

# **OLD SCHOOL DAY NURSERY**

## **Health and Safety Document**

Old School Day Nursery is committed to ensuring that all setting practices are carried out within the requirements of the Health and Safety and Work Act 1974 and the Management of the Health and Safety at Work Act 1999. We recognise that a systematic approach to health and safety, based on systematic risk assessment and procedures (see risk assessment policy for more information) can minimise injury and ill health to staff and children.

The Manager is responsible for Health and Safety at Old School. The Manager will advise the Partners in the implementation of its Policy and Practices undertake training and be responsible for ensuring staff are adequately versed on that training. The Manager is responsible for annual in house training and a rigorous induction at the beginning of employment.

All employees, whether paid or voluntary, have a responsibility for Health and Safety including the safety of others that may be affected by their acts or omissions. They must be observant at all times and familiarise themselves with the Health and Safety Policy and safe practices appropriate to their place of work. Whenever an employee notices a health and safety issue that they are not able to put right themselves, they must immediately tell the appropriate person.

All accidents resulting in personal injury must be recorded in the relevant Sections on First Step software for both staff and children. Accident forms must be completed, signed filed.

RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995)  
Staff will ensure that all major injuries including fractures (but not finger, thumbs or toes), dislocation, permanent or temporary loss of sight and an injury from an electric shock will be reported to RIDDOR. Injuries that last more than three days and any injuries that result in a visit to the hospital needs be reported. Certain diseases are reportable – a full list is available from Management.

First Aid Boxes are kept in the lobby. It is the responsibility of all staff to ensure that the boxes are replenished when they use them.

All equipment is bought from approved suppliers and is checked to ensure compliance with the British Safety Standards. All equipment is well maintained and checked on a regular basis to ensure that it presents no risk to the health and safety of the children. Equipment and materials encouraging risky play aiding the development of children are used under constant supervision and stored securely after use.

A secure entry system is in place to ensure that only persons with a legitimate reason for being on the premises have access. Care must be taken to maintain the security and parents are expected to ensure gates/ doors etc are closed and latched behind them. Children of any age are not permitted to open gates or doors. Parents are not to allow anyone access to the building. Visitors, other than parents and carers collecting their children must pre-arrange their visits and carry identification; all visitors must make themselves known to a member of staff upon entry, stating their name and reason for visiting. Visitors are required to sign themselves in and out of the building and must be accompanied by a member of staff at all times.

We have a rolling re-decoration and snagging contract and carpets are replaced on a regular basis. Daily risk assessments highlight any issues that need rectifying. Gardeners are employed to ensure the gardens are maintained and safe. In the winter months' they supply grit on pathways and driveways. All staff are fully versed on safe planting and daily risk assessments are done.

All members of staff are responsible for the day to day tidying of the nursery and nursery equipment. A member of staff from each room is responsible for cleaning the toilets hourly. A deep clean is done daily before the nursery opens. Nappies are disposed of twice a day in specific sacks.

Only staff who are Police checked will change a child's nappy or have access to the toilets. Staff have access to aprons and gloves for personal use to change nappies.

When off site Staff are vigilant and aware of the risks in involved in taking the children out. The older children are aware of risk assessments and take part in assessing areas and activities

**COSHH** (The Control of Substances Hazardous to Health Regulations) To comply with regulations all hazardous substances that are used will be stored safely. In the interests of Health and Safety, substances hazardous to health should only be used if there is no less harmful or harmless alternative.

The provision's entire premises is designated a smoke free area. Staff are expected not to smoke during working hours including lunchtime. Any person visiting the building found smoking will be asked to extinguish their cigarette or leave the premises.

Lighting will be suitable and sufficient in every part of the building through which people either pass or work. Doorways and potential hazards like steps are well lit.

The Old School is in a residential area and care must be taken to ensure the peaceful environment is not disrupted.

We will ensure that a reasonable temperature (not less than 16 centigrade) can be maintained in every room in which people are employed to work. The double boiler is secure behind doors and cannot be accessed by children. The boiler is under an annual contract to be serviced.

All staff must be aware of the EEC safety standards with regard to toys and equipment. It is the responsibility of all staff to regularly check that toys are still in good condition and are clean. Toys should be age appropriate to the environment.

It is our policy that children do not have access to computer equipment and staff have minimal use of computer equipment.

It is the responsibility of all users to inspect appliances for loose wiring, faulty plugs etc. before using them. Electrical faults must be reported immediately. Faulty equipment must be removed from usage and clearly labeled as such. All members of staff will be responsible for ensuring that light bulbs are changed. A suitable ladder must be used and the lights switched off before the bulb can be change. Staff must make sure their hands are dry before changing a light bulb.

We maintain acceptable levels of hygiene and health and safety with respect to food. We adhere to the Safer Food Better Business Standard. All staff have completed a Basic Food hygiene course which is reviewed every three years. Food is delivered by Sainsburys in refrigerated vehicles and checked to ensure quality, substance and temperature.

All members of staff will ensure that bottles are steam sterilised each day. Bottles of formula will be made each morning, named and stored in the fridge ready for use. Left over milk will be discarded. All formula will be correctly stored in named seal containers and discarded after 4 weeks. In the case of sleeping babies food will not be reheated more than once.

Parents are required to notify us of any illnesses that might affect an unborn child. Staff and parents alike have a responsibility to inform the nursery as soon as possible if they are pregnant. We notify parents via the notice board of any illnesses know to us. Staff and parents alike have a responsibility to ensure the safety and wellbeing of themselves and their unborn child.

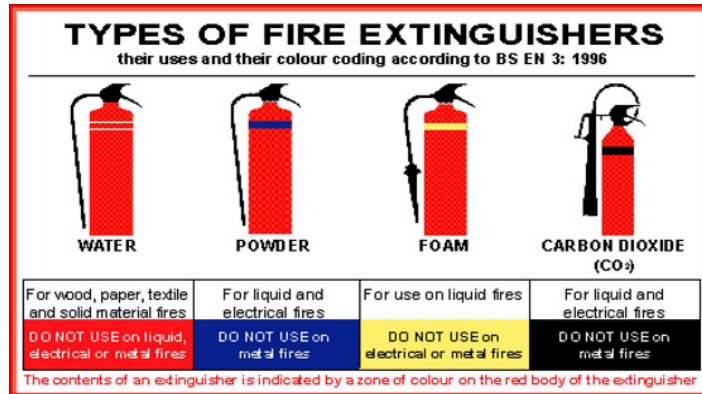
We provide each child with their own bag free of charge on starting. These bags are designed in accordance with Health and safety regulations and we will not accept any plastic bags.

Staff will ensure that are two staff on duty at all times. There may be times during the day when one member of staff is alone with a small group of children i.e. in a car while driving to and from school or to an activity, while changing children or helping them in the toilet, while setting up the garden etc. Only staff that have a suitable police check and First Aid will be left alone with children.

It is important to note that manual handling applies to lifting, lowering, carrying, pushing, pulling, holding or moving by bodily force any discreet moveable object including a person and babies. All staff are given full training in Manual handling which is reviewed annually. Staff are aware that in Nursery their load might be more volatile than usual. Staff are instructed to keep their backs straight when lifting children, place the feet slightly apart and bend the knees.

Management are responsible for ensuring that precautions are taken against fire through routine maintenance of fire safety equipment, reviewing and posting emergency fire procedures in buildings and training staff. All Staff attend in house training on fire equipment each year. Monthly practice drills ensure the children and staff are well versed on evacuation. These drills are documented in the risk assessments file. All Staff are responsible for fire safety at Old School and will ensure fire doors and escape routes are free of obstruction, practice fire drills undertaken and electrical equipment is checked for faults.

In the event of fire on one's person wrap the victim in the fire blanket and pat to extinguish the flames. Call 999 and stay with the victim until help arrives. In the event of a minor fire the relevant extinguisher will to be used to extinguish the flame and if necessary the alarm raised. The children will be evacuated to ensure their safety from smoke and fire. Once the situation is deemed safe the children will be allowed back into the nursery.



In the event of a serious fire the alarm will sound and staff will evacuate the premise with the children. One member of staff on each floor will check all rooms and toilets, collect the register and close the doors. Management will be the last person to leave the building if possible with the registration file and call 999. Once all the children and staff have vacated the build to a safe meeting place, in the car park at the front, or the playground at the back at the front, will the manager do a full head count and register. Staffs priority will be the children and will not attempt to put out the fire.

The manager will ensure the staff undertake regular risk assessments of the premise indoor and out, outings and other activities. Staff attend risk assessment training. Children are encouraged to do their own risk assessments of activities to identify what might happen and what can be done to reduce the hazard/risk.

The risk assessment documents are accessible on request.

#### **REVIEWING THE HEALTH AND SAFETY HANDBOOK**

The Policy will be reviewed every year unless a change in legislation necessitates a shorter review period or there are changes in the activities or personnel of Old School that require changes to be made.