

## Health and Safety Policy

Our designated Health and Safety Officer is Keeley Morland. Deputy is Jair Donaldson.

As far as reasonably practical, all persons, whether employed by Dinky Dales Nursery Ltd, students, parents, children and visitors to the nursery are not exposed to risk to the health and safety.

All employees should act accordingly and report any health and safety concerns or accidents/incidents immediately to the Manager in charge, which includes hazards and/or broken/faulty equipment.

This Health and Safety Policy fulfils the ethos of our nursery and also legal requirements. Dinky Dales Nursery Ltd is committed to implementing the necessary health and safety procedures.

Dinky Dales Nursery Ltd recognises that a responsible approach to health and safety, based upon risk assessments, which minimise injury and ill health to staff, children, their families and our visitors, and that we constantly review and monitor our policies, procedures and performance to continually improve our high standards, which may include developing our staff through training.

### **Risk Assessment**

Risk assessments, to assess the level of risk, will be carried out accordingly by the Health and Safety Officer. They will be reviewed on a regular basis. These findings will be recorded and kept in the risk assessment file.

All activities which take place within the nursery, and during trips and outings, will be assessed and planned to minimise risks. See *the Risk Assessment Policy for more information*.

### **Security**

The security of our staff, children, their families and visitors is of paramount importance to Dinky Dales Nursery Ltd.

The premises and outdoor play area are secure, regularly checked and maintained. Access to the building is restricted and all visitors must show ID and be asked to sign the visitor's book on entrance and exit to the nursery. There is a procedure in place for the safe collection of children – see *Arrivals and Departures Procedure*.

All staff working in the nursery are carefully selected, as part of the recruitment procedure, and have all been DBS checked. Children are supervised at all times. Students are never left alone with children until they are 17 years or over and have been DBS checked.

### **Safeguarding**

All nursery staff will receive training in safeguarding. There are documented procedures to follow in suspected cases of child abuse – see *the Safeguarding and Child Abuse Policy*. All nursery staff are made aware of this procedure during their induction.

### **Fire Safety**

See *Fire Safety and Emergency Evacuation Policy*. Fire drills are carried out half-termly. These drills are documented in the Risk Assessment file. Records are maintained to the satisfaction of the Fire Safety Officer and the relevant certificates obtained.

Fire doors comply with safety regulations and must be kept free from obstructions at all times. Recommendations given by the Fire Safety Department will be carried out immediately. All emergency fire equipment conforms to BS EN standards. They are checked weekly by Keeley Morland or Jair Donaldson and documented evidence kept in the risk assessment file, (every 12 months by the Fire Safety Officer).

### **Outings and Transport**

See *the Outings Policy*.

### **Hygiene**

There is a policy specially related to hygiene – See *Health and Hygiene Policy*.

The nursery premises, including outdoors, are kept safe and clean at all times. This is checked regularly by the manager and they initial appropriate checklists.

Children and staff are encouraged to maintain high levels of personal hygiene and there are procedures in place to ensure that these standards are followed. We have posters and pictures up in relevant areas.

Protective clothing is worn while:

- ❖ Changing nappies (see Nappy Changing Procedure)
- ❖ Dealing with injuries, especially with blood
- ❖ Spillages: Urine, vomit, etc

### **Outdoor Area**

All children wear sun hats and sunscreen whilst playing in the outdoor area during hot sunny weather. The outdoor play area is kept safe and clean at all times. The Manager in charge will carry out daily checks, with any problems with equipment etc being reported to the manager by staff. All sandpits and soil must be checked for

contamination and /or dangerous objects. Water play must be closely supervised. At the end of each session, clearing up must be carried out to ensure the area is left clean, tidy and safe and the sandpit and soil is securely covered.

### **Food Handling**

See *Food and Drinks Policy*.

### **Incidents and Accidents**

Incidents and accidents are dealt with in line with the Data Protection Act 1998.

First aid is administered appropriately. Each accident or incident is recorded on the appropriate individual sheet, ensuring confidentiality is maintained. Accident and incident sheets are stored in the children's individual files. The parent/carer will be informed when the child is collected and signature obtained as confirmation.

The manager or duty manager must be informed of any accidents or incidents. The document should be given to the person in charge before the parent/carer is informed and then put in the child's file. See *Illness and Accident Policy*.

### **Medicine**

There is a procedure in place which ensures that all medicines to be administered to a child has been authorised by a parent/carer, that a member of staff has been trained to administer it, if necessary, and accurate records are kept. This procedure is strictly adhered to – See *Medication Policy*.

### **First Aid**

There is always at least 2 qualified first aiders on site. All staff is encouraged to keep up to date with training. Our first aid boxes comply with Health and Safety First Aid Regulations 1981. The contents are checked termly and replaced as necessary. The first aid boxes are kept out of reach of the children. A first aid box is taken on trips and outings.

Written permission is obtained for emergency and first aid procedures, which is signed for on the child's administration form as part of their registration.

See *First Aid Box and Qualified First Aiders Procedure*.

### **Sick Children**

There is a policy about the exclusion of children who are ill or infectious. This policy is made clear to parents/carers at the time of registration. See *Illness and Accident Policy*.

### **Smoking**

There is a no smoking or vaping policy in place at Dinky Dales Nursery Ltd.

### **Maintenance and Storage of Equipment and Materials**

A wide variety of play equipment is available for use by the children and is selected by ensuring it complies with British Safety Standards. Play equipment is regularly checked and maintained. Equipment or materials that pose a health or safety risk are only used under supervision. Any equipment that is broken should be reported to the person in charge and will be dealt with appropriately.

### **Electric**

Electrical appliances will all conform to safety requirements. They will be logged and checked annually according to PAT testing regulations.

### **Emergency Situations**

*Electricity* – in an event of a power failure there is emergency lighting. If the manager is informed that the power will be off for a significant period of time they will decide if the nursery is to close.

*Water* – if the manager is informed that the water will be off for a significant period of time they will decide if the nursery is to close.

*Adverse Weather Conditions* – the manager will decide if the nursery is to close.