

HEALTH & SAFETY POLICY

At St Paul's Church Nursery, the safety of young children is of paramount importance. Our nursery offers a safe and healthy environment for the children, staff, parents and volunteers. In order to do so, we follow policies and procedures, in line with the Safeguarding and Welfare Requirements of the Early Years Foundation Stage to minimise hazards and manage risks so the children can thrive and learn in a safe space.

"Children learn best when they are healthy, safe and secure" (EYFS 2017/21 3.1)

The Head Teacher is responsible for Health and Safety although it is the legal responsibility of all of us to make sure the setting is safe for everyone and to ensure all Health and Safety requirements (including legislation requirements) are met.

Insurance cover

We have public liability insurance and employer's liability insurance with Early Year's Alliance. The certificate is displayed by the nursery office along with:-

Fire protection (GC Fire Protection Ltd).

Building regulations

Health and Safety Law poster is in the nursery, in the alcove

Procedures

All staff have induction training which includes the Health and Safety Procedures so that all staff/volunteers understand their shared responsibility. These are revisited annually at the start of the academic term. The induction training also includes safe lifting and the storage of potentially dangerous substances.

Records are kept of the induction training sessions and are added to the employee's file.

Children are made aware of Health and safety issues through age-appropriate discussions and planned activities and routines.

Parents have access to the policies and procedures and are made aware of our routines in their settling-in sessions and through.

The Nursery is subject to a daily Health and Safety check for the indoor and outdoor areas, to ensure the setting is safe, suitable and secure.

"Providers must ensure they take all reasonable steps to ensure staff and children in their care are not exposed to risk and must be able to demonstrate how they are managing risk" EYFS 2021 3.65) (see risk assessment)

Safety of Children

All children are supervised by adults at all times and will always be within sight and/or hearing of an adult.

- A register of both adults and children is completed as people arrive so that a complete record of all those present is available in any emergency.
- Ratios are in line with the statutory requirements.
- All adults are aware of the systems in operation for children's arrivals and departures.
- Children will leave the group only with authorised adults.

- Whenever children are on the premises at least two adults are present.
- If a small group goes out, there will be sufficient adults to maintain appropriate ratios for staff and children remaining on the premises.
- The premises are checked before locking up at the end of the day/session.
- Ofsted is notified of any injury requiring treatment at hospital or the death of a child or adult.

Medication, accidents and incidents

The statutory framework states that 'medicines must not usually be administered unless they have been prescribed for a child by a doctor, dentist, nurse or pharmacist'.

'Prescribe' means recommended whereas 'prescription' refers to written instructions from a doctor or dentist.

If possible, the child's parents will administer medicine. If not, then medication must be clearly labelled with child's name, dosage and any instructions.

The staff will only administer medication when asked to do so by the parent if there is an accepted health reason to do so.

A medication book will be available to log in: name of child receiving medication; medication and times that the medication should be administered; date and time when medication is administered; dose to administer, administered, together with the signature of the person who has administered each dose.

The Nursery will ensure that the first aid equipment is kept clean, replenished and replaced as necessary. Sterile items will be kept sealed in their package until needed.

- All medications will be kept in a lockable cupboard
- Paediatric training takes place every three years and volunteers are invited.
- A book is available at each session for the reporting of any accident/incident.
- Regular safety monitoring will include checking of the accident and incident record.
- Any accident to a member of staff requiring medical treatment and any dangerous occurrences will be recorded in our accident book and reported.

Activities and resources

- Equipment is checked regularly, and any dangerous items are repaired/discarded.
- The layout and space ratios allow children and adults to move freely between activities.
- Large equipment is erected with care and checked regularly.
- All Equipment offered to children is developmentally appropriate; recognising that materials suitable for an older child may pose a risk to younger/less mature children.
- Activities such as cooking, woodwork and energetic play receive close and constant supervision.
- Children are taught to handle and store equipment safely.

Storage

- All dangerous materials, including medicines and cleaning materials, are stored out of the reach of the children
- Children do not have unsupervised access to kitchens, cookers or any cupboards storing hazardous materials including matches
- All resources and materials which children select are easily accessible and are stored safely to prevent them from accidentally falling.

Electrical equipment

- All electrical equipment conforms to safety requirements and is checked regularly.
- There are sufficient sockets to prevent overloading.
- Lighting and ventilation are adequate in all areas

Hygiene

Our daily routines encourage children to learn more about personal hygiene and a healthy lifestyle. Our Health and Hygiene – The food and drink Policy and Procedure stipulate these

- Our Nursery is cleaned daily by an official cleaner.
- The staff constantly monitor and clean the setting and equipment throughout the day.
- Tables are cleaned between activities to avoid cross contamination.
- Children and adults wash their hands regularly and always before and after cooking and eating.
- The nappy changing area is cleaned after use and PPE (disposable aprons and gloves) is used. Nappies are double bagged and placed in the appropriate bin and disposed of daily.
- Tissues and hand sanitiser are part of our stringent routine
- Dressing up clothes are washed after use.

Fire safety and emergency evacuation

- Our emergency evacuation procedure is on display and our nominated Fire Warden (Nicola Breen) makes these clear to new members of staff as well as volunteers and revisits with all staff members.
- Fire doors are never obstructed.
- Fire drills are held at least once a term and are recorded.
- Fire extinguishers are checked annually, and staff know how to use them.
- Smoking is prohibited on the premise
- Fire doors are clearly marked.
- Smoke detectors and alarms are regularly checked in line with St. Paul's Church Health and Safety regulations.
- Advice can be sought from the Fire and Rescue services

Outdoors areas and forest school

Our Forest School areas are risk assessed at every outing. There is guidance and documentation for Forest School/ outings, including risk assessments, check lists and guidance for tools, fires and other activities.

- The Forest School Handbook provides guidance for our Forest School area and for outings.
- The outside area is checked every morning as part of our Health and Safety Check list.
- Boundaries are assessed, and the children are made aware of where they are and how they are not allowed to pass them "to keep us safe".
- Dynamic risk assessments are part of our procedures.
- Ratios are constantly met, and activities are appropriately supervised.
- Adults and children are alerted to poisonous plants and others that will cause them discomfort e.g. nettles.

Adult safety

"All workers have a right to work in places where risks to their health and safety are properly controlled." (Health and Safety Executive – www.hse.gov.uk)

Staff sickness and absence is recorded.

Staff are made aware/regularly reminded of COSHH regulations.

Staff are made aware of their joint responsibility for Health and Safety.

Staff are signposted to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) as part of our (annual) induction programme. (www.hse.gov.uk/riddor). Any accident to a member of staff requiring medical treatment and any dangerous occurrences will be recorded in our accident book and reported.

Ofsted is notified of any injury requiring treatment at hospital or the death of a child or adult.

The suitability of people who have access to the children is rigorously monitored and children will not be left unsupervised with anyone whose suitability has not been checked.

All staff members are employed in line with guidance.

- Checked criminal records
- Barred lists and prohibition checks
- Up to date references
- Prohibition from teaching check
- Checks and copies of professional qualifications
- Rights to work in UK

All staff have DBS checks and are employed with references and revisited supervisions. All visitors sign in the visitors' book.

This is all in line with our safer recruitment policy

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This policy was adopted at a meeting of St. Paul's Church Nursery School Committee and is reviewed on a three-year cycle in line with the School Development Plan.

Signed on behalf of the Management Committee _____

Signed on behalf of the Nursery: _____ Date _____

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Review Date _____