

## Health and Safety Policy

**This is the statement of general policy and arrangements for:**

**Rainbow Corner Nursery School**

**Lucy Whitehead (Owner) - has overall and final responsibility for health and safety**

**Emma Fowles (Operations Manager) - has day-to-day responsibility for ensuring this policy is put into practice**

**Kirsty Henley (Nursery Manager) - has day-to-day responsibility for ensuring this policy is put into practice**

| <b>Statement of general policy</b>                                                                                                           | <b>Responsibility of: Name/Title</b>                                                          | <b>Action/Arrangements (What are you going to do?)</b>                                                                                                                                                                                                    |
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| Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace                              | Lucy Whitehead (Owner)<br>Emma Fowles (Operations Manager)<br>Kirsty Henley (Nursery Manager) | Daily Risk Assessments, Health and Safety Policy, Use of protective equipment, Washing Facilities, Accident and Incident Forms                                                                                                                            |
| Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work                        | Lucy Whitehead (Owner)<br>Emma Fowles (Operations Manager)<br>Kirsty Henley (Nursery Manager) | In depth induction with all new employees, relevant qualifications gained in order to qualify for roles and responsibilities, DBS checks done on all staff members, termly reviews and appraisals.                                                        |
| Engage and consult with employees on day-to-day health and safety conditions                                                                 | Lucy Whitehead (Owner)<br>Emma Fowles (Operations Manager)<br>Kirsty Henley (Nursery Manager) | Risk assessments twice daily, continuous supervision, staff to child ratios met at all times throughout the day.                                                                                                                                          |
| Implement emergency procedures – evacuation in case of fire or another significant incident.                                                 | Lucy Whitehead (Owner)<br>Emma Fowles (Operations Manager)<br>Kirsty Henley (Nursery Manager) | Fire Exit signs above doors, first aid boxes allocated all around the nursery.<br><br>Emergency evacuation test completed termly.<br><br>Fire Risk assessment currently being completed and will have all measures in place by April 2016.                |
| Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances | Lucy Whitehead (Owner)<br>Emma Fowles (Operations Manager)                                    | Risk assessments completed twice daily, continuous supervision, staff to child ratios met at all times, adequate staff training, full induction process for all new staff, relevant qualifications for practitioners' roles, review of policies annually. |

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|  | Kirsty Henley<br>(Nursery Manager) |  |
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|                                                  |                                     |
|--------------------------------------------------|-------------------------------------|
| Signed: * (On behalf of Employer): Emma Fowles   | Date: 6 <sup>th</sup> December 2019 |
| Reviewed: * (On behalf of Employer): Emma Fowles | Date: 9 <sup>th</sup> November 2020 |

### Risk Assessment

|                                                          |                                                                                                               |
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| Health and safety law poster are displayed at (location) | In the Main Kitchen on the display board, next to the seating area.                                           |
| First-aid box is located:                                | One on top of Fridge in main kitchen, One in the staff toilet on first floor and one kept in each class room. |
| Accident book is located:                                | On top of the fridge in main kitchen.                                                                         |

| What are the hazards?                                | Who might be harmed?                           | What are you already doing?                                                                                                                                                                                                                                                                       | Do you need to do anything else to control this risk? | Action by who?                                                                                | Action by when? | Done |
|------------------------------------------------------|------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|-----------------------------------------------------------------------------------------------|-----------------|------|
| Slips and Trips                                      | Staff,<br>Children,<br>Parents and<br>Visitors | General good housekeeping is carried out.<br>All areas well lit, including stairs.<br>No trailing leads or cables.<br>Staff keep work areas clear, e.g. no boxes left in walkways, deliveries stored immediately.<br>Wet floor signs.                                                             | None                                                  | Lucy Whitehead (Owner)<br>Emma Fowles (Operations Manager)<br>Kirsty Henley (Nursery Manager) | NA              | NA   |
| Security                                             | Staff<br>Children<br>Parents and<br>Visitors   | Doors into premises always locked unless in the garden.<br>Access has locked gate, when children are in the garden.<br>Only Staff members to open front door.<br>Visitors must sign in and out.<br>Permission and passwords sought for children being collected by anyone other than main carers. | None                                                  | Kirsty Henley (Manager)<br><br>All Nursery Practitioners                                      | NA              | NA   |
| Control for children leaving the premises un-noticed | Children                                       | Security procedures as above.<br>Register taken on arrivals and departures of all children.<br>Regular head counts throughout the day.                                                                                                                                                            | None                                                  | Kirsty Henley (Manager)<br><br>All Nursery Practitioners                                      | NA              | NA   |
| Personal Possessions                                 | Staff<br>Children                              | All personal property to be locked away in basement.                                                                                                                                                                                                                                              | None                                                  | Kirsty Henley (Manager)                                                                       | NA              | NA   |

|                                                               |                                          |                                                                                                                                                                      |                     |                                                                                                             |              |    |
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|                                                               | Parents<br>Visitors                      | Parents asked not to leave personal belongings at nursery in bags or on pushchairs. Visitor's personal belongings locked in office.                                  |                     | All Nursery Practitioners                                                                                   |              |    |
| Prevention of Arson, Vandalism and Theft                      | Staff<br>Children<br>Parents<br>Visitors | Locked gates. Secured doors and security lightning, including at the weekends and Bank holidays. Nursery operates 52 weeks, so not left unoccupied for long periods. | None                | Kirsty Henley (Manager)<br><br>All Nursery Practitioners                                                    | NA           | NA |
| Windows above ground floor                                    | Staff<br>Children                        | Window security locks, chains and boarding.                                                                                                                          | None                | Lucy Whitehead (Owner)<br>Emma Fowles (Ops Manager)<br>Kirsty Henley (Manager)                              | NA           | NA |
| Windows and Doors on lower floor                              | Staff<br>Children                        | Toughened, wired and film sealed glass.                                                                                                                              | None                | Lucy Whitehead (Owner)<br>Emma Fowles (Ops Manager)<br>Kirsty Henley (Manager)                              | NA           | NA |
| Doors                                                         | Staff<br>Children<br>Parents<br>Visitors | External and Internal have fitted finger guards.                                                                                                                     | None                | Lucy Whitehead (Owner)<br>Emma Fowles (Ops Manager)<br>Kirsty Henley (Manager)                              | NA           | NA |
| Stairs                                                        | Staff<br>Children<br>Parents<br>Visitors | Stair gates fitted and stairs to be left clear from any obstruction.                                                                                                 | Emergency lighting. | Lucy Whitehead (Owner)<br>Emma Fowles (Ops Manager)<br>Kirsty Henley (Manager)<br>All Nursery Practitioners | Jan/Feb 2020 |    |
| Floor Surfaces                                                | Staff<br>Children<br>Parents<br>Visitors | Regular cleaning and inspections prior to opening and closing. Signage displayed after mopping.                                                                      | None                | Kirsty Henley (Manager)<br><br>All Nursery Practitioners                                                    | NA           | NA |
| Prevention of children being unsupervised in the kitchen area | Children                                 | Gate between Kitchen and Art room, children are supervised walking through area at all times.                                                                        | None                | Kirsty Henley (Manager)<br><br>All Nursery Practitioners                                                    | NA           | NA |
| Dangerous Materials<br>Cleaning materials.                    | Staff<br>Children<br>Parents<br>Visitors | All kept in a locked cupboard in the kitchen. Wearing of protective gloves. Staff trained on how to use substances. Substance labels clearly visible.                | None                | Kirsty Henley (Manager)<br><br>All Nursery Practitioners                                                    | NA           | NA |

|                                                                              |                                          |                                                                                                                                                    |      |                                                                                         |    |    |
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| Microwave                                                                    | Staff                                    | Instructions with diligence in use.<br>Regularly Inspected<br>PAT tested annually                                                                  | None | Kirsty Henley<br>(Manager)<br><br>All Nursery<br>Practitioners                          | NA | NA |
| Cooker Gas<br>Hob/Oven                                                       | All in<br>building                       | Instructions with diligence in use<br>Staff trained to use.<br>Fire blanket kept on wall in<br>kitchen.                                            | None | Kirsty Henley<br>(Manager)<br><br>All Nursery<br>Practitioners                          | NA | NA |
| Children<br>involved in<br>cooking<br>activities                             | Staff<br>Children                        | No access to cooking equipment<br>in the kitchen.<br>All cooking preparation is taken<br>place in the classroom only.<br>Supervision at all times. | None | All Nursery<br>Practitioners                                                            | NA | NA |
| Appropriate<br>storage of<br>food                                            | Staff<br>Children                        | Food is stored in high cupboards                                                                                                                   | None | Kirsty Henley<br>(Manager)<br><br>All Nursery<br>Practitioners                          | NA | NA |
| Procedure for<br>ensuring food<br>is within best<br>before date or<br>spoilt | Staff<br>Children<br>Visitors            | Checked daily and every Friday<br>Cleared out.                                                                                                     | None | Kirsty Henley<br>(Manager)<br><br>All Nursery<br>Practitioners                          | NA | NA |
| Adequate<br>lighting<br>including<br>storage areas                           | Staff                                    | Lighting in all areas for<br>emergencies                                                                                                           | None | Lucy Whitehead<br>(Owner)<br>Emma Fowles<br>(Ops Manager)<br>Kirsty Henley<br>(Manager) | NA | NA |
| Radiators                                                                    | Staff                                    | Guards in baby and toddler<br>rooms and hallway entrance                                                                                           | None | Kirsty Henley<br>(Manager)                                                              | NA | NA |
| Boiler                                                                       | All in<br>building                       | Serviced annually – See<br>certificate<br>Derek Clarke – registered<br>engineer 02392 358324<br>07801639162                                        | None | Kirsty Henley<br>(Manager)                                                              | NA | NA |
| Electrical<br>equipment                                                      | Staff<br>Children<br>Parents<br>Visitors | All PAT tested annually                                                                                                                            | None | Kirsty Henley<br>(Manager)                                                              | NA | NA |
| Prevention of<br>children<br>touching wall<br>sockets                        | Staff<br>Children                        | Socket covers fitted. Children<br>learn through safety topics not to<br>touch.                                                                     | None | Kirsty Henley<br>(Manager)<br><br>All Nursery<br>Practitioners                          | NA | NA |
| Prevention of<br>socket<br>overloading                                       | Staff<br>Children                        | Double sockets available.<br>No extension leads used.                                                                                              | None | Kirsty Henley<br>(Manager)<br><br>All Nursery<br>Practitioners                          | NA | NA |
| Equipment<br>storage                                                         | Staff                                    | Adequate room for equipment<br>Basement for extra storage.                                                                                         | None | Kirsty Henley<br>(Manager)                                                              | NA | NA |

|                                                                                                        |                                              |                                                                                                                                                                                         |      |                                                          |    |    |
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|                                                                                                        |                                              |                                                                                                                                                                                         |      | All Nursery Practitioners                                |    |    |
| Policies and safety regarding children's access to equipment                                           | Staff<br>Children                            | Supervised by adults at all times                                                                                                                                                       | None | Kirsty Henley (Manager)<br><br>All Nursery Practitioners | NA | NA |
| Water play safety and security                                                                         | Staff<br>Children<br>Visitors<br>Parents     | Covered or supervised at all times<br>Wet floor signs when needed.                                                                                                                      | None | All Nursery Practitioners                                | NA | NA |
| Where water could form a pool on equipment or covering's                                               | Staff<br>Children<br>Parents and<br>Visitors | Daily risk assessments of garden's- am and pm – safety procedures followed                                                                                                              | None | Kirsty Henley (Manager)<br><br>All Nursery Practitioners | NA | NA |
| Protection of safety from herbicides/pesticides used in the garden                                     | Staff<br>Children                            | None used                                                                                                                                                                               | None | Kirsty Henley (Manager)                                  | NA | NA |
| Steps taken to alert both adults and children to danger from poisonous plants                          | Staff<br>Children<br>Parents<br>Visitors     | None on the premises - See List                                                                                                                                                         | None | Kirsty Henley (Manager)                                  | NA | NA |
| Outdoor areas checked and cleared before using, including rubbish and animal faeces                    | Staff<br>Children                            | Daily Risk assessment – am and pm – safety procedures followed<br>Ground swept daily                                                                                                    | None | Kirsty Henley (Manager)<br><br>All Nursery Practitioners | NA | NA |
| Controls to protect children and adults from spilled hot drinks                                        | Children<br>Staff<br>Visitors<br>Parents     | Children are supervised when moving through the kitchen. Staff consume hot drinks in the kitchen only, never around or near the children.                                               | None | Kirsty Henley (Manager)<br><br>All Nursery Practitioners | NA | NA |
| Systems in place to ensure children never come into contact with substances of which they are allergic | Staff<br>Children<br>Parents<br>Visitors     | Staff made aware. Health Care Plans and Registers kept in all classrooms, kitchen and office along with dietary requirements lists.<br>Nursery to provide all snacks, lunches and teas. | None | Kirsty Henley (Manager)<br><br>All Nursery Practitioners | NA | NA |
| Children's snacks and mealtimes                                                                        | Staff<br>Children<br>Parents                 | Supervised by a member of staff. All staff Paediatric First Aid Trained.                                                                                                                | None | Kirsty Henley (Manager)                                  | NA | NA |

|                                                                               |                                          |                                                                                                                                            |      |                                                             |    |    |
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|                                                                               |                                          | Grapes always cut long ways, never given whole.                                                                                            |      | All Nursery Practitioners                                   |    |    |
| Constant supervision of activities                                            | Staff<br>Children<br>Visitors<br>Parents | Fully supervised. Ratios adhered to at all times                                                                                           | None | Kirsty Henley (Manager)<br><br>All Nursery Practitioners    | NA | NA |
| Safety of children handling and storing of equipment and materials            | Staff<br>Children<br>Parents<br>Visitors | Supervised at all times. Storage areas kept clean and tidy.                                                                                | None | Kirsty Henley (Manager)<br><br>All Nursery Practitioners    | NA | NA |
| Play equipment safety                                                         | Staff<br>Children                        | Daily risk assessments twice daily, Level 2 risk assessments and significant incident reports.                                             | None | Kirsty Henley (Manager)<br><br>Senior Nursery Practitioners | NA | NA |
| Safety of children's toys (new or second hand)                                | Staff<br>Children                        | Checked daily. Sterilised on a regular basis.                                                                                              | None | All Nursery Practitioners                                   | NA | NA |
| Suitable paints and glues for children                                        | Staff<br>Children                        | Purchased suitable items from children's suppliers i.e. Galt                                                                               | None | Kirsty Henley (Manager)                                     | NA | NA |
| Suitable indoor and outdoor sand                                              | Staff<br>Children                        | Ordered suitable sand recently from Argos                                                                                                  | None | Kirsty Henley (Manager)                                     | NA | NA |
| Covering of outdoor sand when not in use                                      | Staff<br>Children<br>Visitors<br>Parents | Always covered after use. Sieved for foreign objects on a regular basis.                                                                   | None | Kirsty Henley (Manager)                                     | NA | NA |
| Procedures in place to ensure children who are sleeping are checked regularly | Staff<br>Children                        | Sleep policy. Sleep room and sleep room check form. Risk assessments twice daily. No long items such as dummy clips in cots with children. | None | Kirsty Henley (Manager)<br><br>All Nursery Practitioners    | NA | NA |
| Parents' consent before major outings                                         | Staff<br>Children<br>Parents             | General walks are recorded and stored in files. Permission slips are given to parents.                                                     | None | Kirsty Henley (Manager)<br>Senior Nursery Practitioners     | NA | NA |
| Adult: child ratio's on outings                                               | Staff<br>Children<br>Parents             | Under 3 1-2 ratio, Above 3 1-4 ratio. Reins and buggies for young children and high visibility vest for older children                     | None | Kirsty Henley (Manager)<br><br>All Nursery Practitioners    | NA | NA |
| Child ratio of those not attending the                                        | Staff<br>Children                        | 3-4 staff in each room<br>Ratios adhered to at all times                                                                                   | None | Kirsty Henley (Manager)                                     | NA | NA |

|                                                                                                                                                |                                          |                                                                                                                      |      |                                                                                |    |    |
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| outing and left behind                                                                                                                         |                                          |                                                                                                                      |      | All Nursery Practitioners                                                      |    |    |
| Sufficient supervision to prevent unauthorised access to children and/or children becoming lost                                                | Staff<br>Children<br>Parents             | 3-4 staff in each room. Higher ratio's for outings – See above                                                       | None | Kirsty Henley (Manager)<br><br>All Nursery Practitioners                       | NA | NA |
| Records and written policies                                                                                                                   | Staff<br>Children<br>Parents             | See Policy and Procedures file. Regularly updated and reviewed                                                       | None | Lucy Whitehead (Owner)<br>Emma Fowles (Ops Manager)<br>Kirsty Henley (Manager) | NA | NA |
| Injury prevention to staff and helpers when handling large items of play equipment<br><br>Are working practices revised for pregnant employees | Staff<br>Children                        | See induction process<br>Manual lifting and handling advice<br>Separate risk assessment for pregnant practitioners   | None | Kirsty Henley (Manager)                                                        | NA | NA |
| Risk of injury due to size, shape and weight of equipment, alternative solutions                                                               | Staff<br>Children<br>Parents<br>Visitors | Handy man to assist.<br>Correct lifting equipment used.<br>Ladders used, one person holding while one person climbs. | None | Kirsty Henley (Manager)                                                        | NA | NA |
| Adult safety to stored equipment and changing of light bulbs                                                                                   | Staff                                    | Staff not to change light bulbs<br>Maintenance man<br>Pete Custance                                                  | None | Kirsty Henley (Manager)<br><br>Pete Custance                                   | NA | NA |
| Safety of the equipment in rooms for adults to use including chairs                                                                            | Staff<br>Children<br>Parents<br>Visitors | Wooden chairs provided and larger metal framed chairs                                                                | None | Kirsty Henley (Manager)<br><br>All Nursery Practitioners                       | NA | NA |
| Clear and appropriate warning signs                                                                                                            | Staff<br>Children<br>Parents<br>Visitors | Regulated signs visible above all fire exit doors                                                                    | None | Lucy Whitehead (Owner)<br>Emma Fowles (Ops Manager)<br>Kirsty Henley (Manager) | NA | NA |

|                                                                                                                          |                                          |                                                                                            |      |                                                                                        |    |    |
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| Smoke detectors/alarms in all high-risk areas, especially if smoke may not be seen for some time                         | Staff<br>Children<br>Parents<br>Visitors | A1 Security Fire Alarm, termly serviced                                                    | None | Lucy Whitehead (Owner)<br><br>Emma Fowles (Ops Manager)<br><br>Kirsty Henley (Manager) | NA | NA |
| Established emergency procedure to emergency evacuation<br>Clearly signed and available for all?<br>Rehearsed regularly? | Staff<br>Children<br>Parents<br>Visitors | Regular rehearsal of evacuation recorded.<br>See procedures<br>Signage above doors         | None | Lucy Whitehead (Owner)<br><br>Emma Fowles (Ops Manager)<br><br>Kirsty Henley (Manager) | NA | NA |
| Is there a no smoking policy in force                                                                                    | Staff<br>Children<br>Parents<br>Visitors | No smoking on the premises.<br>See signs<br>See policy                                     | None | Kirsty Henley (Manager)                                                                | NA | NA |
| Are fire-fighting appliances in place and regularly checked?                                                             | Staff<br>Children<br>Parents<br>Visitors | See certificate.<br>See dates on all equipment                                             | None | Lucy Whitehead (Owner)<br>Emma Fowles (Ops Manager)<br>Kirsty Henley (Manager)         | NA | NA |
| Access to First Aid Box                                                                                                  | Staff<br>Children                        | This is stored in the kitchen<br>Checked regularly and replenished, also one in each room. | None | Lucy Whitehead (Owner)<br>Emma Fowles (Ops Manager)<br>Kirsty Henley (Manager)         | NA | NA |
| Does it contain the recommended items?                                                                                   | Staff<br>Children                        | All recommended items contained                                                            | None | Lucy Whitehead (Owner)<br>Emma Fowles (Ops Manager)<br>Kirsty Henley (Manager)         | NA | NA |
| Are its contents regularly topped up?                                                                                    | Staff<br>Children                        | Regularly re-stocked                                                                       | None | Lucy Whitehead (Owner)<br>Emma Fowles (Ops Manager)<br>Kirsty Henley (Manager)         | NA | NA |
| Accident Book accessibility                                                                                              | Staff<br>Children                        | The accident book is kept safe and accessible in the kitchen                               | None | Kirsty Henley (Manager)                                                                | NA | NA |
| Do all adults know where this is and how to use it?                                                                      | Staff<br>Children                        | All staff are informed                                                                     | None | Kirsty Henley (Manager)                                                                | NA | NA |



|                                                                                                                   |                                          |                                                                                                                                                    |      |                                                          |    |    |
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| Identifying potential accidents and hazards                                                                       | Staff<br>Children<br>Parents<br>Visitors | Risk assessments are used twice daily in classrooms and in both gardens                                                                            | None | Kirsty Henley (Manager)<br>Senior Practitioners          | NA | NA |
| Displayed list of First Aiders                                                                                    | Staff                                    | Displayed in the kitchen and in the office<br>All staff are first aid trained.                                                                     | None | Kirsty Henley (Manager)                                  | NA | NA |
| Procedures in place for storage of children's medication?                                                         | Staff<br>Children                        | Medications are named and stored in a locked cupboard in the kitchen<br>Stored in top cupboard upstairs in kitchen                                 | None | Kirsty Henley (Manager)<br><br>All Nursery Practitioners | NA | NA |
| Administration of medications records                                                                             | Staff<br>Children                        | All information is recorded on a medication sheet which is kept in a folder in the appropriate classroom.                                          | None | Kirsty Henley (Manager)<br><br>All Nursery Practitioners | NA | NA |
| Controlling water temperature to prevent scalding                                                                 | Staff<br>Children                        | The taps in the children's bathroom are controlled by a thermostat                                                                                 | None | Kirsty Henley (Manager)                                  | NA | NA |
| Hygiene of toilet area and nappy disposal                                                                         | Staff<br>Children                        | All toilets are cleaned daily.<br>Nappy changing facilities are within the classroom with nappy disposal units                                     | None | Kirsty Henley (Manager)<br>All Nursery Practitioners     | NA | NA |
| Nappy changing facilities to prevent children falling off                                                         | Staff<br>Children                        | Nappy changing units are provided, and all staff trained how to change nappies safely                                                              | None | Kirsty Henley (Manager)<br><br>All Nursery Practitioners | NA | NA |
| Washing facilities for both hand washing and washing up                                                           | Staff<br>Children<br>Parents<br>Visitors | Hand basins provided in the toilet areas, hand washing up facility located in the centre of the sink located in the kitchen                        | None | Kirsty Henley (Manager)                                  | NA | NA |
| Procedures in place to ensure only fit persons have unsupervised access to children (e.g. helping with toileting) | Staff<br>Children                        | Only staff with a DBS enhanced disclosure are permitted to assist during toileting unsupervised, however when possible 2 person should be present. | None | Kirsty Henley (Manager)                                  | NA | NA |
| Staff and volunteer's induction procedures in place for safety of lifting and moving equipment without injury     | Staff<br>Children<br>Parents<br>Visitors | We have an in-depth staff induction procedure                                                                                                      | None | Kirsty Henley (Manager)                                  | NA | NA |

|                                                                                                                                                         |                                          |                                                                                                                                                                                                         |      |                                                                                                 |    |    |
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| Staff health and safety training records                                                                                                                | Staff<br>Children                        | This is recorded in the induction process then filed in the employee's file and is written in the policy book                                                                                           | None | Kirsty Henley<br>(Manager)                                                                      | NA | NA |
| Availability of written health and safety policy                                                                                                        | Staff<br>Parents<br>Visitors             | This is available to all and is contained in the policies and procedures book. There is also a copy kept in the main kitchen.                                                                           | None | Kirsty Henley<br>(Manager)                                                                      | NA | NA |
| Displaying of Health and Safety at Work poster                                                                                                          | Staff<br>Parents                         | This poster is displayed in the kitchen                                                                                                                                                                 | None | Kirsty Henley<br>(Manager)                                                                      | NA | NA |
| Procedures in place to ensure insurance is renewed every year                                                                                           | Staff<br>Parents<br>Children<br>Visitors | The owner is responsible to renew insurance                                                                                                                                                             | None | Lucy Whitehead<br>(Owner)                                                                       | NA | NA |
| Displaying of the Certificate of Employers Liability<br>Are old copies filed and kept for 40 years?                                                     | Staff<br>Children<br>Visitors<br>Parents | This is displayed in the kitchen<br><br>Kept with owner                                                                                                                                                 | None | Lucy Whitehead<br>(Owner)                                                                       | NA | NA |
| Group's contents appraised at least annually, and a copy of the inventory kept?<br><br>Does the insurance reflect the inventory total replacement cost? | Staff<br>Children<br>Parents<br>Visitors | Room inventories conducted as required                                                                                                                                                                  | None | Lucy Whitehead<br>(Owner)<br><br>Emma Fowles<br>(Ops Manager)<br><br>Kirsty Henley<br>(Manager) | NA | NA |
| Procedures in place to ensure references are received for new starters<br><br>Criminal Record Bureau (DBS) checks conducted                             | Staff<br><br>Staff                       | All references are requested and filed in the employee files.<br>Minimum of 2 written references requested. At least one of those references is checked verbally<br><br>We request a DBS for all staff. | None | Kirsty Henley<br>(Manager)                                                                      | NA | NA |

|                    |                     |                                                                                                                       |      |                                                          |    |    |
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| when appropriate?  |                     |                                                                                                                       |      |                                                          |    |    |
| Aggressive Parents | All in the building | Member of staff would alert help immediately from a co-worker or member of management<br>Call the Police if necessary | None | Kirsty Henley (Manager)<br><br>All Nursery Practitioners | NA | NA |

### **Health and Safety Measures**

A good Health and Safety campaign is of utmost importance. Parents want the assurance that their child is safe when in the care of our school. Please be careful to read and understand this document and do not hesitate to ask questions on any subjects that you may be unsure of.

#### **IMMUNISATION**

Each parent has been asked to complete a registration form showing that the child has been fully immunised and has recorded any common illness that the child has had prior to joining the nursery. All personnel should be aware of this and should refer to the file if any queries arise regarding the child.

All personnel should be alert for any signs of infectious disease. If in doubt refer to the guide on infectious diseases kept near the first aid station or ask the supervisor for advice.

All parents are advised of the statutory requirements to report infectious diseases in the joining information package. We follow the guidelines laid down by the department of health for the control of infectious diseases in schools.

#### **ALLERGIES OR REACTIONS**

The registration form will contain information regarding any known reactions or allergies for a particular child. Dietary requirement lists are also displayed in each classroom and in the kitchen. All personnel are requested to ensure they are familiar with the details concerning all children in their care.

#### **WINDOWS AND DOORS**

Windows and doors are fitted with safety locks or child gates for use when doors are open. All personnel are urged to be vigilant and ensure these are correct at all times.

Windows are fitted with safety film and in the event of damage the matter needs to be reported to the supervisor without delay.

The main door must be manned at all times when children are leaving or entering the premises and the road gate should remain closed. The road gate is locked and bolted whilst the children are present in the front garden.

#### **ELECTRICITY AND GAS**

All electric points should contain one of the plastic safety covers provided at all times when not in use. All personnel must ensure these are replaced after use. Please also ensure that all electric cables are tidy and secure and report any damage to any equipment.

No children should be left unattended in the kitchen at any time.

The gas supply is checked regularly. All staff must note the position of the main gas tap. Check cooker taps are off after use or cleaning and if any gas is smelt check the taps again. If a smell persists turn off the main, inform the supervisor and evacuate.

## **FURNITURE**

All staff are advised to be vigilant to the dangers of furniture. Any damage affecting use should be reported immediately

## **STAIRS**

Stairs are provided with stair gates and must remain closed at all times.

## **FIRE PREVENTION**

The building has been inspected by the fire department and routes of escape are displayed. All personnel should be aware of the nearest exit and actions to be taken in the event of fire. Fire drills are held at intervals throughout the year. All personnel should be aware of the location of and method of use of the fire blankets and extinguishers provided.

## **FIRST AID**

All personnel should know the location of the first aid box provided. If any items are used please ensure to request a replacement. Certain members of staff are trained in first aid and emergency actions. These personnel have attended courses and should be consulted in an emergency. Seminars and demonstrations will be held at intervals to instruct others. Consult contact names displayed for responsibility for first aid and emergency procedures.

## **SAFETY**

All chemicals and cleaning materials are kept in a locked cupboard and must be replaced there after use.

All personnel must know the location of the health and safety information, kept on the premises, for all products in use.

If you suspect that any person has swallowed a harmful substance.

- a) Gently give a drink of milk or water
- b) Do not attempt to make them sick
- c) If you can identify the product find the health and safety information which will advise emergency action.
- d) Call a doctor or take the child immediately to the hospital with the product and the safety sheet, if possible. If necessary, call an ambulance.
- e) Above all try to act calmly to avoid upsetting the person

## GENERAL ACCIDENTS

All personnel should be aware of the location of the accident book for staff members, and emergency telephone numbers. In the event of a minor accident with the children, record on Parent Admin: the date; the time; the nature of the accident; the extent of any injuries; the persons present, and the actions taken. The parent then signs the report once notified via Parent Admin.

## HYGIENE

Adopt a strict standard of hygiene at all times. Disposable gloves are provided, and all rubbish should be disposed of and bags sealed.

The following points need to be observed for the protection of all:

- 1) Bag up and dispose of any spilt faeces and dirty nappies using the disposal system provided.
- 2) Disinfect any surface after bodily fluid spillage (urine, blood or vomit) with the surface disinfectant provided and dispose of immediately.
- 3) Wash any clothes stained with blood or vomit in 96c wash.
- 4) Wash a cut out immediately with soap and water.
- 5) Use disposable gloves at all times.
- 6) Discourage biting.
- 7) Cover all cuts and abrasions with a waterproof dressing.
- 8) Wash all splashes of blood on the skin with soap and water.
- 9) Wash with large quantities of water any splashes of blood on the eyes or the mouth.
- 10) Always accompany a child to the toilet and encourage them to follow the correct hygiene procedure throughout. Ensure the toilet area is kept constantly clean.

All children wash their hands after playing in the garden and before eating. Staff members clean younger children and babies' hands with wet wipes to ensure they are fully protected from the spread of germs and/or infection.

## RISK ASSESSMENT

Upon opening the Nursery in the morning, the deputy, or the first person to arrive, will assess both the inside and outside areas and complete the risk assessments within each classroom as well as the common area and gardens. Any temporary hazards can be cleared or adjusted but anything requiring further attention will be raised on a Level 2 risk assessment or in significant cases a significant incident report will be written. This will then be noted for maintenance and he/she will follow the steps in the following point.

## POTENTIAL HAZARDS

In the event of a member of staff noticing any structural damage to the premises, either on the inside or the outdoor area that he/she deems to be a risk to the children's health or safety he/she will immediately report the hazard to the manager.

On closer examination the manager will decide what action to be taken. If it is of no immediate danger to the children a level 2 risk assessment will be written in order for the regular maintenance person to repair at his next visit. If the risk to the children's safety is more serious she may close off that part of the building, write up a significant incident report and contact the maintenance person for immediate attention and contact the owner to discuss closure of all or part of the Nursery school.

### **NO SMOKING, DRINKING AND DRUGS**

Smoking, consumption of alcohol and drugs is prohibited inside the nursery premises and nursery grounds.

### **HOT DRINKS**

Hot drinks are not permitted in any of the nursery classrooms. If a member of staff wishes to drink a hot drink, they must drink it in the kitchen away from the children.

All personnel are requested to be vigilant at all times and to report any difficulties or damages to the management without delay.

Statutory health and safety notices showing the obligations of the employees and the management are displayed on the premises and more detailed information on any aspect is available on request.

This policy was reviewed on 1<sup>st</sup> July 2024

By: Emma Fowles (Operations Manager)

