



## Health and Safety Policy

### and Procedure

#### **Introduction**

At Bright Gems Nursery we are committed to ensuring the highest standards of Health and Safety is maintained and that health and safety is an integral part of the service we provide.

Our aim is to ensure, that the nursery is a safe, secure pleasant learning/working environment place for the children, parents/guardians, staff, volunteers and any visitors who may enter the setting.

To achieve our this we recognise the importance of competent staff that are trained in health and safety. We are committed to ensuring all staff receive health and safety training and refresher training.

We reduce accidents through daily risk assessments, monthly all areas risk assessments and undergoing continues reviews on our policies and procedures.

Risk Assessments and Daily Health and Safety Checks

Risk Assessments are completed for:

Fire Safety

COSHH

Outings (specific sites)

Pregnant worker (staff specific)

The Fire Safety and COSHH risk assessments are completed annually by the

managing director. Pregnant Worker risk assessments are completed by the Manager. Outings risk assessments are completed by the Manager/ Deputy manager or Senior practitioner. Daily Health and Safety risk assessments are completed by staff for all child accessible areas with the supervision of a senior practitioner. Any Health and Safety issues are relayed to management for rectification

### **Staff Roles & Responsibilities**

#### **Managing Director**

To ensure appropriate resources are available to enable correct implementation of Health and Safety requirements. Checking management documentation and procedures relating to Health and Safety.

#### **Manager**

Implementation and updating of Health and Safety policies and procedures. This includes ensuring that the policies and procedures are effectively communicated to all staff on induction, staff meetings and whenever necessary.

Ensuring risk assessments are relevant and up to date, ensuring that staff are following procedures and completing the daily risk assessment for indoors and outdoors. Reviewing these checklists and accident forms at least every half-term. Continued vigilance regarding health and safety issues and raising awareness amongst staff, children, parents/guardians and visitors.

#### **All Senior Staff**

To be responsible for completing the daily Risk assessments and in her/his absence effectively communicating the correct steps to completing this and reviewing the completed assessment.

Ensuring that all staff are aware of Health & Safety procedures and that the correct procedures are being adhered to for the safety of everyone in the nursery. To make sure that equipment is in good working order and is checked on a regular basis.

To be continually vigilant regarding health and safety issues and to raise awareness amongst staff, children, parents/guardians and visitors.

### **All Staff**

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

To comply with the nursery policies and procedures at all times. To complete health and safety checks as required, ensuring that all equipment is checked regularly and adhering to the correct procedures, reporting any defects to a senior member of staff promptly. Continued vigilance regarding health and safety issues and raising awareness amongst other staff, children, parents/guardians and visitors.

### **Parents/carers and visitors**

Parents/guardians are asked to comply with the policies and procedures to ensure the safety of everyone at the nursery.

Parents/guardians have a responsibility to report any health and safety issues they may come across within the nursery to the management.

In particular, parents/guardians are requested to enter and depart the building with care, remembering to close the doors carefully behind them.

Visitors and parents/guardians attending for settling-in sessions are requested to document their arrival and departure times in our visitor's book.

## **Insurance Cover**

Public liability insurance and employers liability insurance is in place. The certificate is displayed in the reception area on the certificate board.

## **Raising Awareness**

Our induction 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 covers matters including safe lifting, the storage of potentially dangerous substances (COSHH), the correct way of using disposable gloves, aprons and how dispose of them. Records are kept of these induction sessions and new staff are asked to sign the records to confirm that they have taken part. Health and safety policy is shown to the parents/guardians of new children so they understand the part they play in the daily life of the nursery. As necessary, health and safety training is included in the training Plan. Health and safety is discussed regularly at staff meetings.

We have a no smoking policy. Children are made aware of health and safety issues through discussions, planned activities and routines.

We display the necessary health and safety poster in the hallway leading to the classroom. We display fire procedure notice throughout the nursery.

## **Child Security Precautions**

We have an intercom in place, parents/guardians, visitors indentify themselves before they enter the premises. Staff will let them in and mark the arrival/departure of children from nursery. Parents/guardians are also asked to sign their chid/ren in the parents/guardians register.

Parent/guardians are asked to provide the nursery with the names and telephone numbers of those people who should be contacted in the case of an emergency, as well as the names of people who are authorised to collect the child and a password to be used on these occasions.

Children are only allowed to leave the building with authorised adults. No child is allowed to leave with anyone under the age of 15, even with parent/guardians permission. We will not allow people unknown to us access to the nursery, all those enquiring unannounced will be seen and dealt with at the front door or invited into the reception area only. Any authorised visitor to the nursery will be asked to sign in upon arrival and state their reason for visiting. A member of staff will accompany any visitor or contractor that has to work in any area where the children are playing.

All door handles are raised to minimise the possibility of children leaving the supervised environment. Systems are in place for the safe arrival and departure of children (see Arrivals and Departures Policy). The arrival and departure times of staff are written in the staff signing in book.

**Visitors and students** must be recorded in the visitors book. The personal possession of the staff, volunteers are securely stored in their personal lockers during the working the day, this includes staff members mobile phones.

Mobile phones are not permitted in the classroom. Staff are only permitted to take photos of children with the use of the nursery cam

### **Children's safety**

All members of staff are required to have a current enhanced disclosure from the Criminal Records Bureau which is updated every three years.

The nursery ensures that all the adults looking after and having unsupervised access to the children are suitable to do so. We aim for adults not to

supervise children alone. Students/volunteers and visitors (external professionals) will not be allowed to supervise children on their own.

All children are supervised by adults at all times, with the ratio of

- 1:3 for under two's
- 1:5 for aged two
- 1:8 for children three and above

During nursery opening times there are always at least two adults in the building. Parent/guardians are asked to provide the nursery with their contact telephone numbers, the names and telephone numbers of those who should be contacted in the case of an emergency, and a list of any allergies, dietary requirements and any illnesses in the child's history which may affect the safety of that child while at nursery e.g. Asthma. Children who are sleeping are not left unattended and are monitored closely, with a record of the duration of their sleep for babies. Lighting and ventilation is adequate in all areas of the building.

### **Infection Control**

The nursery promotes the good health of the children and takes necessary steps to prevent the spread of infection and in taking appropriate action when children are ill.

We regularly seek information from the Environmental Health Department and local Health Authority to ensure that we keep up-to-date with the latest recommendations with regard to infectious diseases e.g. vomiting and diarrhoea, Swine Flu, Chicken Pox and Conjunctivitis etc.

To prevent the spread of infection we encourage the following practices:

The toilet areas have a high standard of hygiene including hand washing and drying facilities.

All adults arriving at nursery are encouraged to clean their hands with a hygienic hand sanitizer provided in the reception area.

Staff and children wash hands after using the toilet and the staff before handling food and putting on disposable gloves.

Children are encouraged to cover their mouths when coughing and sneezing. Tissues are available in each room and the children are encouraged to blow and wipe their noses as appropriate.

Paper towels are used and disposed of appropriately.

All staff clean and prepare tables to be used for eating, with anti-bacterial spray. Hygiene rules relating to bodily fluids are observed by all staff and volunteers, with particular reference to the use of gloves to prevent the risk of cross-contamination. While changing nappies, members of staff will wear disposable gloves and aprons and never leave a child unattended. The changing mat will be cleaned after each use and nappy bins changed regularly. Ofsted is notified of any infectious diseases, which a qualified medical person considers serious.

### **Windows**

All windows are secured so that children cannot climb through them, and open from above only. Protective film is fitted to each window that poses a potential hazard.

### **Doors**

Finger guards are in place to prevent children from trapping their fingers in doors.

### **Floors**

All surfaces are checked daily to ensure they are clean, dry and not uneven or damaged.

### **Kitchen**

The kitchen door is always locked and closed to ensure children do not have unsupervised access to the kitchen area.

All surfaces are clean and non-porous.

Cleaning materials are kept in the laundry room in the kitchen out of reach of the children.

### **Staff Toilets**

The staff toilets are clean and regularly checked and any maintenance required is arranged.

### **Children's Toilets:**

The toilets are cleaned daily.

The children are kept away from hot water. The temperature of the water is controlled at less than 60C, so that children are not scalded when washing their hands. There will be liquid anti – bacterial soap in the soap dispenser for children to wash their hands before lunch, tea and throughout the day with supervision. The toilets risk assessments is completed twice a day, to ensure the toilets are clean and everything is in good working order, any maintenance required is arranged.

### **Electrical / gas equipment**

All electrical/gas equipment conforms to safety requirements and is checked regularly. Heaters, radiators, electric sockets, wire 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 thermostatically controlled to prevent scalds. Lighting and ventilation is adequate in all areas.

### **Storage**

All resources and materials which children select are stored safely. All equipment and resources are stored or stacked safely to prevent them



accidentally falling or collapsing. Nappy waste storage is disposed of in the nappy bins, the nappy bins are cleaned when full in designated skip outside the nursery.

Rubbish waste storage is disposed of in the designated skip outside the nursery. Staff are made aware of the dangers of overloading shelves.

### **Outdoor area**

Outside areas are risk assessed for broken equipment, animal faeces, security, all gates and doors are shut.

Drains are covered and that the activities provided are safe to carry out in the space that is available, before taking the children outside.

Outdoor sandpit is covered when not in use. All outdoor activities are supervised at all times.

### **Hygiene**

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 nursery which includes playrooms, kitchen, staff room, toilets. We have a schedule for cleaning resources and equipment. We implement good hygiene practice practices by:

- Cleaning tables between activities
- Checking toilets regularly
- Wearing protective clothing such as aprons and gloves as appropriate
- Providing tissues and wipes
- Hand sanitizers used by all on entering nursery premises

- Using colour coded cloths for different cleaning purposes:

**Green** - for class tables

**Blue** - for the bathrooms/bodily fluids

**Yellow** – for Kitchen

### **Equipment and activities**

Before purchase of equipment and resources, they are checked to ensure that they are safe for the ages and stages of the children currently attending nursery. The layout of play equipment allows adults and children to move safely and freely 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 clear of foreign bodies, sand after play that has dropped on the floor is disposed of. Clean water will be provided in the water tray for each session. When children take part in cooking activities (in the classroom, not in the kitchen) they are supervised at all times.

Toys, dressing up clothes and play equipment are washed/cleaned regularly we have a rota for this. Any use of electrical equipment (radio, computer, musical instruments) is supervised at all times. Physical play is constantly supervised. Children are taught to handle and store play toys safely.

### **Review**

This policy will be reviewed on a regular basis and updated as required.

This policy was updated on: 25/04/24. This policy will be updated on:

**01/02/25**