



Orchard Day Nursery
Queens Park Road
Brighton
BN2 0GL

Health and safety statement general policy

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

The policy will be kept up-to-date, particularly as the 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.

Aims and objectives

The aim of this policy statement is to ensure that all reasonably practical steps are taken to ensure the health, safety and welfare of all persons using the premises.

To achieve this we will actively work towards the following objectives:

- Establish and maintain a safe and healthy environment throughout the nursery including outdoor spaces.
- Establish and maintain safe working procedures amongst staff and children.
- Follow the regulations of the Health & Safety at Work Act 1974 and any other relevant legislation.
- Maintain a healthy and safe nursery and safe entry and exit from it.
- Make arrangements for ensuring safety and the absence 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.

- Formulate effective procedures for use in case of fire and other emergencies and for evacuating the nursery premises. We will 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 disabilities and ensure all areas of the nursery are accessible (wherever possible).
- Provide a safe environment for students or trainees to learn.
- Encourage all staff, visitors and parents to report any unsafe working practices or areas to ensure immediate responses by the management.

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 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.
- Ensure that all members of staff are aware of the procedure to follow in case of accidents for staff, visitors and especially 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.
- Prohibit smoking on the nursery premises.
- Prohibit any contractor from working on the premises without prior discussion with the officer in charge.
- 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, e.g. peanuts are not allowed in the nursery
- Ensure risk assessments are undertaken on the storage and preparation of food produced 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 Shauna Caulfield-Gates, Robert Severn and Samantha Scrivens.

The Proprietor has overall and final responsibility for this policy being carried out at:
Orchard day nursery, Queens park Road, Brighton, East Sussex, BN2 0GL
 01273 622883

The manager/deputy nursery manager will be responsible in her absence.

All employees have the responsibility to co-operate with senior staff and the manager/deputy 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 appropriate person named 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 Shauna Caulfield-Gates, Robert Severn and Samantha Scrivens.

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.
- 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.

- All equipment and areas will be checked thoroughly by staff before children access the area. These checks will be recorded in each room and initialled by the staff responsible. All unsafe areas will be rectified by this member of staff to ensure the safety of children, if this cannot be achieved the manager/deputy 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.
- 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.