



Health and safety policy

At Tiddlers Nursery, we aim to provide and maintain a safe and healthy environment, equipment and systems for work for all employees, and a safe environment where children will be cared for and educated. We provide as much information, training, and supervision as they need for this purpose. We wish to develop and promote a strong health and safety culture within the nursery for the benefit for all staff, children, parent/carers, and visitors. 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 honor our commitment.

This policy will be kept up to date, particularly as the business 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 reasonable 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
- Establish and maintain safe working procedures amongst staff and children
- 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
- Ensure staff has access to regular health and safety training as and when provided.
- Maintain a healthy and safe nursery and safe entry and exit from it.
- Formulate effective procedures for use in cases of fire and other emergencies and for evacuating the nursery premises. Practice this procedure on a regular basis to enable the safe and speedy evacuation of the nursery.
- Follow regulations of health and safety at work act 1974 and any other relevant legislation.
- Maintain a safe working environment for pregnant workers or for workers who have recently given birth including undertaking appropriate risk assessments.

We believe the risks in the nursery environment to be at a minimum but to maintain the maximum protection for children, staff and parents/carers, we consider it necessary to:

- Ensure the entrances and exits of the building, including fire exits remain clear at all times
- Regularly check the premises room by room for structural defects, work fixtures, and fittings or electrical equipment, and take necessary remedial action
- All persons are aware of the procedure to follow in case of accidents for staff, visitors, and children.
- All persons are aware of the procedure to follow for fire drills
- All staff take reasonable action to control the spread of infectious diseases and that they wear protective gloves and clothes where appropriate
- No smoking on the nursery premises
- Prohibit any contractor working on the premises without prior discussion with the officer in charge to reduce any risks to the children or staff
- No inappropriate jewelry to be worn, one pair of stud earrings and wedding rings are acceptable
- Dress code is smart and practical with sensible shoes
- There is no running inside the premises
- All electrical sockets are risk assessed and appropriate measures taken to reduce risks where necessary, and there should be no trailing wires
- All cleaning materials/toilet cleaner to be out of children's reach, in original containers in a locked cupboard
- Protective clothing to be worn when serving food
- Prohibit certain foods into the nursery e.g. peanuts
- Telephone calls must be received before 7 am if a member of staff is not well enough to attend work
- All staff know the position of first aid boxes (Kitchen, main room, office and garden escape)
- All staff are first aid trained
- Children are supervised at all times
- No student should be left unsupervised at any time

Responsibilities

Responsibility for health and safety in the nursery is that of:

All employees have a responsibility to cooperate with senior staff and the manager to achieve a healthy and safe nursery and to take reasonable care of themselves and others. Neglect of health and safety regulations will be regarded as a disciplinary matter.

Whenever a member of staff notices a health or safety concern or problem which they are unable to fix themselves it must be reported immediately to the manager.

Daily contact, staff meetings and health and safety reviews provide consultation between management and employees to address any issues or problems.

Health and Safety arrangements

- All staff are responsible for the general health and safety in the nursery

- Risk assessments are to 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 have to include a prior risk assessment – see outings policy
- All equipment and areas will be checked thoroughly by staff before children access the areas. These checks are recorded in each room and signed by the staff member responsible
- We provide appropriate facilities for all children, staff, parents, and visitors to receive a warm welcome of basic care needs e.g, fresh drinking water, heat
- The nursery will adhere to COSHH guidelines to ensure all children, staff, parents, and visitors are safe around any chemicals we may use on the premises
- All staff will have had or receive relevant training in all areas of health and safety to 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 from 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.
- All health and safety matters are reviewed informally on an ongoing basis and formally, yearly or when something changes. Staff and parents will receive these updates as with all policy changes as well as contribute to the policy changes through a suggestion scheme.

Signed on behalf of the nursery by:

Date

Date for review