



## HEALTH AND SAFETY POLICY- March 2015

At Toots we are concerned for the health and safety of children, staff, parents and visitors. Health and safety issues must be considered in each area of nursery life from food preparation, preventing infections to supervising activities. Health and safety is everyone's responsibility. Risk assessments have been prepared for all areas of the nursery and records of personal considerations are kept in personnel files. Everybody is able to view general risk assessments and request copies.

We aim to provide a safe environment for all staff, children, parents and visitors by way of using the following procedures:

### **HEALTH AND SAFETY OFFICER.**

Our named health and safety officer is **Julie Cave** who is responsible for checking that all health and safety procedures are adhered to and staff are aware of their responsibilities including First Aid. Potential hazards, including broken equipment and near accidents must be reported immediately to the health and safety officer or senior management.

### **FIRE PRECAUTIONS**

1. All staff are made aware of our evacuation procedures during their initial fire tour. There is a notice by the control box near the kitchen which explains the action to be taken. In the case of a real fire, exit via the front door and meet by the front gate.
2. Fire drills are carried out every four to six weeks.
3. Staff are shown the fire call points and extinguishers during their initial fire tour. It is their responsibility to ensure that they know how to operate the equipment.
4. Fire exits must be kept clear of obstructions at all times, and the fire doors kept unlocked during opening hours.

### **BUILDING AND EQUIPMENT –*for full details see risk assessments***

1. The building and equipment must be properly maintained and all legal requirements met- eg, insurance, PAT/electrical testing, gas maintenance, pest control, waste disposal.
2. Staff are responsible for keeping the premises reasonably tidy and clean at all times.
3. Staff must be shown how to use electrical equipment correctly.
4. All sockets not in use must be fitted with socket covers and the switches turned off. All electrical points except the fridge and freezer should be turned off at night.
5. Toys, equipment and the premises must be checked regularly for potential hazards which need to be reported.
6. Kitchen drains must be cleaned and cleared regularly to prevent them overflowing.
7. The premises must be properly secured at night.

### **GENERAL PLAY**

The rooms need to be laid out in a safe way and children supervised at all times. Children should be appropriately dressed for messy play activities and outdoor play.

## **HAZARDOUS SUBSTANCES**

1. A special service has been arranged for the removal of clinical waste ie: nappies and sanitary waste. Sanitary waste is disposed of directly and nappies/human fluid products or animal faeces must be placed in yellow sacks in the correct external bin. All sacks must be labelled Toots SW17. Staff are to refer to risk assessments regarding other hazardous substances and be aware of COSHH regulations.

## **FIRST AID and ILLNESS**

**Venesha Bryson** is the named first aider who is responsible for checking first aid supplies. Each room has a first aid box. First aid boxes must be taken on all nursery outings. All staff are trained in first aid procedures.

Sickness- children and staff, will be evaluated by a first aider or management and appropriate action taken where patterns emerge. Any children needing emergency care will be escorted to the hospital by qualified staff, preferably their keyworker and parents will be contacted ASAP.

Any person under the age of 18 taking any form of medication must inform management and record their dosage.

## **ACCIDENT PROCEDURES / MEDICINES AND SICKNESS**

All accidents and incidents must be recorded in detail. Please refer to separate policies

## **STAFF TRAINING**

All staff will receive initial training in health and safety to cover policies, basic hygiene, nappy changing where appropriate, mixing cleaning solutions, lifting and handling, fire training, an awareness of risk assessments, COSHH and RIDDOR. Failure to adhere to policies and procedures will be followed up by management and further action taken if necessary.