Health and Safety – General Policy

At Tiny Tots Nursery, we provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees and a safe early learning environment in which children learn and are cared for. To develop and promote a strong health and safety culture within the nursery for the benefit of all staff, children and parents, we provide information, training and supervision. 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 our health and safety procedures are set out within this policy and we make sufficient resources available to provide a safe environment.

Legal framework

We follow all relevant legislation and associated guidance relating to health and safety within the nursery including:

* The requirements of the Statutory Framework for the Early Years Foundation Stage (EYFS) 2017
* The regulations of the Health & Safety at Work Act 1974 and any other relevant legislation such as Control Of Substances Hazardous to Health Regulation (COSHH)
* Any guidance provided by Public Health England, the local health protection unit, the local authority environmental health department, fire authority or the Health and Safety Executive.

Aims and objectives

The aim of this policy statement 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 safe working practices amongst staff and children
* Make arrangements for ensuring safety and the minimising 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 with safe entry and exit routes
* Formulate effective procedures for use in case of fire and other emergencies and for evacuating the nursery premises. Practice this procedure on a regular basis to enable the safe and speedy evacuation of the nursery
* Maintain a safe working environment for pregnant workers or for workers who have recently given birth, including undertaking appropriate risk assessments
* Maintain a safe environment for those with special educational needs and disabilities and ensure all areas of the nursery are accessible (wherever practicable)
* Provide a safe environment for students or trainees to learn in
* Encourage all staff, visitors and parents to report any unsafe working practices or areas to ensure immediate response by the management.

We believe the risks in the nursery environment are low and we will 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, free from obstruction and easily opened from the inside
* Regularly check the premises room by room for structural defects, worn fixtures and fittings or electrical equipment and take the necessary remedial action
* Ensure that all staff, visitors, parents and children are aware of the fire procedures and regular fire drills are carried out
* Have the appropriate fire detection and control equipment which is checked regularly to make sure it is in working order
* Ensure that all members of staff are aware of the procedure to follow in case of accidents for staff, visitors and 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
* Ensure there are suitable hygienic changing facilities (see infection control guidance)
* Prohibit smoking on the nursery premises
* Prohibit any contractor from working on the premises without prior discussion with the manager in charge
* Encourage children to manage risks safely and prohibit running inside the premises unless in designated areas
* 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 materials are placed out of the reach of children and kept in their original containers
* Wear protective clothing when cooking or serving food
* Prohibit certain foods that may relate to children’s allergies, e.g. nuts are not allowed in the nursery
* We follow the EU Food Information for Food Consumers Regulations (EU FIC). These rules are enforced in the UK by the Food Information Regulations 2014 (FIR). We identify the 14 allergens listed by EU Law that we use as ingredients in any of the dishes we provide to children and ensure that all parents are informed
* Follow the guidance for allergies and allergic reactions for children who have allergies
* Ensure risk assessments are undertaken on the storage and preparation of food produce within the nursery
* Familiarise all staff and visitors with the position of the first aid boxes and ensure all know who the appointed first aiders are
* Provide appropriately stocked first aid boxes and check their contents regularly
* Ensure children are supervised at all times and maintain ratios of adults to children
* Take all reasonable steps to prevent unauthorised persons entering the premises and have an agreed procedure for checking the identity of visitors
* Ensure no student or volunteer is left unsupervised at any time
* Ensure staff paediatric first aid certificates are on display (or made available to parents).

Responsibilities

The designated Health and Safety Officer in the nursery is Caroline Bevan (owner).

The employer has overall and final responsibility for this policy being carried out at:

Tiny Tots Nursery

Unit A

Meadow Road

Cirencester

GL7 1YA

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

All employees have the responsibility to cooperate 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/duties will be regarded as a disciplinary matter (see separate document on disciplinary procedures).

Whenever a member of staff notices a health or safety problem which they are not able to rectify, they must immediately report it to the appropriate person named above. Parents and visitors are requested to report any concerns they may have to the manager or deputy manager.

Daily contact, monthly staff meetings and health and safety meetings provide consultation between management and employees. This will include health and safety matters.

Health and safety training

Person responsible for monitoring staff training is Bonnie Badham

Health and safety is covered in all induction training for new staff.

Training table (example):

|  |  |  |
| --- | --- | --- |
| **Area** | **Training required** | **Who** |
| Paediatric First aid | Course | All staff |
| Dealing with blood | In house training/course | All staff and students |
| Safeguarding/Child protection | In house training/course | All staff and students |
| Care of babies | In house training/course | At least half of the staff working with under 2’s |
| Risk assessment | In house training/course | All staff |
| Fire safety procedures | In house training | All staff and students |
| Use of fire extinguisher | In house training/course | All staff where possible |
| Food hygiene | In house training/course | Anyone involved in preparing and handling food |
| Allergy awareness | In house training/course | All staff and students |
| Manual handling | In house training/course | All staff and students |
| Stress awareness and management | In house training/course | All staff |
| Changing of nappies | In house training | All staff |
| Fire warden duties | External course | Fire Warden |
| Medication requiring technical or medical knowledge e.g. Epi Pen | External course | As required |
| SENCO | External course | SENCO |
| Supervision and appraisal | External course | Manager, deputy and room supervisors |

At present at least one member of staff on duty MUST hold a full paediatric First Aid certificate in the nursery and when on outings. In addition to this, all newly qualified entrants to the early years workforce who have completed a level 2 and/or level 3 qualification on or after 30 June 2016, must also have either a full PFA or an emergency PFA certificate within three months of starting work in order to be included in the required staff: child ratios at level 2 or level 3 in an early years setting

All trained first aiders must be listed in the first aid guidance.

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, outdoor areas, resources, cleaning equipment, legionella and lone working
* These are reviewed at regular intervals and when arrangements change
* All outings away from the nursery (however short) will include a prior risk assessment – more details are included in our outings guidance
* All equipment, rooms and outdoor areas will be checked thoroughly by staff before children access them or the area. These checks will be recorded on IAuditor. Unsafe areas will be made safe/removed from the area by the member of staff to promote the safety of children. If this cannot be achieved the manager will be notified immediately
* We provide appropriate facilities for all children, staff, parents and visitors to receive a warm welcome and provide for their basic care needs, e.g. easy to access toilet area and fresh drinking water
* We adhere to the Control Of Substances Hazardous to Health Regulation (COSHH) to ensure all children, staff, parents and visitors are safe in relation to any chemicals we may use on the premises
* We identify and assess any water sources at risk of legionella[[1]](#footnote-1), and manage these risks including avoiding stagnant water.
* All staff and students will receive appropriate training in all areas of health and safety which will include risk assessments, manual handling and fire safety. We may also use benefit risk assessments for particular activities and resources for children
* We have a clear accident and first aid guidance to follow in the case of any person in the nursery suffering injury from an accident or incident
* We have a clear fire safety guidance and procedure which supports the prevention of fire and the safe evacuation of all persons in the nursery. This is to be shared with all staff, students, parents and visitors to the nursery
* We review accident and incident records to identify any patterns/hazardous areas
* All health and safety matters are reviewed informally on an ongoing basis and formally every six months or when something changes. Staff and parents will receive these updates, as with all policy and guidance changes, as and when they happen
* We welcome feedback from staff and parents. They are able to contribute to any policy or guidance through informal discussions, the suggestion scheme and/or during regular meetings held at nursery.

**Safety Checks**

Daily checks are carried out daily before opening the nursery and at the end of each day on I-Auditor. These are carried out by a room leader or manager. Any risks that are identified are removed immediately or made safe and the manager is made aware. Broken toys and equipment are removed from the room and if suitable to be fixed then this is done, if not the toy is replaced.

**Health and Safety in the Office environment**

At Tiny Tots Nursery, we take the welfare of our employees seriously and put safeguards in place to help protect the health and safety of all employees. This includes any staff who are required to undertake office duties as part of their role including sitting at a computer.

We carry out risk assessments to assess any health and safety risks to employees carrying out office duties and provide appropriate equipment for their role.

Staff using computers can help to prevent health problems in the office by:

* Sitting comfortably at the correct height with forearms parallel to the surface of the desktop and eyes level with the top of the screen
* Maintaining a good posture
* Avoiding repetitive and awkward movements by using a copyholder and keeping frequently used items within easy reach
* Changing position regularly
* Using a good keyboard and mouse technique with wrists straight and not using excessive force
* Making sure there are no reflections or glare on screens by carefully positioning them in relation to sources of light
* Adjusting the screen controls to prevent eyestrain
* Keeping the screen clean
* Reporting to their manager any problems associated with use of the equipment
* Planning work so that there are breaks away from the workstation.

Seating and posture for typical office tasks:

* Good lumbar support from the office seating
* Seat height and back adjustability
* No excess pressure on underside of thighs and backs of knees
* Foot support provided if needed
* Space for postural change, no obstacles should be under the desk
* Forearms approximately horizontal
* Minimal extensions, flexing or straining of wrists
* Screen height and angle should allow for comfortable head position
* Space in front of keyboard to support hand/wrists during pauses in typing.

If an employee requires additional support, please let the manager know as soon as possible.

Fire Safety

At Tiny Tots Nursery,we make sure the nursery is a safe environment for children, parents, staff and visitors through our fire safety guidance and procedures.

The manager **[*Bonnie Badham*]** makes sure the nursery premises are compliant with fire safety regulations, including following any major changes or alterations to the premises and seeks advice from the local fire safety officer as necessary.

The manager has overall responsibility for the fire drill and evacuation procedures. These are carried out and recorded for each group of children every three months or as and when a large change occurs, e.g. a large intake of children or a new member of staff joins the nursery. These drills will occur at different times of the day and on different days to ensure evacuations are possible under different circumstances and all children and staff participate in the rehearsals.

The manager checks fire detection and control equipment and fire exits in line with the timescales in the checklist below.

Fire checklist

|  |  |  |  |
| --- | --- | --- | --- |
|  | Who checks | How often | Location |
| Escape route/fire exits (all fire exits must be clearly identifiable) | Nursery management or Room Leaders | Every day | Whole nursery |
| Fire extinguishers and blankets | Team Leader from Rugrats | Once a month | Whole nursery |
| Evacuation pack | Nursery management | Once a month | Front of nursery |
| Smoke/heat alarms | Team Leader from Rugrats | Once a month | Whole nursery |
| Fire alarms | Team Leader from Rugrats | Once a month | Whole nursery |
| Fire doors closed, in good repair, doors free of obstruction and easily opened from the inside | Nursery management or Room Leaders and Team Leader from Rugrats | Every day | Whole nursery |

Registration

An accurate record of all staff and children present in the building must be kept at all times and children/staff must be marked in and out on arrival and departure. An accurate record of visitors must be kept in the visitor’s book. These records must be taken out along with the register and emergency contacts list in the event of a fire.

No smoking

The nursery operates a strict no smoking rule – please see this separate guidance for details.

Fire drill procedure

On discovering a fire:

* Calmly raise the alarm by breaking the alarm glass
* Immediately evacuate the building under guidance from the manager on duty
* Using the nearest accessible exit lead the children out, assemble at **[*Rugrats Car Park*]**
* Close all doors behind you wherever possible
* Any staff members that are out of numbers to go to the baby room to help evacuate the babies
* If the nursery children are using the soft play centre they must evacuate using the closest fire exit and assemble at the fire assembly point
* The deputy manager will support those with mobility difficulties to evacuate the building
* Do not stop to collect personal belongings on evacuating the building
* Do not attempt to go back in and fight the fire
* Do not attempt to go back in if any children or adults are not accounted for
* Wait for emergency services and report any unaccounted persons to the fire service/police.

If you are unable to evacuate safely:

* Stay where you are safe
* Keep the children calm and together
* Wherever possible alert the manager of your location and the identity of the children and other adults with you.

The manager is to:

* Pick up a tablet with Famly downloaded, mobile phone, keys, visitor book and fire bag/evacuation pack (containing high vis jackets, nappies, wipes and blankets)
* Telephone emergency services: dial 999 and ask for the fire service
* In the fire assembly point area – **[*Rugrats Car Park*]** check the children against the register
* Account for all adults: staff and visitors
* Advise the fire service of anyone missing and possible locations and respond to any other questions they may have.

Remember

* Do not stop to collect personal belongings on evacuating the building
* Do not attempt to go back in and fight the fire
* Do not attempt to go back in if any children or adults are not accounted for.

1. https://www.hse.gov.uk/legionnaires/ [↑](#footnote-ref-1)