



# Health and Safety Policy Statement

## Health and Safety at work Act 1974

### Health and Safety Policy for Compton Valley Nursery

#### General Policy Statement

The safety and welfare of all the children in our care, their families and our employees is of paramount importance. The nursery will take all steps to ensure that the nursery building and the outdoor areas attached to it are. The setting ensures a safe and clean and that systems and procedures are in place to ensure that the highest possible standards of health and safety are maintained at all times. The setting provides safe and healthy working conditions, equipment and systems of work for both children, their families and employees and other stakeholders 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 the children and other people who may be affected by our activities.

The allocation of duties for health and safety matters and for the particular arrangements which we will make to implement the policy are set out below.

This policy will be kept up to date, particularly as the business develops and changes in nature and size. The policy will be reviewed and updated annually.

#### Responsibilities:

- Overall and final responsibility for health and safety at Compton Valley Nursery is held by **Merion Chisholm**.
- Merion Chisholm will be responsible for her deputy and all staff members.
- Risk assessments will be drawn up and maintained for every area of the nursery and its associated outdoor areas. The risk assessments will identify any hazards and outline control measures in place to minimise or eradicate any risk these pose to users of the nursery and nursery employees. Risk assessments are to be reviewed every 4 months or sooner should any issues arise
- Daily check lists will be drawn up and maintained for staff to check health and safety levels in each part of the building before sessions begin and after sessions end. Check lists should be reviewed regularly, i.e. every three months.
- Each room will draw up and maintain cleaning schedules to cover every aspect of the room including toys and equipment. The regularity of cleaning should be identified and systems must be in place to ensure cleaning has been carried out as required and to a suitable standard. Room managers are responsible for ensuring these systems are operating well at all times. Additional responsibility for cleaning is to be allocated as follow: Squirrels room to ensure the office and lobby are clean and safe; the Rabbits room is to ensure that the kitchen and staff room and main toilets are clean and safe; and the baby room is to ensure that the outdoor play area is clean and safe. All staff are to monitor and report any health and safety issues arising

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in the car parking area. All cleaning schedules should be reviewed regularly, ie every three months

- Staff will receive training in health and safety issues as part of their induction process and further training on specific aspects of health and safety will be sought as required.
- The nursery will maintain a list of suitable contractors who will be used to ensure all equipment, is fit for purpose and who can be contacted to carry out repairs as soon as possible. Appropriate regular checks will be carried out of all electrical equipment and all fire safety equipment and systems.
- All employees have a responsibility for safety and to cooperate with supervisors and managers to achieve a healthy and safe workplace and to take reasonable care of themselves and others.
- Staff should be aware at all times of the cleanliness and safety of the toys and equipment they are using.
- Specific staff (first staff for the day) will be allocated to carry out daily risk assessments of the building and equipment, but all staff should remain aware of these factors at all times. Whenever an employee or supervisor notices a health and safety problem they are not able to put right, they must inform the managers immediately.
- All accidents and incidents must be reported immediately and details recorded in the accident book. Managers must supervise this process and ensure the information is reported back to parents/carers and to the nursery manager.
- Accidents must be recorded using a separate page for each accident to ensure confidentiality.

#### General Arrangements

- Accident books will be kept in a secure place in each play room. The weekly manager's meeting will review accidents and incidents as part of the overall review of health and safety. Managers will take immediate action to address any new hazards and will monitor sessions to identify and patterns that suggest further action should be taken to keep children safe, including reviewing staffing allocations, child groupings and other environmental factors.
- Each room will maintain its own register of children present each session, recording times of arrival and departure for each child.
- All Staff will be expected to undertake paediatric first aid training and to ensure this training is kept up to date.
- All staff will be expected to undertake child protection training
- All staff will be encouraged to undertake food hygiene training and all staff will be trained in safe food handling procedures, when they join the nursery
- The first aid box is kept inside a locked filing cabinet in the staff room and is maintained by Merion Chisholm.
- Staff must follow all written procedures and ensure all parental consents have been obtained when administering medicines.
- All medicines (unless requiring refrigeration) should be kept in the locked filing cabinet in the staff room.
- **Merion Chisholm** is responsible for reporting any significant accidents or incidents as required by RIDDOR.

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- Staff must follow good practice in relation to personal hygiene and hand washing.
- All cleaning fluids etc should be stored on the top shelf in the baby room toilet. This toilet must be kept locked at all times and inaccessible to children
- Staff must fill in all cleaning rotas as directed and follow all procedures and guidance for cleaning.
- Staff must follow all procedures and guidance when handling, preparing and storing food.
- Staff must ensure whenever serving food, that they are aware of any special requirements individual babies or children might have in relation to food and drink.
- All staff must follow procedures and guidance when changing babies nappies and disposing of clinical waste.
- The fire safety officers are Merion Chisholm/Kirsty O'Driscall
- Fire drills will be held regularly and on different days and times without warning, and in particular when a new member of staff starts work.
- The fire safety log is kept in the office and is maintained by Merion Chisholm or her deputy Hayley Barber.
- Merion Chisholm will be responsible for the training of staff in fire protection issues.
- All staff must be aware of general fire safety and fire evacuation procedures such as:
  - Escape routes
  - Use of fire extinguishers
  - Fire alarms
  - Other equipment

### Nursery Rules

- ❖ No children are allowed in the kitchen, unless agreed and risk assessed at certain times of the day. Children are to be accompanied at all times by a member of staff, and have appropriate footwear on.
- ❖ Keep the kitchen door closed
- ❖ Keep the office door closed
- ❖ Keep the outer door and gate to main exit closed
- ❖ Keep the outdoor play area gate closed
- ❖ Clean up all spills immediately and use the caution sign to warn others of possible danger from slipping.
- ❖ Never leave cleaning products or dangerous equipment in reach of children
- ❖ Do not carry hot food or drinks near children

### Laundry

- Laundry must be placed into the laundry bins and taken to the washing machine. Staff should use protective gloves when handling dirty laundry. If pre-soaking of clothes is required this should be done at the sluice sink with staff wearing disposable gloves. The sink should be cleaned out with a Milton solution after use.

### Potty cleaning and use

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- Staff should wear gloves when helping children use a potty. In most cases disposal should be down the toilet. The potty should be cleaned at the sluice sink, or wiped with an antibacterial wipe which should be placed in the yellow waste bag along with the gloves. All potties should be cleaned regularly at the sluice sink with a Milton solution.

### Waste Disposal

- Kitchen and play room waste is to be placed inside the small bin and then emptied into the outside bin each night or when the bin is full. Staff to wear gloves when handling waste.
- Nappies to be placed into nappy disposal unit in the baby room and squirrels rooms. These are then to be emptied into the yellow bin in the main room toilets. The nappy unit liner and the yellow waste bag are to be taken to the yellow wheelie bin each evening or when full. Staff to wear disposable gloves when handling clinical waste.
- Waste paper bins to be emptied into the outdoor bin each night or when full. Waste paper bins are to be cleaned with a miltons solution on Friday.

### Electrical Equipment (to be inspected annually)

- Computers
- Toaster
- Kettle
- Microwaves
- Televisions
- Music centres
- Laminator
- Hoover
- Washer dryer
- Cooker
- Fridge
- Freezer

### Protective Clothing

- Staff to wear aprons and gloves when changing nappies or cleaning children after soiling incident.
- Staff to wear gloves when handling waste
- Staff to wear gloves when handling laundry
- Staff to wear gloves when handling food
- Staff to wear gloves whilst cleaning
- Staff to wear gloves when handling potties

### Security

- The building can only be accessed by use of a keypad security system
- The main exterior door must be activated from inside to open
- The play area gate can only be accessed by key pad security system

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- Staff are reminded to keep all doors closed
- A video monitoring system operates to monitor visitors to the nursery
- The play area is fully fenced
- Visitors are asked to make appointments before coming to the nursery
- All visitors must show ID and sign a visitors book on arrival and departure

