

## Health and Safety Policy

| <b>This policy was adopted from</b> | <b>Signed on behalf of Twickenham Park Riverside</b> | <b>Date for review</b> |
|-------------------------------------|--|------------------------|
| Policies from 20/21                 | Guy Mitchell   | September 2022         |

### Introduction

We provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees and a safe environment in which children learn and are cared for. To develop and promote a strong health and safety culture within the nursery we provide information, training and supervision. 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 our health and safety procedures are set out within this policy and we make sufficient resources available to provide a safe environment.

We aim 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:

1. Establish and maintain a safe and healthy environment throughout the Nursery including outdoor spaces
2. Establish and maintain safe working practices amongst staff and children
3. Minimise risks to health in connection with the use, handling, storage and transport of hazardous articles and substances
4. Ensure the provision of sufficient information, instruction and supervision to all people working in Nursery and to ensure that staff have access to regular health and safety training
5. Maintain a healthy and safe Nursery with safe entry and exit routes

6. Ensure effective procedures are in place for use in case of fire and other emergencies and for evacuating the premises. Practice this procedure on a regular basis to enable the safe and speedy evacuation of the Nursery.
7. Maintain a safe working environment for pregnant workers or for workers who have recently given birth, including undertaking appropriate risk assessments
8. Maintain a safe environment for those with special educational needs and disabilities and ensure all areas of the nursery are accessible (wherever practicable)
9. Encourage all staff, visitors and parents to report any unsafe working practices or areas immediately.
10. Risks in the Nursery environment are low, and we will maintain the maximum protection for children, staff and parents.

**We will:**

1. Ensure all entrances and exits from the building, including fire exits are clearly identifiable and remain clear at all times
2. Regularly check the premises room by room for structural defects, worn fixtures and fittings or electrical equipment and take the necessary remedial action
3. Ensure that all staff, visitors, parents and children are aware of the fire procedures and regular fire drills are carried out
4. Have the appropriate fire detection and control equipment which is checked regularly to make sure it is in working order
5. Ensure that all members of staff are aware of the procedure to follow in case of accidents for staff, visitors and children
6. Ensure that all members of staff take all reasonable action to control the spread of infectious diseases and wear protective gloves and clothing where appropriate
7. Ensure there are suitable hygienic changing facilities
8. Prohibit smoking on the nursery premises
9. Risk assess all electrical sockets and take appropriate measures to reduce risks where necessary and ensure no trailing wires are left around the nursery

10. Ensure all cleaning materials are placed out of the reach of children and kept in their original containers
11. Follow the allergies and allergic reactions policy for children who have allergies
12. Familiarise all staff and visitors with the position of the first aid boxes and ensure all know who the appointed first aiders are
13. Provide appropriately stocked first aid boxes and check their contents regularly
14. Ensure children are supervised at all times
15. Ensure no student or volunteer is left unsupervised at any time.

**Responsibilities:**

1. The person responsible for Health and Safety in the Nursery is everyone.
2. The Owner has overall and final responsibility for this policy being carried out
3. All employees have the responsibility to co-operate with senior staff to achieve a healthy and safe environment and to take reasonable care of themselves and others. Neglect of health and safety regulations/duties will be regarded as a disciplinary matter.
4. Whenever a member of staff notices a health or safety problem which they are not able to rectify, they must immediately report it to the appropriate person named above.
5. Daily contact, monthly and staff meetings will include health and safety matters.
6. Health and safety is covered in all induction training for new staff
7. At least one member of staff MUST hold a full paediatric First Aid at Work certificate in the nursery and when on outings. Our trained first aiders are listed in the first aid policy. Currently all staff hold a full paediatric First Aid Certificate.

**Health and Safety Arrangements:**

1. All staff are responsible for general health and safety in the Nursery
2. Risk assessments will be conducted on all areas of the Nursery, including rooms, activities, outdoor areas, resources and cleaning equipment

3. These are reviewed at regular intervals and when arrangements change
4. All outings away from the Nursery (however short) will include a prior risk assessment – more details are included in our outings policy
5. All equipment, rooms and outdoor areas will be checked thoroughly by staff daily before children access them. These checks will be recorded and initialled by the staff responsible. Unsafe areas will be made safe/removed from the area by this member of staff to promote the safety of children.
6. We provide appropriate facilities for all children, staff, parents and visitors to receive a warm welcome and provide for their basic care needs, e.g. easy to access toilet area and fresh drinking water
7. The nursery will adhere to the Control of Substances Hazardous to Health
8. Regulation (COSHH) to ensure all children, staff, parents and visitors are safe in relation to any chemicals we may use on the premises
9. All staff will receive appropriate training in all areas of health and safety which will include risk assessments, manual handling and fire safety.
10. 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
11. 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
12. We review accident and incident records to identify any patterns/hazardous areas
13. All health and safety matters are reviewed informally on an ongoing basis.

**Communication of Health and Safety Information:**

Health and Safety Information will be communicated to staff as follows: -

1. As part of their induction at commencement of employment. This will include the Health and Safety Policy and Arrangements and health and safety information/risk assessments specific to their role.
2. Through ad-hoc staff meetings; as part of staff appraisals and one to one meeting with line management
3. Display of relevant health and safety information on staff noticeboards

4. Through e-mail communication

**Risk Assessments:**

Risk assessments have been prepared for identified significant hazards within the Nursery and are displayed in each room, these are reviewed annually.