course	Nursery Manager

At least one member of staff on duty MUST hold a full paediatric First Aid at Work certificate.

### **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.
- All outings away from the nursery (however short) will include a prior risk assessment – more details are included in our outings policy.
- All equipment and areas will be checked thoroughly by staff before children access the area. All 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.
- We provide appropriate 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.
- The nursery will adhere to *Control Of Substances Hazardous to Health Regulation (COSHH)* to ensure all children, staff, parents and visitors are safe around any chemicals we may use on the premises.(kitchen cupboard information available)
- 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 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
- 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 the regular meetings held at nursery.

This Policy was written by:	Ellie Hanna.
Adapted by:	Katie Tobutt
Read and agreed by:	Little Tinkers Nursery Staff
Date:	October 2022
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