



Health and Safety Policy

Aims and Objectives

1. West Byfleet Nursery aims to create and maintain a safe, stimulating and healthy environment for all children, parents, carers, volunteers and staff
2. We aim to raise awareness of health and safety issues among children, parents, carers and staff and take steps to minimise risks to children to help them stay safe
3. We aim to have clear procedures for identifying, reporting and dealing with illnesses, accidents, hazards or faulty equipment that all staff adhere to

In order to accomplish this we will:

Ensure that all staff recognise that they have a duty to maintain a safe, stimulating and healthy environment. This is communicated during staff inductions, staff meetings and inset training days. All staff, volunteers and students are required to read and agree comply with to West Byfleet Nursery's Safeguarding Policy and our Confidentiality Policy

Parents are informed of any ongoing health and safety issues by email and at drop off and collection times. Information regarding health and safety is also made available via regular newsletters and notices.

A daily check of the environment is completed by a member of staff in each room, any faulty or damaged equipment is reported to the designated Health and Safety Officer.

The daily risk assessment includes checks that:

- Fire extinguishers are in place
- All locks are working
- Fire exits are clear
- Toilets are clean and well stocked
- Nappy changing area is clean and well stocked with aprons and gloves
- Plugs and sockets are undamaged
- Indoor and outdoor furniture and equipment is clean and safe to use
- Outdoor fences and gates are secure
- Fridge temperatures are recorded and within acceptable range
- Cleaning products are stored safely
- Electricity, water and phones are in working order

These daily checks are in line with the EYFS Safeguarding and Welfare Requirements (2017). The daily checks are recorded and displayed in the classroom. These records are kept in the setting for a minimum period of two years.

Insurance

The nursery has comprehensive Public and Employers Liability Insurance. The certificate is displayed in the office.

Annual Health & Safety Inspection and Risk Assessments

An Annual Health and Safety inspection will be carried out by a qualified health and safety professional. This health and safety inspection covers all aspects of building safety including:

All indoor areas, all outdoor areas and electrical & plumbing safety issues

Hot water temperatures are checked on a monthly basis, a written record of these is kept in the risk assessment file

A copy of the inspection report is kept on file with any actions required as a result documented. Actions carried out as a result of the Annual Health and Safety inspection are recorded and dated. Records of these annual inspections are kept in the setting permanently

An annual risk assessment will be written by the management team of the nursery in consultation with all staff members. This will be reviewed at least annually or more frequently should the need arise. The risk assessment will identify aspects of the environment that need to be checked on a regular basis. It will identify potential hazards and how these hazards will be controlled to ensure the health, safety and wellbeing of all persons on the premises

The **FIRE PROCEDURE** is displayed in all the rooms of the nursery

A Completed Health and Safety poster is displayed in the staff room for reference

External Contractors

Should the need arise for external contractors to make repairs to the building, West Byfleet Nursery will endeavour to ensure that essential maintenance and repairs are made outside of nursery hours or in the school holidays to minimise possible disruption to children staff and visitors

If the above is not possible then external contractors will be DBS checked or will be supervised by a member of staff at all times when on site with children present

Identification will always be checked upon entrance to the nursery

The Visitors book will record details of names, dates and id checks and purpose of the visit

Gas and Electricity

The nursery building electrical installation was completed in October 2014 and will be inspected every 5 years. All installation and servicing certificates are stored in the office.

All portable electrical equipment on site is PAT tested annually in July.

The premises does not have a gas supply.

Outside Area

Daily safety checks are carried out on all boundaries, gates, resources and equipment to ensure they are secure and in a good state of repair.

All trees and plants are regularly checked for broken branches, berries and other hazards

Sand and bark pits are covered overnight and at weekends and holidays to keep them free of contaminants

The setting actively promotes Sun Safety for children and staff;

Parents are requested to apply sun cream to their child before the start of their session.

Parents are requested to ensure their child is appropriately clothed and has a sun hat. Regular reminders are sent out by email and in newsletters. Some spares are available in the setting for use if the child's own is forgotten or misplaced.

If the child is with us all day, sun cream is reapplied by staff members as long as written parental consent has been received.

Children wishing to apply their own sun cream are encouraged to do so with support.

Staff members are reminded to re-apply their own sun cream regularly.

Additional shaded areas are created so that outdoor play is not limited

Sun cream is reapplied after water activities or wet play.

Water Activities

All water activities are closely supervised by staff at all times. Staff are aware of dangers such as slippery surfaces and drowning and monitor wet play carefully.

Sleeping Children

On rare occasions children fall asleep in the setting, should this happen the child is carefully monitored. A staff member will remain with the child at all times checking that the child is comfortable and not too hot or cold.

Times are noted so that the parents can be notified on collection.

If the child appears unwell, i.e. a raised temperature, the parents will be telephoned and early collection of the child arranged.

Hygiene

We aim to prevent the spread of infection by ensuring high standards of personal hygiene and good practice is adhered to particularly hand washing and maintaining a clean environment. We follow the guidance of the Health Protection Agency.

All areas of the setting are cleaned daily with special attention given to high traffic areas. Tables are cleaned with antibacterial spray and disposable towels between activities and always before eating.

Toilet and nappy changing areas have soap, warm running water and hand driers. Children are encouraged to wash their hands after every visit and before eating. These areas are stocked with protective gloves, aprons and appropriate cleaning materials, which are kept out of the reach of children, and are checked and cleaned throughout the day.

Nappies and bodily fluid spillages, including blood, are dealt with wearing protective gloves and aprons. The contaminated area is immediately cleaned thoroughly with antibacterial products. All resulting waste is hygienically wrapped and placed in a secure hazardous waste bin, which is emptied regularly by a specialist contractor.

Any hazardous substances are stored in a lockable cupboard, in line with COSHH regulations, that is not accessible to the children.

To minimise spread of infection, tissues are available in every room and staff and children are encouraged to 'catch it, kill it, bin it' when coughing, sneezing or wiping their noses.

Staff who supervise lunch club have completed the appropriate food hygiene course. Packed lunches are provided by parents and none of the children's food is reheated.

A list of notifiable diseases, as defined by the Health Protection Agency, is displayed in the office. Should any of these occur Ofsted will be informed immediately.

Any Injuries, diseases and dangerous occurrences will be reported in accordance with RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences 2013).

Equipment

We provide a range of toys, equipment and resources that promote all areas of children's learning and development

We aim to regularly review, update and replace resources as necessary in accordance with the numbers of children attending the nursery ensuring variety and choice.

Toys and resources are age appropriate and culturally diverse, non-discriminatory and avoid racial and gender stereotyping

Resources are stored and displayed where children can freely access them safely

All resources and equipment are checked as they are put out for session and put away at the end of session to ensure the cleanliness and good condition. Any broken, unsafe, dirty equipment is cleaned or disposed of as appropriate. Breakages are reported to the Manager and we endeavour to replace items as soon as possible

Working with display screen equipment (DSE)

There is no evidence to suggest that DSE work will cause permanent damage to eyes or eyesight however HSE DSE Regulations apply to workers who regularly use DSE as a significant part of their normal work (daily, for continuous periods of an hour or more). These workers are known as DSE users.

West Byfleet Nursery will provide DSE users with eye tests to ensure they can comfortably see the screen and work effectively without visual fatigue. The nursery will pay for this test or make a contribution to the cost; up to a maximum of £25 .

If the test shows that the user needs glasses specifically for DSE work, we will pay for a basic pair of frames and lenses. Users are entitled to further tests, if DSE work is considered to cause them visual fatigue, at regular intervals after the first test.

Signed: Ruth Claydon

Date: 16th October 2018

Review: October 2019

