



HEALTH AND SAFETY POLICY

Our statement of general policy is:-

To provide adequate control of health and safety risks arising from our work activities.

To consult with our employees on matters affecting their health and safety;

To ensure all employees are competent to do their tasks and to give them adequate training;

To prevent accidents at work; to maintain healthy working conditions and to review and revise this policy as necessary at regular intervals.

To make our setting a safe and healthy place for children, parents staff and volunteers.

Mains information

Water stop is located in the right hand cupboard under the sink in the kitchen.

Gas point is located in the cupboard opposite the back door in the kitchen.

Fuse box is located on the left hand wall in the office by the wall cupboards.

Mains electric box is located in the left hand floor unit in the office. There is a circle cut in to the side panel for access.

Health and safety responsibility

Overall and final responsibility for health and safety is that of: **Jane and Robert Burge**

Day to Day responsibility for ensuring this policy is put into practice is delegated to Managers:

Shelly Mahoney and Hollie Burge

All employees must:

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; and report all health and safety concerns to an appropriate person (as detailed in this report)

Sarah Luke is responsible for ensuring the fire risk assessment is undertaken and implemented.



Escape routes should be checked by all staff each day

Fire extinguishers are maintained and checked by Chubb FIRE PROTECTION OFFICERS annually (April/May).

Emergency evacuations will be tested every 1 MONTH unless new staff or children start at nursery and recorded in the fire safety book.

Alarms are tested by the Health and safety representative every month.

Please read attached health and safety policy and make sure that you fully understand its contents.

It is the policy of Playtime Day Nursery:-

- (a) To create a safe environment for everyone.
- (b) To encourage ways of working that will ensure the safety of the children, staff and all other people who come into the nursery.
- (c) The Proprietors and Nursery Manager's are responsible for the implementation of this policy. Any matters concerning health and safety should be brought to their attention.
- (d) All staff are responsible for the children in their care. They also have responsibility to work in a way, which ensures the health and safety of themselves and others.
- (e) Risk assessments will be carried out on a regular basis.
- (f) The relevant health and safety poster is displayed in the office.
- (g) Public liability and employers insurance is in place and the certificate is displayed on the notice board in the hallway.

All staff

To ensure the health and safety of everyone at nursery is the upmost priority in all situations.

Pregnant worker risk assessment is carried out by managers to ensure the safety of pregnant staff.

Staff will be provided with guidance about manual handling.

Health and safety will be discussed regularly at staff meetings

Children

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

Parents and carers

This document is made available to parents during their child's settling in visit. Parents are asked to comply with the policies and procedures to ensure the safety of everyone at the nursery. In particular parents are requested to enter and depart the building with care, remembering to close all doors and gates behind them.



Gas & Electricity

- (a) Any faults must be reported to the Manager and recorded in the maintenance book. If in doubt do not use anything electrical if you think it may be dangerous.
- (b) Take care with electrical leads and ensure they do not trail in such a way as to be dangerous
- (c) Do not place anything containing water on top of electrical appliances
- (d) All gas and electrical appliances should be checked and serviced by qualified persons.

Security

- (a) Gates and entrances must be kept closed and secured to insure the safety of the children both in and outside of the nursery.
- (b) Any unwanted visitors will not be allowed into the building including gates if children are outside without being appropriately challenged including making checks by phoning the organisation/company or a parent giving the authorisation.
- (c) Visitors must sign in and out of the visitor's book and identity should always be checked. Identification will be required from official bodies such as Ofsted, gas/electric companies etc.
- (d) Companies such as Jo jingles, Diddi Dance/Ballet, sporty tots and Spanish will be required to provide the nursery with a DBS. A member of staff will always be present during these sessions
- (e) All staff and children should be checked in and out. Their arrival and departure times must be recorded.
- (f) Adults can only be left unsupervised with children once all relevant checks have been cleared. This includes DBS checks.
- (g) Any doors that are locked must always have a key attached to them.

Supervision

- (a) In and out of the building, children must be supervised at all times. Ratios should always be maintained:- Babies 1:3, Toddlers 1:4, Pre-School 1:8
- (b) Children must be escorted to the toilet (never send them alone) and monitored from room to room.
- (c) Supervision should be given when children are using large climbing equipment.
- (d) Signing in/out books should be kept accurately at all times.
- (e) Sleeping children should be supervised and checked regularly every 5 minutes and the sleep rota signed for the bedroom area.



Outings & Transport

- (a) Written permission should be obtained from parents for outings that involve going on public transport (see consent forms for local outing).
- (b) Records for all vehicles and drivers should be kept.
- (c) Correct adult to child ratios should be maintained on outings. This is 1:3 as a general rule but ages of the children should be considered.
- (d) Staff should draw up an outing plan taking into account any potential risks at venues; procedure for emergency, access to mobile phone, contact details for staff and the children, first aid kit, medication, nappies, clothing and food requirements.
- (e) Nursery Insurance should be in place and adequate to cover outings.

Water

- a) Water troughs should be cleaned and emptied regularly.
- b) When using paddling pools, be aware that children can drown in a few centimeters of water and must be fully supervised at all times by experienced staff.
- c) Children should always wear nappies or training pants if not toilet trained.
- d) A fresh drinking water supply should be available and accessible to all children and staff.
- e) The temperature in the children's sinks should be thermostatically controlled to prevent scalds.

Sand pit

- (a) The sand pit should be kept clean and clear of unnecessary items.
- (b) Broken and damaged toys should be disposed of.
- (c) Only use sand that is suitable for children's play.
- (d) A member of staff should be supervising the sand pit at all times.
- (e) At tidy up time the sand pit should be tidied and sand cleared up and the sand pit covered.

Animals

- (a) Animals visiting the setting should be free from disease, safe to be with the children and do not pose a health risk.
- (b) Settings' pets should be free from disease, safe for the children to be with and do not pose a health risk.
- (c) Children must wash their hands after contact with animals.

Trampoline policy



- (a) The trampoline should only be used with the safety mats placed under and around it and should be sited on a level surface.
- (b) The trampoline should only be used by one child at a time and should be supervised by an adult at all times.
- (c) Regular checks should be carried out to ensure the trampoline is in good condition.
- (d) The area around the trampoline should be kept clear of any toys or obstructive material which may cause accidents when getting on and off the trampoline.

Hazardous Plants

- (a) Outdoor play areas should be checked for any hazardous plants, nettles and mushrooms should be checked and removed.

Fire

- (a) Fire appliances should be checked yearly and a certificate provided.
- (b) Staff should all familiarise themselves with how all fire appliances work.
- (c) All fire exits should be kept clear and have fire exit signs.
- (d) Fire Drill- please make sure you know this (see fire procedure). These are displayed in every room.
- (e) Fire Drills will take place every 1 months or whenever new staff have been employed.

Outside Area

- (a) All grassed areas should be checked before each play session for glass/animal excrement and other dangers such as faulty equipment and check all gates and boundaries are secure.
- (b) Adequate staffing levels must be maintained in the garden. There should always be a qualified member of staff in the garden.
- (c) Strangers entering the outside gates should always be questioned.
- (d) If the floor is icy or slippery it should be salted and warning signs displayed.
- (e) Children should always have suitable clothing when outdoors i.e. Sunhats and sun cream during hot weather. Coat, gloves, hats and wellies during cold and wet weather.

Risk Assessments

- a) Are carried out termly when looking at the overview of the health and safety of the nursery, this is amended as necessary.
- b) An outdoor risk check is done daily by first member of staff outside.



- c) Upon each room daily plan check the room leader will also take into consideration the risks within their room or what their group of children may come into contact.
- d) Health and Safety checks are done before and after the nursery day.

Defects to Building and Equipment

- (a) Report any defects to the Manager/Deputy and make sure these areas are recorded in the maintenance book.

General Tidiness & Storage of Cleaning Materials

- (a) The premises should be kept tidy to reduce the risk of accidents.
- (b) Cleaning materials should be kept in high storage out of reach from children kitchen – door closed when not in use and garage.
- (c) Sand must be regularly changed, kept clean and covered every evening to prevent contamination.
- (d) All linens and beddings are washed on the child's day of the week or when needed before then.

Safe Lifting

It is the aim of the setting to reduce the risk of physical injury from lifting by: Recognising the importance of lifting children correctly to ensure the health and safety of both parties.

Providing safe and well-maintained premises to reduce risks when lifting.

Making available to employees the HSE guide to manual handling (this can be found in the policy folder)

Assessing the risk of injury under new circumstances on a regular basis.

Good handling techniques

Position the feet apart, leading leg comfortably forward and foot pointing in the direction it is intending to move, providing a balanced and stable lifting base. Bend knees, keep the back straight, maintaining its natural curve, lean forward a little, keep shoulders level and facing in the same direction as the hips. Get a firm hold of the child and lift smoothly up, keeping the child close to you. To put the child down assess where you are going to place him or her and follow the lifting in reverse. Avoid twisting your back; instead turn with your feet. Avoid carrying a child on one hip. Instead carry the child on the front of your body with child's legs around your hips.

Maintaining a good posture

Adjust pram handles to a comfortable height.

When sitting on chairs make sure you sit with both feet comfortably on the floor.



If you suffer from any of the following you should consult your G.P:
*You feel numb or have pins and needles in both legs or around your back passage or genital area inside the top of your thighs.
*Both legs feel weak, you feel unsteady and your back pain is getting worse over a period of time for no apparent reason.

The Hire of Bouncy Castles

- (a) Parental consent must be given before any child goes on the equipment.
- (b) All terms and conditions from Hire Company must be followed.
- (c) Only a maximum of six children are to be on the bouncy castle at one time.
- (d) 1 adult must always be supervising the bouncy castle.
- (e) Only children with the confidence and developmental ability for the equipment should go on and be grouped within this age/stage of abilities.