

Health and Safety and Risk Assessment Policy

Our nursery considers health and safety to be of utmost importance. We comply with The Health and Safety at Work Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992 at all times.

The Nursery has appropriate insurance cover, including employer's liability insurance and public liability insurance.

Each member of staff follows the nursery's **Health and Safety** policy and is responsible for:

- Maintaining a safe environment
- Taking reasonable care for the health and safety of themselves and others attending the nursery
- Reporting all accidents and incidents which have caused injury or damage or may do so in the future
- Undertaking relevant health and safety training on 'Flick Learning' and any additional training when required to do so by the manager.

Any member of staff who disregards safety instructions or recognised safe practices will be subject to disciplinary procedures.

Responsibilities of the registered person

The registered person for the setting holds ultimate responsibility and liability for the safe operation of the Nursery. The registered person will ensure that:

- The Nursery's designated health and safety officer is Karen Barnes
- All staff receive information on health and safety matters, and have access to training on 'Flick Learning'
- The **Health and Safety** policy and procedures are reviewed regularly
- Staff understand and follow health and safety procedures
- Resources are provided to meet the Nursery's health and safety responsibilities
- All accidents, incidents and dangerous occurrences are properly reported and recorded. This includes informing Ofsted, child protection agencies and the Health and Safety Executive under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) where appropriate.
- All reported accidents, incidents and dangerous occurrences are reviewed, so that preventative measures can be taken.

Responsibilities of the manager

The Nursery's manager is responsible for ensuring that at each session:

- Premises are clean, well lit, adequately ventilated and maintained at an appropriate temperature
- The premises are used by and solely available to the Nursery during opening hours
- All the Nursery's equipment is safely and securely stored
- Children are only allowed in the kitchen if properly supervised (e.g. for a cooking activity)
- A working telephone is available on the premises at all times
- Chemicals and cleaning materials are stored appropriately, and in accordance with COSHH data sheets.
- External pathways are cleared in severe weather
- Daily environment checks are carried out
- Risk assessments are undertaken, monitored and acted upon.
- Any major accidents or incidents are reported to the Quality and Compliance Manager, the owner and relevant bodies (Ofsted RIDDOR)

This policy was last reviewed July 2020

next review date July 2021

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Risk assessments

All staff are expected to undertake risk assessments as part of their routine tasks.

In line with current health and safety legislation and the *EYFS Safeguarding and Welfare Requirements 2017*, the nursery will carry out regular risk assessments and take appropriate action to deal with any hazards or risks identified. It is the responsibility of the manager to ensure that risk assessments are conducted, monitored and acted upon. Each setting will also have a designated person responsible for Health and Safety who will be able to assist the manager with this role. The company also has a Health and Safety Officer to liaise with.

Risk assessments will be carried out:

- whenever there is any change to equipment, resources or environment
- when there is any change to the Nursery's premises
- when the particular needs of a child necessitate this
- when we take the children on an outing or visit.
- when staff, parents or other agencies highlight any new hazard or risk

Not all risk assessments need to be written down. Staff will decide, in consultation with the manager, which risk assessments need to be formally recorded. However, risk assessments related to employment and the working environment will be always be recorded in writing so that staff can refer to them.

If changes are required to the Nursery's policies or procedures as a result of the risk assessment, the manager will update the relevant documents in conjunction with the Company Health and Safety Officer and inform all staff.

Daily checks

We will carry out a visual inspection of the equipment and the whole premises (indoors and out) daily, before any children arrive. A written record of these checks is maintained. During the course of the day, staff will remain alert to any potential risks to health and safety.

If a member of staff discovers a hazard during the course of a day, they will make the area safe (eg by cordoning it off) and then notify the manager. The manager will ensure that any actions needed to mitigate the immediate hazard have been taken and will implement measures to prevent the incident from recurring. If the nursery is on a site not owned by the company, then the manager will liaise with the school or site owner if changes to the premises are needed. The company Health and safety officer will also be informed.

Recording dangerous events

The manager will record all accidents and dangerous events on the **Incident** or **Accident Record** sheets as soon as possible after the incident. If the incident affected a child the record will be kept on the child's file. The nursery will monitor **Incident** and **Accident Records** to see whether any pattern to the occurrences can be identified.

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Security

Children are not able to leave the nursery premises during the day unsupervised.

All external doors are kept locked, with the exception of fire doors. Staff monitor the entrances and exits to the premises throughout the day.

All visitors to the Nursery must sign the **Visitor Log** and give the reason for their visit. Visitors will never be left alone with the children.

Security procedures will be regularly reviewed by the manager, in consultation with staff and parents.

Toys and equipment

All furniture, toys and equipment are kept clean, well maintained and in good repair. We select toys, equipment and resources with care, and we carry out risk assessments before the children are allowed to use them. Broken toys and equipment are disposed of promptly.

We ensure that any flammable equipment is stored safely.

Fire Safety

The Regulatory Reform (Fire Safety) Order 2005 requires that a fire safety risk assessment is undertaken for the workplace. See **Fire Safety and Fire Risk Assessment Policy**.

All soft furnishings and fabric in the setting must comply with fire safety Standards and a record/log of this is maintained.

An external company will inspect and maintain all firefighting equipment within the setting

The nursery will carry out daily checks to ensure that all fire exits are kept clear and that regular fire drills are conducted.

Food and personal hygiene

Staff at our setting maintain high standards of personal hygiene, and take all practicable steps to prevent and control the spread of infection.

- A clean environment is maintained at all times.
- Toilets are cleaned daily and soap and hand drying facilities are always available.
- Staff are trained in food hygiene and follow appropriate guidelines.
- Waste is disposed of safely and all bins are kept covered.
- Staff ensure that children wash their hands before handling food or drink and after using the toilet.
- Cuts and abrasions (whether on children or staff) are kept covered.

Dealing with body fluids

Spillages of blood, vomit, urine and faeces will be cleaned up immediately in accordance with our **Intimate Care** policy.

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next review date July 2021

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Staffing levels

Staff ratios and levels of supervision are always appropriate to the number, ages and abilities of the children present, and to the risks associated with the activities being undertaken. A minimum of two members of staff are on duty at any time.

During the coronavirus Pandemic

Extra precautions are taken throughout the day to ensure high levels of cleaning and personal hygiene are maintained to reduce the risk of spreading the virus.

Related policies

The full Health and Safety Policy is kept in the main health and safety file in the setting.

See also our related policies: **Illness and Accidents, Emergency Evacuation, Healthy Eating, Safeguarding, Administering Medication, Manual Handling, Fire Safety, Intimate Care, Visitor.**

This policy was adopted by: Acre Wood Day Nursery	Date: July 2020
To be reviewed: July 2021	Signed: Karen Barnes

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare Requirements: Safety and suitability*

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next review date July 2021