

# Health & Safety Policy and Arrangements

## Purpose:

- To ensure all children, staff and visitors are safe.

## Responsibility:

- Management governing body – Ensure adequate resources are available to implement staff.
- Ensure the policy implemented fully and communicated to all staff.
- Liaise with safety advisor and other external agencies.
- Involve all staff in health and safety consultation.

## Procedure

### Children

- Ensure they are always supervised
- Ensure they are within sights of adults
- Ensure children do not have access to kitchen, cupboards and other storage areas
- Ensure at least two adults are available when children are on the premises
- Ensure the correct staffing ratio is always available
- Ensure that visits are planned and appropriate procedures followed.
- Ensure that activities such as cooking, woodwork, and other energetic play are closely supervised.
- Ensure that children who are sleeping are regularly checked
- Ensure age appropriate toys are given to children

### Accident

- Ensure all near miss accident are also recorded in the care & concern file
- **In case of minor accident not requiring hospitalization,**
  - Administer first aid
  - Allow child to continue at the school under observation
  - Record event in the accident book
  - Inform parent or guardian when picked up or by letter on the same day
- **In case of accident requiring hospitalization**
  - Administer first aid to stabilise the situation
  - Take the child to the hospital if s/he can be transported safely with another member of staff
  - If the child cannot be moved call an ambulance. Ensure a member of staff goes with the ambulance to the hospital
  - Other staff at the school shall telephone the parents/guardian to meet up at the hospital
  - Inform the following,
    1. Member of the governing body
    2. Manager
    3. Safety advisor
    4. Insurance company
- Completing the accident book

### Arrival and Departure

- Staff shall be available in the reception at arrival and departure times
- Only parents or guardians shall be allowed to pick up the children
- No child shall be allowed out by them selves
- If parents or guardians wish their child to be picked up by any other person they must inform the staff and provide a description as far as possible.
- Ensure all staff are aware, who is authorised to pick up which children.

### Safety checks

- Ensure that the premises indoor and outdoor are checked at the start of the session
- Ensure that all glass at lower level is safety rated
- Ensure that the outdoor play area is fenced off and children cannot wonder off.
- Ensure safety checks are made to toys and equipment. Ensure repair and maintenance is carried out as required. Items beyond economical repair are disposed off.

- Ensure large equipment is erected properly and regularly checked.
- Ensure that premises are checked prior to locking up

#### **Fire**

- Ensure all fire doors are kept closed and unobstructed
- Heaters and other heat sources are adequately guarded
- Ensure that adults do not walk around with hot drinks
- Ensure fire drills is held at least once every half term
- Ensure a list of all children, staff and visitors are available in case of emergency
- Ensure the no smoking policy is adhered to
- Ensure fire extinguishers are serviced annually

#### **First aid**

- Ensure all qualified first aiders are available at all times
- The first aid box with all the contents are regularly checked
- First aid equipment will be clearly identifiable and easily accessible

#### **Substances**

- Ensure all dangerous material, medicines, cleaning materials and so on are stored out of reach of children

#### **Electrical safety**

- Only competent personnel shall carry out electrical work.
- All appliances shall be PAT tested.

#### **Risk Assessments**

Ensure the following assessments are in place, communicated to all adults and shall be reviewed annually.

- Fire
- Electricity
- Outdoor Play Area – Generally nursery activities
- Hot water – Hot surfaces
- Manual handling

#### **Training**

- Ensure all staff are familiar with this policy
- Ensure induction training is carried out for all staff (HSF116) updated
- Ensure staff are capable of using correct fire extinguishers

#### **Documentation**

- Accident record book
- Induction training record
- Risk assessment file

#### **No Smoking**

All of our establishments have a complete no smoking policy. Staff are not permitted to smoke whilst they are on duty whether in the building or on nursery business. No visitors are permitted to smoke whilst in any of our establishments. We display no smoking signs and expect these to be adhered to.