

Health, Hygiene & Safety Policy

Statement of intent

The nursery believes that the health and safety of the children in their care is of paramount importance, and makes the setting a safe and healthy place for children, parents/carers, practitioners and volunteers.

Aim

We aim to make all children, parents/carers and staff, within the nursery, aware of health, hygiene and safety issues and to minimise the hazards and risks to enable the children to thrive in a healthy, hygienic and safe environment.

Methods

The practitioner responsible for health and safety within the nursery is:

Shelley Rolfe

She is competent to carry out these responsibilities, and has undertaken health and safety training to Level 3 standard.

An appropriate poster is on display in

Small storeroom

Insurance cover

The nursery is insured through the Pre School Learning Alliance and we have public liability, and employers' liability insurance - the current certificate is on the display board outside the office area.

Awareness raising

- Our induction training for practitioners and volunteers includes a clear explanation of health and safety issues so that all adults are able to adhere to our policy and understand their shared responsibility for health and safety.
- The induction training covers matters of employee well being, including safe lifting and the storage of potentially dangerous substances.
- Records are kept of the induction training and new practitioners and volunteers are asked to sign the records to confirm they have taken part.
- Health and safety issues are explained to the parents of new children so that they understand the part played by these issues in the daily life of the setting.
- As necessary, health and safety training is included in the annual training plans of practitioners, and health and safety is discussed regularly at staff meetings.
- We have a no smoking policy.
- Children are made aware of health and safety issues through discussions, planned activities and routines.

Safety of Children

- We ensure all practitioners employed have been checked for criminal records by an enhanced disclosure from the Disclosure Barring Service. (See *Staffing and Employment Policy*)
- Adults do not normally supervise children on their own.
- All children are supervised by adults at all times.
- Whenever children are on the premises at least two adults must be present.



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Safety of adults

- Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.
- When adults need to reach up to store equipment or to change light bulbs they are provided with safe equipment to do so.
- All warning signs are clear and in appropriate languages.
- Adults should not remain in the building on their own.
- The sickness of practitioners and their involvement in accidents is recorded. The records are reviewed termly to identify any issues that need to be addressed.

Security

- Systems are in place for the safe arrival and departure of children.
- A member of the management team records each child's arrival, and parents/carers sign the children out.
- Our systems prevent unauthorised access to our premises.
- Our systems prevent children from leaving our premises unnoticed.
- The personal possessions of practitioners and volunteers are securely stored during sessions.

Windows

- Low level windows are made from materials that prevent accidental breakage or are made safe.
- Windows above ground level are secured so that children cannot climb through them.

Doors

- We take precautions to prevent children's fingers from being trapped in doors.

Floors

- All surfaces are checked daily to ensure they are clean and not damaged.

Kitchen

- The nursery has a member of staff employed specifically for kitchen operations.
- Cooking activities are restricted to cold snacks.
- Children do not have unsupervised access to the kitchen.
- All surfaces are clean and non-porous.
- Cleaning materials and other dangerous materials are stored out of reach of children.

Electrical equipment

- All electrical equipment conforms to safety requirements and is regularly checked.
- Mains switch cupboard is kept locked and not accessible to the children.
- Electric sockets, wires and heaters are protected, and children are taught/reminded not to touch them.
- There are sufficient sockets to prevent overloading.
- The hot water is kept at a temperature which prevents scalding.
- Lighting and heating is adequate in all areas of the setting.

Storage

- All resources and materials from which the children select are stored safely.
- All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.



Activities

- Before purchase/loan, equipment/resources are checked to ensure they are safe for the ages and stages of the children currently attending the setting.
- The layout of play equipment allows adults and children to move safely and freely between activities.
- All equipment is regularly checked for cleanliness and safety and any dangerous items are repaired or discarded.
- All materials including paint and glue are non-toxic.
- Sand used is play sand. It is clean and changed regularly.
- Physical play is constantly supervised.
- Children are taught to handle and store tools safely.
- Children who are sleeping are checked regularly.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.

Outdoor play area

- Our outside area is:
 - securely fenced;
 - checked for safety and cleared of rubbish/animal faeces before use;
 - appropriately supervised at all times.
- Children will have the opportunity to play outside throughout the year.
- Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides.
- Outdoor footwear worn in the garden area is cleaned of mud and debris and wherever possible should not be worn indoors.

Animals

- Animals visiting the setting are free from disease, safe to be with children and do not pose a health risk.
- Children wash their hands after contact with animals.

Food and drink

- Practitioners who prepare and handle food receive appropriate training and understand/comply with current food safety and hygiene.
- All food and drink is stored appropriately.
- Adults do not carry or place hot drinks within the reach of children.
- Snack and meal times are appropriately supervised and children do not walk about with food or drink.
- Fresh drinking water is available to the children at all times.
- We operate systems to ensure that children do not have access to food/drinks which may adversely affect their allergies or intolerances.

Hygiene

- To prevent the spread of infection the nursery will ensure that good practices are observed.
- In particular each adult will;
 - wash their hands under running water before handling food;
 - not be involved with the preparation of food if suffering from any infectious / contagious illness or skin problems;
 - never cough or sneeze over food;



- prepare raw and cooked foods in separate areas;
- keep food covered and either refrigerated or piping hot;
- use separate cleaning cloths/mops for the kitchen from other areas within the nursery.

See also;

- Food & Drink Policy



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