



HEALTH AND SAFETY POLICY

Safeguarding and Welfare Requirements / 3.54, 3.55, 3.64, 3.65, 3.66

Precious Memories Day Nursery believes that the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, parents/ carers and staff.

Aim

We aim to make children, parents/carers 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.

Methods

The member of staff responsible for health and safety is **Mrs Marian Andoh**.

This person is competent to carry out these responsibilities. They have undertaken health and safety training and receive regular updates to their knowledge and understanding.

The necessary health and safety poster is displayed in the: **Corridor on the door**

Risk Assessment

The risk assessment process includes the following:

- Checking for hazards and risks indoors and outside, and in our activities and procedures.
- The assessment covers adults and children.
- Deciding which area needs attention.

- Developing a plan that specifies the action required including timescales. It also details the person responsible for the action.

We keep detailed written risk assessments and these are reviewed regularly and at least annually.

We maintain lists of health and safety issues that are checked:

- daily before the session begins
- weekly
- termly – when a full risk assessment is carried out.

Insurance Cover

We have public liability insurance and employers' liability insurance. The certificate is displayed in the: **Main entrance on the wall**

Awareness Raising

The risk assessment process includes the following:

Our induction training for staff includes a clear explanation of health and safety issues so that all adults are able to adhere to our policy and 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 sign the records to confirm that they have taken part.

Precious Memories Day Nursery has a no smoking policy.

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

Children's safety and security whilst at the setting is vitally important and is the responsibility of each staff member.

Only people who have been checked for criminal records by an enhanced disclosure from the CRB/DBS and are registered with Ofsted as a child carer have unsupervised access to the children, including helping them with toileting.

- Adults do not normally supervise children on their own.
- All children are supervised by adults at all times.
- At least two adults are present whenever children are on the premises.

Security

Systems are in place for the safe arrival and departure of children. There is also a system in place to ensure security in the outside areas of the setting.

- The times of the children's arrival and departure are recorded.
- Staff count and sign to ensure they are fully aware of the number of children in their care before and after outside play.
- Staff keep a running tally to ensure they are aware of all children in their care at any given time; this includes visits from another room and settling-in visits.
- The arrival and departure times of staff are recorded.
- Our systems prevent unauthorised access to our premises.

Doors/Gates

- We take precautions to prevent children's fingers from being trapped in doors and, where possible, use door guards.
- Where applicable door handles are raised to ensure adults only can operate the door.

- Entrance to the setting will only be granted by a member of staff opening the door or by a member of staff viewing a recognised parent/carer on the entrance camera and buzzing them in.
- Garden gates are secure and supervised whilst children are outside.

Outside Play

It is the responsibility of each staff member to ensure outdoor play is a secure, happy and engaging learning environment.

Staff are to be deployed at key points during outside play to enhance the children's play experience, and to enable the children to participate in appropriate age/stage-related activities safely.

Children are counted in to and out of the garden areas to ensure no child is unaccounted for.

- The outdoor area is securely fenced.
- The outdoor area is checked for safety and cleared of rubbish/foreign bodies before it is used.
- Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides.
 - Where water can form a pool on equipment, it is emptied before children start playing with it.
 - The outdoor sand pit is covered when not in use.

All outdoor activities are supervised at all times.

Floors

All surfaces are checked daily to ensure they are clean and not uneven or damaged. All staff receive training in slips, trips and falls and any accidents that occur are recorded, monitored and assessed.

Kitchen

- Children do not have unsupervised access to the kitchen.
- All surfaces are clean and non-porous.
- All non-catering staff entering the kitchen must wear a disposable apron.
- Blue disposable gloves are to be worn by non-catering staff when preparing food.
- There are separate facilities for hand washing and for washing up.
- Cleaning materials and other dangerous materials are stored out of children's reach.
- Only kitchen-appropriate cleaners are stored in this area.
- Visitors to the kitchen should wear a plastic apron and hair net.

When children take part in cooking activities, they are supervised at all times. They are kept away from hot surfaces and hot water and do not have unsupervised access to electrical equipment.

Electrical Equipment

- All electrical equipment conforms to safety requirements and is checked regularly.
- The boiler/electrical switchgear/meter cupboard is not accessible to the children.
- Fires, heaters, electric sockets, wires and leads are properly guarded and the children are taught not to touch them.
- There are sufficient sockets to prevent overloading.
- The temperature of hot water is controlled to prevent scalds.
- Lighting and ventilation is adequate in all areas including storage areas.

Storage

- All resources and materials that children select are stored safely.
- All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

Hygiene

At Precious Memories Day Nursery we regularly seek information from the Environmental Health Department and the Health Authority to ensure that we keep up to date with the latest recommendations.

- Our daily routines encourage the children to learn about personal hygiene.
- We have a daily cleaning routine for the setting, which includes children's rooms, kitchen, staff room, toilets and nappy changing areas.
- We have a schedule for cleaning resources and equipment, dressing up clothes and furnishings.
- 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
- checking toilets regularly
- wearing protective clothing such as aprons and disposable gloves as appropriate
- providing sets of clean clothes
- providing tissues and wipes
- ensuring sole use of flannels and bedding.

Activities

- Before purchasing equipment and resources, the setting staff will check to ensure that they are safe for the age and stage of the children currently attending the setting.
- The layout of play equipment allows adults and children to safely and freely move 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 every five minutes and this is recorded.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.

Food and Drink

- Staff who prepare and handle food receive appropriate training.
- They understand and comply with food safety and hygiene regulations.
- All food and drink is stored appropriately.
- Adults do not usually drink hot drinks in the play areas and at no time is a hot drink placed within reach of children.
- Snack and meal times are appropriately supervised and children do not walk about with food and drink.
- Staff actively engage with children whilst they have their meals, making the meal time a positive experience.

- Children are encouraged to serve themselves food and drink as appropriate to their age/stage of development.
- Fresh drinking water is available to the children at all times.
- We operate systems to ensure that children do not have access to food/drinks to which they are allergic.
- Babies' milk is checked and signed to ensure they receive their correct formula/ bottle.

Outings and Visits

Precious Memories Day Nursery has agreed procedures for the safe conduct of outings:

- A risk assessment is carried out before an outing takes place.
- Parents/carers always sign consent forms before major outings and have given consent to local outings.
- Our adult to child ratio is high, normally one adult to two/three children, depending on their age.
- Children are appropriately supervised to ensure no child gets lost and that no other person has unauthorised access to them.
- Records are kept of the vehicles used to transport children, with named drivers, and we provide appropriate insurance cover.
- For children remaining at the setting the correct ratios are maintained.

Animals

- Animals visiting the setting are free from disease, safe to be with children and do not pose a health risk.
- From time to time the setting may keep small, non-furry animals, such as fish, giant snails or stick insects. This promotes good animal husbandry and discussion regarding responsibility of care.

Fire Safety

All staff are aware of the location of all fire exits, the fire meeting point and where all the fire safety equipment is stored.

All children according to their age and stage ability must be made aware of the setting's fire safety procedures. These should be discussed with new children and followed up by regular reminders. If applicable, children should be aware of the location of the safe meeting point.

- Fire doors and exits are clearly marked; they must never be obstructed and must open easily from the inside.
- Fire exits should be closed, but never locked while people are in the building. Fire extinguishers and fire alarms should be tested regularly as per the fire officer's instruction.
- The manager is responsible for either arranging fire drills or appointing a fire safety officer to do so. Fire drills will take place every two months and staff will be informed when this is going to happen.
- On occasion, fire drills will take place without prior notice.
- The drills may include non-exit routes to ensure a more realistic situation.
- All drills, equipment checks and fire incidents must be recorded in the fire book and available for inspection.

Fire Prevention

Precious Memories Day Nursery will take steps to prevent fires occurring. The manager and staff must ensure the following:

- That power points or sockets are not overloaded with plugs.
- That the no smoking policy is adhered to.
- That wiring is not frayed or damaged and that fuses are checked.
- That all electrical appliances are unplugged before leaving the building.

- That all electrical appliances are checked before use to ensure safety.
- All electrical appliances must have an annual PAT certificate.
- That flammable materials are stored safely.
- The manager will discuss with new staff, volunteers and students fire safety within their induction.

In the Event of a Fire

A member of staff should raise the alarm and the emergency services should be called at the earliest opportunity.

All the children will be immediately escorted off the premises to a safe meeting point using the nearest fire exit. All personal belongings must be left behind and nobody must re-enter the building at any time. This is clearly outlined in our fire procedure, which is displayed throughout the setting.

A register of the children and staff will be taken. If a person is missing from the register, the emergency services will be informed immediately.

If for any reason the designated fire safety officer is absent at the time of an incident, the manager will assume responsibility.