

Health and Safety Policy

General Statement

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, training and supervision as they need for this purpose. 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 the matters of safety and the particular arrangements which we will make to implement the policy are set out in this policy and sufficient resources will be made available to honour our commitment.

Policy on Health and Safety

Unity Nursery will follow the following guidelines:

- No smacking or threats of physical punishment
- No hot drinks in any room occupied by a child
- No inappropriate jewellery to be worn
- No running inside the premises (unless for P.E.)
- Children should be encouraged to run outside in a safe environment
- No trailing wires
- All cleaning materials should be kept in a cupboard out of the reach of children
- All fire exits should be clearly marked and free from obstruction
- All fire extinguishers should be clearly labelled.
- Copy of the nursery fire drill and fire procedures should be visible at all times
- Protective clothing should be worn when serving food
- Never leave scissors or potentially dangerous objects lying within the reach of the children
- Nuts of any description are not allowed in the nursery at any time

- Any accident involving body fluid must be reported to the Practitioner/First Aider. All staff should familiarise themselves with the first aid boxes
- Only the Nursery Manager, Early Years Teacher & Early Years 2 with prior written consent may administer medication to a child (see Medication Policy)
- First Aid to be carried out by a qualified First Aider only
- Under no circumstances must a member of staff take a child from the nursery premises unless prior written consent has been obtained from the parent/carer
- All children are supervised by adults at all times
- A record book is available at each session for the reporting of any accident/incident that occurs during the nursery day
- All adults are aware of the system(s) in operation for children's arrivals and departures
- All staff are responsible for the gates and doors in their area
- Gates and doors are never to be attended to by junior staff, trainees, students, volunteers or casual staff
- The outside area will be checked before the children are allowed outside to play
- The outdoor gate will be locked at all times when the children are playing outdoors
- Children will only leave the nursery with named persons unless prior consent has been given. In emergencies when such arrangements could not have been foreseen a password system will be in operation
- Low level glass, both indoors and out is safety glass
- Outdoor area is securely fenced
- Equipment is checked regularly and any dangerous items are removed, repaired or thrown away
- The layout of the space allows children to move safely and freely between activities.

In Particular Each Adult Will:

- Always wash hands under running water before handling food and after using the toilet
- Not be involved with the preparation of food if suffering from any infectious disease, contagious illness or skin disease
- Never smoke on the nursery or academy premises

- Will not smoke in uniform
- Never cough or sneeze over food
- Use different cloths for kitchen, general cleaning, tables and toilet/changing areas
- Always check the food temperature when cooked
- Kitchen cleaning done daily
- Keep food covered and either refrigerated or piping hot
- Ensure waste is disposed of properly and out of the reach of children. Keep a lid on the dust bin and wash hands after using it
- All food waste will be removed from floors, tables and chairs after meal and snacks
- Warning signs will be used when mopping and cleaning is in progress
- Any food or drink that requires heating will be heated immediately prior to serving and not left standing
- All fresh fruit and vegetables will be washed prior to preparation
- All utensils will be kept clean and stored in a dust free place
- Tea towels will be changed daily or more often if necessary
- Cracked or chipped china will be thrown away
- Regular fire drills are carried out
- During staff induction the nursery policy and procedures for fire safety, child protection, specific safety, first aid and accident arrival and departure procedures are covered in the first week. All other policies will follow
- Prohibit any contractor working on the premises without prior discussion with the Nursery Manager to negotiate any risks that may occur as a result of the visit
- Make sure all visitors I.D.s are checked and that they are signed into the visitors book
- All meals and snacks provided by the nursery are nutritious and pay due attention to children's particular dietary requirements.

ROLES AND RESPONSIBILITY

Providing safe resources and maintaining equipment. Checking that all risk assessment, building maintenance is up to date

Senior Leadership Team Particular Responsibilities

- That fire escapes are clear at all times
- Do regular fire drills.
- Ensure all new children, parents and staff are aware of relevant nursery procedures for health and safety issues
- That incident/accident books are regularly updated and reviewed. Appropriate action taken as required
- That all new children have emergency contact details in place at the nursery
- That staff are DBS cleared
- Check visitors I.D. and sign visitors entry system
- Staff are aware about communicable disease and time scales for children

Health and Safety Co-ordinator in Nursery : Jenny Burgeen

Health and Safety Co-ordinator for the Academy is Gary Fletcher

- Ensure that staff follow health and safety guidelines
- Check that cleaning is done to a high standard
- Check the storage of art and craft materials that may be deemed harmful
- Keep an up to date risk assessment record. Review every twelve months.
- Check that the registers for children are complete.
- Check equipment regularly for wear and tear
- To ensure that all staff are aware of Health and Safety procedures and that the correct procedures are being adhered to.

All Staff

- Keep fire escapes clear at all times
- Maintain adequate supervision of children at all times
- Fill in registers daily

- Fill in staff register

The complaints procedure

If there is a concern regarding the implementation of this policy in the first instance please follow the complaints policy.

Monitoring and Evaluating the policy

This policy will be reviewed annually or sooner if legislative changes or circumstances deem it necessary.