

Cuerden Nursery Health and Safety Policy

Policy Statement

This setting believes that the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, parents, staff and volunteers.

- We aim to make children, parents and staff aware of health and safety issues and to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment.
- Our member of staff responsible for health and safety is:

Insurance Cover

We have public liability insurance and employer's liability insurance. The certificate for public liability insurance is displayed on: **The parents Board**

Procedures

Awareness raising

- Our induction training for staff and volunteers includes a clear explanation of health and safety issues so that all adults are able to adhere to our policy and procedures as they understand their shared responsibility for health and safety. The induction training covers matters of employee well-being, including safe lifting and the storage of potentially dangerous substances.
- Records are kept of these induction training sessions and new staff and volunteers are asked to sign the records to confirm that they have taken part.
- Health and Safety is discussed regularly at staff meetings
- Children are made aware of health and safety issues through discussions, planned activities and routines

Safety of adults

- Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment
- When adults need to reach up to store equipment or to change light bulbs they are provided with safe equipment to do so.
- All warning signs are clear and in appropriate languages
- Adults do not remain in the building on their own or leave on their own after dark.
- The sickness of staff and their involvement in accidents is recorded.
- We keep a record of all substances that may be hazardous to health- such as cleaning chemicals. This states what the risks are and what to do if they have contact with eyes or skin and also states where they are stored.

Windows

- Low level windows are made from materials that prevent accidental breakage.

Doors

- We take precautions to prevent children's fingers from being trapped in doors by providing finger guards doors.

Floors

- All floor surfaces are checked daily to ensure they are clean and not uneven, wet or damaged

Electrical Equipment

- All electrical equipment conforms to safety requirements and is checked regularly
- Heaters, electrical sockets, wires and leads are properly guarded
- The temperature of hot water is controlled to prevent scalds
- Lighting and ventilation is adequate in all areas

Outdoor Area

- Our outdoor area is securely fenced
- Our outdoor area is checked for safety and a daily risk assessment is carried out before it is used
- Where water is can form a pool on equipment, it is emptied before children start playing outside

Hygiene

- Our daily routines encourage the children to learn about personal hygiene
- We have a daily risk assessment cleaning routine for the setting which includes play rooms, kitchen, toilets and nappy changing area. These are carried out at the beginning and end of the day.
- The toilet area has a high standard of hygiene including hand washing and drying facilities and the disposal of nappies
- We implement good hygiene practices by:
 - Cleaning tables between activities
 - Cleaning toilets regularly
 - Wearing protective clothing- such as aprons and disposable gloves
 - Providing sets of clean clothes
 - Providing tissues and wipes and
 - ensuring individual use of flannels, towels and bedding

Activities and resources

- Before purchase or loan, equipment and resources are checked to ensure that they are safe for the ages and stages of the children currently attending the setting.
- The layout of play equipment allows adults and children to move safely and freely between activities.
- All equipment is regularly checked for cleanliness and safety and any dangerous items are repaired or discarded.
- All materials, including paint and glue, are non toxic.
- Sand is clean and suitable for children's play.
- Physical play is constantly supervised.
- Children are taught to handle and store tools safely.
- Children who are sleeping are checked regularly.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.
- Any faulty equipment is removed from use and is repaired. If it cannot be repaired it is discarded.
- Large pieces of equipment are discarded only with the consent of the manager and the chairperson or owner.

Levels of Supervision

- We always maintain the adult: child ratio
- We guarantee that children will always be within the hearing and/or sight of an adult but preferably both at all times
- Registers and head counts are taken regularly to ensure that all children are on the premises
- We check sleeping children regularly
- We never leave children who are using a potty or toilet seat unsupervised
- We always escort and supervise children to the outdoor area
- We always supervise children who are eating and drinking
- We are always aware of children who are using a toilet or in the bathroom
- We do not leave any child who is on an outing or trip unattended at the venue or in a vehicle

Fire Safety

- At Cuerden Nursery we have taken advice from the local Fire Safety Officer. This includes advice on the location and suitability of our firefighting appliances.
- Fire control equipment including fire blankets, fire alarm and smoke detectors, are checked and serviced regularly
- Fire drills are recorded in the Health and Safety file and are carried out every three months
- The procedures for alerting the emergency services, as well as emergency procedures, are on display in a prominent position around the setting so that staff and visitors are able to see them.
- Fire exits and routes are clearly marked and checked regularly for ease of opening and are free from obstruction

Risk Assessments

- Every reasonable effort is made to carry out a risk assessment on every potential hazard
- All risk assessment documentation is kept in the Health and Safety file located in the office
- Risk Assessment documentation is monitored and reviewed regularly
- We carry out daily risk assessments on each room. This is the responsibility of the staff member who is on the early and the staff member who is on the late shift.
- Separate risk assessments are carried out for outings and reviewed every time an outing has taken place