



## Health and Safety Policy

### **EYFS Legal Requirement**

Providers must ensure that their premises, including overall floor space and outdoor spaces, are fit for purpose and suitable for the age of children cared for and the activities provided on the premises. Providers must comply with requirements of health and safety legislation (including fire safety and hygiene requirements). (3.54 pg 27)

**Every Child Matters Outcome:** Staying Safe

This policy applies to

1. Early Years Register (EYR)
2. Childcare (CR)

### **Policy**

St Bede's Childcare has a commitment towards staff, parents/carers, visitors and children to take positive steps to promote safety both while indoors and outdoors and ensure that the children have good health whilst within our care. Members of staff possess sound awareness of up to date health and safety procedures and are up to date with current legislation.

The Health & Safety at Work Act imposes statutory duties on employers and employees. To enable these statutory duties to be carried out, it is the policy of this organisation, so far as is reasonably practicable, to ensure that responsibilities for safety and health are properly assigned, accepted and fulfilled at all levels of our Organisation. Also, that all practicable steps are taken to safeguard the health, safety and welfare of all our employees, children, students and visitors to the premises or operations under our control.



The nursery strives to provide the children with an environment that keeps them and others safe and secure. Whilst in our care we do this by:

Having a Health and Safety coordinator role whose role is to be responsible for the overall health and safety of the nursery.

### **Safety**

The nursery management make regular assessments of the environment internally and externally to identify and act on any hazards that they may observe.

All gas, electrical and other appliances are regularly checked that they conform to safety requirements, and precautions are taken to ensure that none of these appliances pose a hazard to children.

During staff inductions, staff are trained in manual handling, storage of dangerous substances, basic food hygiene and carrying out and using risk assessments.

Precautions are taken to ensure that they are appropriate for the age and stage of development of all the children.

We ensure that toys and equipment conform to safety requirements by only purchasing from reputable suppliers whose toys and equipment carry the approved child safety kite mark.

The equipment that the children use is checked daily and any broken or unsafe toys or equipment are immediately removed and either repaired or discarded.

Prior to the children playing in the outdoor area, a member of staff will check the area and undertake a risk assessment to ensure the area is safe from harmful objects such as broken glass, dog excrement etc and the area is completely secure before allowing the children to use it.

The nursery ensures that all cleaning materials and other substances are kept in locked areas, away from children's accessibility.

### **Fire Safety**

The Fire Safety Officer inspects the premises once a year and the nursery complies with any recommendations made in the Fire Officer's report.



Fire exits are clearly marked and kept free from obstruction. Staff ensure fire exits are monitored daily for any obstructions as part of their daily Health and Safety checks.

The Nursery has a fire evacuation procedure clearly displayed. All staff, trainees and volunteers are informed of these procedures as part of their induction. There are also green fire exit signs above the fire doors clearly identifying exit routes. People are informed on arrival at the Nursery if a fire drill is imminent and where the fire exits are should they hear the alarm.

The Nursery evacuation point is: main school playground

There are appropriate fire blankets, fire extinguishers and break glass points designated around the Nursery areas which are regularly checked by the council and stickers are placed on the item to indicate when they need to be checked again.

Regular fire drills are carried out and recorded frequently.

All these procedures comply with the Fire Safety regulations including the “Regulatory reform” (Fire Safety) order 2005.

It is the responsibility of the designated Fire Officer to arrange the maintenance of the fire safety equipment at the appropriate time and to ensure drills are carried out.

### **Public Liability**

A copy of our Public Liability Certificate is displayed on the parents’/carers’ notice board in the reception of the Nursery and within the manager’s office.

### **Health**

We maintain high standards of cleanliness with regards to equipment, food preparation, toilet areas and all areas of the Nursery.



The staff clean and maintain the toys and equipment by using weekly and daily cleaning checklists.

Staff who are responsible for the preparation and handling of food have attended a relevant Food Hygiene course, and are also given guidelines to follow when storing and preparing food by following 'Safer food better business' procedures.

- **First Aid**

The nursery always has qualified first aiders on site and it is our aim to have all members of staff working with the children qualified in pediatric first aid.

Our First Aid boxes are located in each of the children's rooms. These are out of the children's reach and comply with the [Health and Safety \(First Aid\) regulations 1981](#). Its contents are checked regularly and items are replaced when necessary.

### **Medicines and Sick Children**

We have a medication policy and procedures on how to administer medication to the children in our care. The staff follow these at all times and the parents/carers are made aware of these procedures. We also have a policy for the exclusion of sick or infectious children. This policy includes the procedures that we follow in contacting parents/carers in the event of a child becoming unwell whilst at nursery.

### **Smoking**

We prohibits smoking both on the premises and in the grounds. The management will ensure that the staff, parents, carers, volunteers, trainees and visitors are made aware of the No Smoking Policy.

### **Risk Assessments**

The Nursery has risk assessments that are carried out on a daily, quarterly and annual basis

Each area of the Nursery is risk assessed at least every year if not sooner. These risk assessments are re-done if there have been any changes to the area or if there has been an accident involving items placed within the area.



### **Nursery security**

Parents/carers are asked to leave an agreed password with Nursery, for use in the event of an unknown person to Nursery collecting a child from the Nursery. Parents/carers must also inform Nursery on an individual basis if this is the case.

The Nursery environment is completely secure, all entrances and exits are only accessible by adults. No one is able to enter the building without being admitted by the staff in the Nursery.

All outdoor areas are enclosed; gates remain locked and can only be accessed by the staff. Staff follow strict procedures in keeping children safe and these include ensuring that the children have access to completely secure environments.

Staff and visitors sign in/out daily at the Nursery, stating the date and time of their arrival and departure; visitors must produce a form of identification before being allowed entry and this will be documented as soon as they sign in. Visitors are shown the Visitor's Code of Conduct and are asked to sign in our Visitors book to show that they have read the document. The signing in book is located in the reception

The Nursery follows a hand over procedure with the child's parent/carer for when they arrive and depart. Staff ensure that they have good communication from the parents/carers as to how the child has been before arriving at Nursery and a detailed description of how they have been at Nursery and the things that activities enjoyed. We do this to ensure that we have a clear understanding of whether the child may be unwell or distressed etc.

See Arrivals and Departures policy.

St Bede's have child registers and these are used specifically to make it clear who the child is with at particular times of the day to ensure these children are completely safeguarded.



The Nursery has a key pad system on the door which only the staff have access to and parents/carers need to have the door released to them once the staff member is satisfied that that the person is known, otherwise entry will be refused. The manager's office holds a communication area to speak to the unidentified person for identification verification.

### **Accident Forms**

Staff have a clear procedure for filling in accident/incident forms and ensuring that parents/carers are informed. Parents/carers will be asked to sign the form.

Room Leaders are responsible for maintaining the accident records. We follow a system where every month the accident forms are correlated to see if there are any patterns of accidents/incidents. The system means that the Room Leaders can evaluate the setting and the accidents/incidents to see if there is any way of reducing them, or if there any causes for concern.

Confidentiality is maintained by all staff when asking parents/carers of the child who has been hurt to sign the accident form, this is particularly important when other children have been involved. The forms are kept out of view until the parents/carers arrive. The accident records are stored in a locked cabinet in the manager's office in the child's confidential file.

Staff will then ensure that OFSTED and RIDDOR(**Reporting of Injuries, Diseases and Dangerous Occurrences Regulations**) are contacted ( if applicable) See below for when RIDDOR must be informed:

- A death or major injury, which includes a fracture (but not of fingers, thumbs or toes), an amputation, dislocation, permanent or temporary loss of sight, and an injury from an electric shock;
- A reportable disease;
- A dangerous occurrence, which didn't, but could have, resulted in a reportable injury;



- An injury resulting in hospital admission.

Notification must be made as soon as reasonably practicable, but this must be done within 14 days of the incident occurring.

### **Outdoor**

Staff check the outdoor area daily for hazards or poisonous plants etc. They must fill in an external outdoor check form and check all areas before allowing the children to use the outdoor areas.

The staff member will then ensure that the plants are removed and placed in a bag in the outdoor bin and then their hands must be thoroughly washed before continuing to work with the children. Any poisonous plants found that we are unable to move will be cordoned off by the management, and children will not be allowed to access the area until safe to do so.

The outdoor areas are all safe and secure, restricting any access from unauthorised people.

The Nursery staff have access to opening gates within the outdoor area if an evacuation is needed and this can be done easily.

Children are supervised at all times during their day at the Nursery, the staff have child registers that they carry with them at all times and they ensure that parents/carers collecting/dropping off their children sign their child in/out.

The management ensure that they have the correct staff:child ratios at all times to ensure that the children remain appropriately supervised.

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