

# The Learning Tree Day Nursery

## HEALTH AND SAFETY POLICY

**Our Health and safety office is: Jessica Baxter**

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees and a safe learning environment in which children are cared for and learn. We provide information, training and supervision to meet this purpose and we wish to develop and promote a strong health and safety culture within the nursery for the benefit of all staff, children and parents. 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 honour our commitment.

### **Aims and objectives:**

The aim of this policy is to ensure that all reasonably 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 including outdoor spaces.
- Establish and maintain working procedures amongst staff and children.
- Decide for ensuring safety and the absence of risks to health in connection with the use, handling, storage and transport of hazardous articles and substances.
- 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 and to ensure that staff have access to regular health and safety training.
- Maintain a healthy and safe nursery and safe entry and exit from it.
- Formulate effective procedures for use in case of fire and other emergencies and for evacuation the nursery premises. Practice this procedure on a regular basis to enable the safe and speedy evacuation of the nursery.
- Follow the regulations of the health and safety at work act 1974 and any other legislation.
- Maintain a safe working environment for pregnant workers or for workers who have recently given birth including undertaking risk assessments.
- Maintain a safe environment for those with disabilities and to ensure all areas of the nursery are accessible wherever practical.
- Provide a safe environment for students and trainees to learn in.
- Encourage a culture where all staff, parents and visitors to report any unsafe working practices or areas to ensure immediate responses by management.

We believe the risks in the nursery environment to be low and we will always maintain the maximum protection for children, staff and parents. The nursery will:

- Ensure all entrances and exits from the building, including fire exits are clearly identifiable and remain clear at all times.
- Regularly check the premises room by room for structural defects, worn fixtures and fittings or electrical equipment and take the necessary action.
- Regularly check resources for defects and dispose of any worn, broken or dangerous items.
- Ensure daily health and safety checks are done within the nursery.
- Ensure that all staff, parents and visitors are aware of our fire procedures and regular fire drills are carried out.
- Ensure that all members of staff are aware of the procedure to follow in case of accidents for staff, visitors and especially children.
- Ensure that all members of staff take all reasonable action to control the spread of infectious diseases and wear protective gloves and clothing where appropriate.
- Prohibit smoking on the nursery premises
- Prohibit any contractor from working on the premises without prior permission from the manager.
- Prohibit running in the nursery
- Risk assess all electrical sockets and take appropriate measures to reduce risks where necessary and ensure no trailing wires are left around the nursery.
- Ensure all cleaning products are placed out of reach of children and kept in their original containers with COSH sheets in the health and safety file.
- Wear protective clothing when cooking or serving food.
- Prohibit certain food, e.g. peanuts are not allowed in nursery.
- Ensure risk assessments are undertaken on the storage and preparation of food practice within the nursery.
- Familiarise all staff and visitors with the position of first aid boxes and ensure everyone knows who the appointed first aiders are.
- Ensure all children are supervised within the correct ratios at all times.
- Ensure no student is left unsupervised at any time.
- We have a clear nappy changing policy
- Accidents and illnesses are dealt with by first aid trained staff

### **Responsibilities**

**Responsibility for Health and Safety in the nursery is that of Jessica Baxter**

The manager has overall and final responsibility for the policy being carried out at:  
The learning tree day nursery, Eckweek Road, Peasedown St John

The deputy manager will be responsible in his/ her absence.

All employees have the responsibility to co-operate 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 and safety problem, which they are not able to rectify they must immediately report it to the appropriate person above. Parents and visitors are encouraged to report any concerns to the manager.

Daily checks, regular staff meetings and supervisions provide consultation between staff and management on health and safety matters. We also have a report log in the room staff can write any problems in.

Health and Safety Training:

The person responsible for staff training is: Jessica Baxter/ Samantha Coakley.

All staff will attend first aid training, child protection and safeguarding by a training provider. The nursery will also send the health officer on all relevant health and safety training such as Risk assessments, Fire, manual handling and fire warden training. The Fire officer: Jessica Baxter has also attended all fire training.

Health and safety arrangements

- All staff are responsible for general health and safety in the nursery
- Risk assessments will be conducted on all areas of the nursery including rooms, activities, new resources
- All outings away from the nursery however short will have a risk assessment prior to the outing.
- All equipment, areas and resources will be checked daily and thoroughly by staff.
- We provide appropriate facilities for all children, staff, parents and visitors to receive a warm welcome and basic care needs. These include easy access to toilets and drinking water.
- The nursery will adhere to Control of substances hazardous to health regulation (COSHH) to ensure all are safe around any chemicals we may use in the nursery.
- All staff and students will receive health and safety training during their induction.
- We have a clear accident and incident policy to follow in case any person suffers injury from accident or incident.
- We have a clear fire safety policy and procedure, which supports the prevention of fire and safe evacuation of any persons in the nursery. This is shared by all.
- All health and safety matters are reviewed informally on an ongoing basis and formally when something changes. Staff and parents will receive any policy updates.

| This policy was adopted on | Signed on behalf of the nursery | Date disseminated to staff | Date for review |
|----------------------------|---------------------------------|----------------------------|-----------------|
| 2 <sup>nd</sup> April 2019 | J. Baxter                       | 2 <sup>nd</sup> April 2019 | April 2020      |