

## **Health and Safety Statement – general statement of policy**

Our policy is to 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 the children are cared for, and learn in. We provide information, training and supervisions to meet this purpose. We wish to develop and promote a strong health and safety culture within the nursery for the benefit of all staff, children and parents. 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 the policy are set out within this policy and sufficient resources will be made available to honour our commitment.

The policy will be kept up-to-date, particularly as the nursery changes in nature and size, and will be revised annually, or as and when required. We therefore welcome any useful comments from members of staff, parents and visitors regarding this policy.

### *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
- Establish and maintain safe working procedures amongst staff and children
- Make arrangements for ensuring safety and the absence of risks to health in connection with the use, handling, storage and transport of 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 and safe entry and exit from it
- 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
- Follow the regulations of the Health & Safety at Work Act 1974 and any other relevant legislation.
- 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 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 responses by the management.

To maintain the maximum protection for children, staff and parents we consider it necessary to:

- Ensure the entrances and exits from the building, including fire exits, remain clear at all times
- 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
- Ensure that all members of staff are aware of the procedure to follow in case of accidents for staff, visitors and especially children
- Ensure that all members of staff take all reasonable action to control the spread of infectious diseases and that they wear protective gloves and clothing where appropriate
- Prohibit smoking on the nursery premises
- Prohibit any contractor working on the premises without prior discussion with the Nursery Manager to reduce any risks to the staff or children
- Prohibit running inside the premises unless in designated areas
- Risk assess all electrical sockets and appliances and take appropriate measures to reduce risks where necessary, and ensure no trailing wires are left around the nursery
- Aston University arranges for PAT Testing of all electrical appliances.
- 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, particularly high risk allergy foods, e.g. peanuts are not allowed in the children's areas of nursery
- Familiarise all staff and visitors with the position of the First Aid boxes and ensure all know who the appointed First Aiders are
- Ensure children are supervised at all times
- Ensure no student is left unsupervised with the children at any time
- Ensure first aid boxes are easily identifiable and readily available.

### *Responsibilities*

Responsibility for Health and Safety in the nursery is that of Donna Cooper.

The Deputy Nursery Manager will be responsible in her absence.

All employees have the responsibility to co-operate 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 will be regarded as a disciplinary matter.

Whenever a member of staff notices a health or safety problem, which they are not able to put right, 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 on duty.

Daily contact, regular staff meetings and health and safety meetings provide consultation between management and employees, this will include health and safety matters. Regular communication takes place with the Health and Safety team at Aston University.

### *Health and safety arrangements*

- All staff are responsible for general health and safety in the nursery
- Risk assessments are to be conducted on all areas of the nursery, including rooms, activities, outdoor areas, resources and cleaning equipment and are displayed throughout the nursery
- All outings away from the nursery (however short) will have to include a prior risk assessment unless a regular, familiar trip with a risk assessment already in place – more details are included in our outings policy
- All equipment and areas will be checked thoroughly by staff before children access the area. These checks are recorded for each room and signed by the staff responsible. All unsafe areas will be rectified by this member of staff to ensure the safety of children, if this cannot be achieved the manager must be notified immediately
- We provide appropriate facilities for all children, staff, parents and visitors to receive a warm welcome and to have basic care needs met, e.g. easy to access toilet area and fresh drinking water
- The nursery will adhere to Control Of Substances Hazardous to Health (COSHH) guidelines to ensure all children, staff, parents and visitors are safe around any chemicals we may use on the premises
- All staff will receive appropriate training in all necessary areas of health and safety.
- We have a clear accident and first aid policy to follow in the case of any person in the nursery suffering injury from an accident or incident
- We have a clear fire safety policy 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. Evacuation procedures are displayed in all areas of the nursery
- All health and safety matters are reviewed informally on an ongoing basis and formally every twelve months or when something changes. Staff and parents will receive these updates as with all policy changes as and when they happen
- Staff and parents are able to contribute to any policy through their child's keyworker and during the regular meetings held at nursery.

Internal use only

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| <b>This policy was adopted on</b>      | May 22 |
| <b>Signed on behalf of the nursery</b> |        |
| <b>Date disseminated to staff</b>      |        |
| <b>Date for review</b>                 | May 23 |