Fledglings Day Nursery

# Health and Safety Policy

Date Reviewed: August 2023

Review Due: August 2024

Reviewed by: Miss A West

# 1 Introduction

The revised EYFS (Sept 2014) requires all providers to have an effective health and safety policy.

This policy must identify how the procedures put in place will ensure that children and staff are kept safe and healthy.

## 2 Aims and objectives

This policy aims to help children, parents/carers and staff be aware of any potential health and safety issues and how these will be addressed or monitored.

The objective of this policy is to minimise or eliminate hazards and risks in order to enable our children and staff to thrive in a healthy and safe environment.

**3** **Health and safety**

We believe that the health and safety of children and staff is of paramount importance and we are committed to providing a safe and healthy environment for children, parents/carers and staff.

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

* involving all staff in all matters concerning health and safety;
* preventing accidents, injuries and ill-health and by indentifying and eliminating any hazardous situations;
* achieving a high standard of occupational health, safety, welfare and hygiene;
* controlling situations likely to be hazardous to health and safety or cause damage to persons or equipment within the school/setting;
* providing a safe and healthy environment;
* recording accidents in an accident book and reflecting on the data this provides.

**3.2** We have clear and well-understood procedures for assessing any risks to children’s safety and we review these risk assessments regularly.

**3.3** Our risk assessment procedures are part of a continuous process to prevent any dangerous incident taking place. They are the responsibility of all staff as part of their daily duties.

**3.4** Our risk assessment processes follow five basic steps:

* Identification of the risk.
* Who is at risk.
* Assessment of the level of risk - high, medium, low.
* Control measures to reduce/eliminate risk.
* Monitoring and review of the risk.

**3.5** Our risk assessment covers children, staff and any visitors and includes:

* checking and noting observed hazards and risks
* assessing the level of risk and who might be affected
* deciding which areas need attention and developing an action plan that specifies the action(s) required, the time-scales for action, the person responsible for the action and any funding required
* making safety checks of the environment daily before the session begins.

**3.6** Induction of staff includes a clear explanation of health and safety issues so that they are able to understand the school/setting’s policy and procedures including their shared responsibility for health and safety.

**3.7** Records are kept of induction training sessions and new staff are asked to sign the records to confirm that they have taken part.

**3.8** The way our school/ setting approaches the important area of health and safety issues are explained to parents of new children so that they understand the part played by these issues in the daily life of the school/setting

**3.9** Health and safety training is included in the annual training plans of staff, and is discussed regularly at staff meetings.

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

## 4 Safety and security

To ensure the safety and security of all children we:

* ensure children are supervised and with a member of staff at all times;
* check all equipment regularly (see Equipment Policy) and, where appropriate, make sure it is erected/set up safely and with care;
* ensure all dangerous cleaning materials are kept in a locked cupboard away from the children;
* check electric points are guarded;
* ensure fire doors/equipment are never obstructed;
* conduct regular documented fire drills;
* have a well-stocked and in date first aid box which is available at all times;
* have at least one paediatric qualified first-aider present/on duty at all times;
* clear spillages (water, sand, paint) up immediately to eliminate the chance of slips and falls;
* do not allow staff to have hot drinks when children are present;
* ensure all warning signs are clear and in appropriate languages;
* record all accidents.(These records are reviewed regularly to identify any issues that need to be addressed;)
* appoint a Health and Safety officer;
* ensure that all gates leading to outdoors where children could leave the premises without staff being aware are locked appropriately.

**4.1** We have systems in place for the safe arrival and departure of children. The arrival and departure times of visitors are recorded. (See Children’s arrival & departure policy)

**4.2** Our systems prevent unauthorised access to our premises. Our systems prevent children from leaving our premises unnoticed.

**4.3** All resources and materials are stored safely.

**4.4** For health and safety reasons, staff and children are discouraged from wearing hooped jewellery to our school/setting.

**4.5** Jewellery or accessories worn for religious or cultural reasons are permitted. However, we cannot take responsibility for loss, damage or accidents involving this jewellery.

**5 Health and hygiene**

We promote healthy lifestyles and a high standard of hygiene amongst our children and staff

**5.1** We ask parents/carers not to bring in any child who has been vomiting or had diarrhoea or any other illness until at least 48 hours has elapsed since the last attack.

**5.2** Staff are required to wear appropriate protective clothing, such as aprons and disposable gloves. This includes situations where they are changing children ,supporting children who have vomited and attending to first aid and other medical situations.

**5.3** All equipment/toys are regularly checked for cleanliness and safety and any dangerous items are cleaned, repaired or discarded.

**5.4** All materials, including paint and glue, are non-toxic.

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

**5.6** We operate a policy of no smoking in or around the school/setting. (See No Smoking, Alcohol and Drugs policy)

**5.7** Children learn about health issues through activities we provide.

## 6 Responsibilites

All members of staff work as a team to implement this policy by :

* being fully aware of their own responsibilities for maintaining a safe and healthy environment;
* being familiar with all instructions and guidance on safety within the school;
* using common sense at all times to take responsible care for their own safety and that of others;
* reporting any previously unidentified hazards to the Headteacher/manager without delay.

**7 Insurance cover**

We have public liability insurance and employers’ liability insurance. The certificate is displayed prominently in the school office area.

## 8 Monitoring and review

This policy was agreed and implemented in August 2023 and is due for review in August 2024.

There will be ongoing monitoring of this policy as some aspects may require amending/updating before the review date should there be any incidents which take place relating to it that give cause for concern.

**Name: Miss A West**

**Signed: A West**

**Date: August 2023**