

**Health and Safety Policy**

**Our statement of general policy is:**

* To provide adequate control of the health and safety risks arising from our work activities
* To provide adequate control of the health and safety risks for children and parents whilst in the nurseries care/building
* To consult with our employees on matters affecting their health and safety
* To provide and maintain safe equipment
* To ensure safe handling and use of substances
* To provide information instruction and supervision for employees
* To ensure that all employees are competent to do their tasks, and give them adequate training
* To prevent accidents and cases of work-related ill health
* To prevent accidents and minimise the risks of contact with ill health
* To maintain safe and healthy working conditions
* To maintain a safe and healthy environment
* To review and revise this policy as necessary and at yearly intervals.

**Responsibilities**

* Overall the final responsibility for Health and Safety is that of **Jo O’Bryan-Tear**
* Day-to-day responsibility for ensuring this policy is put into practice is delegated to **the Nursery Management**
* To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas: Kitchen Chef – Food safety and COSHH  
  **Nursery Manager** – Health and Safety and Fire Safety/First Aid.

**All employees have to;**

* Co-operate with supervisors and managers on health and safety matters
* Not interfere with anything provided to safeguard their health and safety
* Take reasonable care of their own health and safety
* Make sure they are not under the influence of alcohol or other substances
* Report all health and safety concerns to an appropriate person (as detailed in this policy.)

**Health and Safety Risks**

* The Nursery is a NO SMOKING and VAPING area and has a No Smoking policy
* Rubbish must not be allowed to accumulate in any part of the building
* All tables are wiped with antibacterial cleaner before snack and mealtimes. Tablecloths (where provided) are used for mealtimes
* Toilets are checked regularly for hygiene and safety and cleaned with appropriate disinfectant
* Potties are cleaned and disinfected after every use
* Paper towels or air dryers are used for drying hands
* Disposable gloves and aprons are worn for nappy changes
* Staff undertake Manual Handling training as part of induction
* Risk assessments will be undertaken by the Manager with **Room Leaders** and **staff members**
* Findings will be reported to the Manager and Proprietor (**Jo O’Bryan-Tear**)
* Action required to remove/control risks will be approved by the Manager and Proprietors
* The Manager will be responsible for ensuring the action required is implemented
* The Manager will check that the implemented actions have removed/reduced the risks
* Assessments will be reviewed annually or whenever an activity changes, whichever is soonest.

**Consultation of Employees**

* Employees will be consulted through regular staff meetings and daily interactions.

**Safe Equipment**

* **Room leaders** will be responsible for identifying equipmentin their own area that needs maintenance
* **Staff** are encouraged to clean and maintain toys, furnishings and dressing up clothes. Monthly checklists are kept by each room.
* **The Chef** will have responsibility for identifying equipment in the kitchen that needs maintenance
* **The Manager** will have responsibility for identifying equipment in the rest of the building that needs maintenance
* **The Manager** will be responsible for ensuring effective maintenance procedures are drawn up and that all identified maintenance is implemented
* Any problems found with equipment should be reported to **The Manager**
* **The Senior Management Team** will check that all new equipment meets health and safety standards before it is purchased.

**Safe Handling and use of Substances**

* **The Manager** will be responsible for identifying all   
  substances that need a COSHH assessment and undertaking   
  COSHH assessments
* **The Manager** will be responsible for ensuring that all relevantemployees are informed of COSHH assessment
* **The Manager** will check that all new substances can be used safety before they are purchased
* **Assessments** will bereviewed annually or when substances change whichever is soonest.

**Information, Instruction and Supervision**

* The Health and Safety Law poster is displayed in the setting. Health and safety information is given to all staff during their induction
* Health and safety advice are available from Environment Health services, South Kesteven District Council
* Supervision of trainees will be undertaken/monitored by **The Manager** and **Room Leaders.**

**Competency for Tasks and Training**

* Induction training for all staff will be undertaken by **Management** and **Room Leaders**
* Job specific training will be undertaken by each **Room Leader**
* Jobs requiring specific health and safety measures;   
  *Nappy changing* – disposable aprons and gloves should be worn
* *Dealing with bodily fluids* – disposable gloves should be worn when dealing with bodily fluids
* *Serving food and drink* – hands to be washed before eating and drinking. Tables/highchairs wiped with anti-bacterial spray
* *Food preparation* –covered by safer food better business file kept in the kitchen.

**Accidents, First Aid and Work-Related Ill Health**

* All staff are paediatric First Aid trained on a rota basis and a trained member of staff is on duty in the nursery daily
* Several first aid boxes are kept in the nursery. These are checked and restocked regularly.
* The appointed first aiders are **The Managers**
* All accidents and cases of work-related ill health are recorded in the accident book which is kept in the office
* The Manager/Proprietors are responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority under RIDDOR regulations.

**Monitoring**

* Health and safety are monitored by training, re-training, checklists and visual monitoring
* Accidents are investigated by the Manager
* Back to work interviews are held for all staff after any certificated absences. Staff and children must be free from any stomach bug for 48 hours prior to return. Parents are contacted to collect their child if they are unwell during nursery session. Children may not attend nursery if they are unwell
* Building and equipment checks are undertaken as legally required.

**Emergency Procedures – Fire and Evacuation**

* **The Manager** is responsible for ensuring the fire risk assessment is undertaken and implemented
* Escape routes must be kept clear and checked daily by **Room Leaders** and **Manager**
* Children who are physically impaired may need an individual   
  evacuation plan
* Fire extinguishers are checked every month by **Room Leaders**, maintained when necessary and inspected annually
* Emergency evacuation is tested every term or when new staff are recruited.

This policy will be reviewed annually