

## Health and Safety Policy

It is the policy of ACE to comply with the requirements of European Community law, the Health & Safety at Work Act 1974, and all other relevant statutory provisions.

### General Introduction

The designated members of staff at ACE Day Nursery for Health and Safety are:

Sarah Piotrowski (nursery manager)

Jade Hill (deputy manager)

The nursery has a responsibility to provide a safe environment for your child and the adults within the setting, but everyone has a responsibility for health and safety for themselves and the safety of others.

### At ACE we aim to:

- Involve and motivate nursery staff in all matters concerning health & safety; making them aware of their joint responsibility within the setting.
- Provide all qualified staff with in house food hygiene training.
- Prevent accidents, injuries and ill health and to identify and eliminate hazardous situations wherever possible, by staff being vigilant and acting promptly when they see any potential hazards.
- Achieve a high standard of occupational health, safety, welfare and hygiene.
- Provide a safe and healthy environment.

### Safety – Policy and Practice

The safety of young children is of paramount importance. To ensure the safety of both children and adults, the nursery will ensure safety in the following areas:

- Complete an annual safety checklist provided by our insurers; Royal Sun Alliance.
- All risk assessments are completed by the designated health and safety staff member and all staff read and sign these assessments annually and when required.
- Have at least one designated member of staff assigned to health and safety.
- Safety checks on the premises, both outdoors and indoors and on the toys, will be carried out in the morning of each day, by a qualified staff member who has completed the staff induction. Any areas or toys which may cause dangerous risk should be reported to a management team member and/or the designated health and safety staff member straight away and a logging form completed.
- During the induction process, new staff are informed of potential hazards and what to look out for and how to report anything they feel could be a potential hazard.
- Review the health and safety policy annually.

### 1. Management

- Accident forms will be available at each session for the reporting of any accidents.
- Regular safety monitoring will include reviewing of the accident forms.
- All adults are made aware of the system in operation for children's arrivals and departures upon induction. (see collection policy)

- Fire drills are held at least twice a term. Smoke detectors will be tested every month along with the emergency lighting and the carbon monoxide alarm.
- The main register is taken in the morning, before lunch time and in the afternoon by the staff member responsible for the room or the nursery manager.
- Fire extinguishers are checked annually and staff are shown how to use them on an annual basis.
- Adults in the nursery will be given advice on safe lifting during their induction.
- Parents/carers coming into nursery for co-op tasks will be presented with health and safety guidelines to read. The staff member handing over the keys will also highlight the fire exits.
- A food safety management policy is in place and reviewed annually.
- Staff manage potential aggression shown by children by following the settings behaviour management policy. Any aggressive behaviour which outside normal parameters for this age of children is will be discussed in confidence with the parents/carers and strategies put in place to best support the child/re involved.

## **2. General health**

- Protective gloves and aprons are available and will always be used when changing nappies or in any incident which involves contact with bodily fluids. Gloves and aprons will be disposed of appropriately after use.
- 70% of staff have paediatric first aid training which is updated every three years.
- Accidents are recorded using accident forms and these are shared with parents/carers on the day, when the child is collected. If accidents of a more serious nature occur, parents are telephoned immediately to discuss the incident and to make a shared decision of how to best proceed; if the child is okay to stay at nursery, or the parent prefers to collect early.
- All staff will attend in-house health & safety training and must act at all times in a way that promotes the health and safety of all adults and children at the nursery.
- No smoking including the use of e-cigarettes is permitted within the nursery or its grounds or whilst on duty outside the grounds i.e. outings with the children.
- The contents of the medication box is checked and recorded monthly.
- No hot drinks will be consumed in any rooms where there are children.
- Drinking water is available for the children at all times in the playroom and during summer months also in the garden. This is kept on a table at children's height for them to help themselves.

## **3. Supervision**

- All children are always supervised by adults and will always be within sight and/or hearing of an adult.

- Children will leave the nursery only with authorised adults (see arrival and departure policy and collection policy).
- On outings, the adult/child ratio will be at least one to three (see outings procedure).
- If a small group goes out, there will be sufficient adults to maintain appropriate ratios for staff and children remaining on the premises.
- Whenever children are on the premises at least two adults will be present.
- Children who are sleeping inside or outside will be checked every 15 minutes.
- All adults undergo a Disclosure and Barring Service check (DBS) before starting and have a set probation period.
- Staff will avoid taking children to the door when opening it to greet visitors or other families.
- Staff will avoid talking to parents/carers at an opened door.
- At ACE we conduct our own environment and outing risk assessments which are reviewed each year. Anything new to the environment or a new outing will be risk assessed as necessary.
- Each outing is risk assessed by the designated health and safety staff member.
- Prior to leaving the setting staff leading outings will complete an individual outing risk assessment, which is signed by a member of the management team.

#### **4. Environment**

- If any outer door must be locked there is a key close by, at adults' level. This currently doesn't apply at the day nursery.
- Low-level glass is covered appropriately, barred or replaced by safety glass.
- Outdoor space is securely fenced, and gates locked.
- Public space used for outdoor play will be checked for litter and other dangers (see outings policy/risk assessment).
- Equipment is checked regularly, and any dangerous items repaired or discarded. The nursery is cleaned daily by staff, nursery cleaner and twice a term by parents/carers through co-op hours.
- The layout, space and ratios allow children and adults to move safely and freely between activities.
- Procedures to combat accidental falls are in place by the staff; teaching the children safety rules when inside the building (no running). There are procedures for mopping floors, and absorbent mats near doors to reduce water pooling during rainy periods.

- There are adequate systems and equipment for the detection and control of fire.
- Fire doors are never obstructed, and fire exits are easily identifiable.
- Radiators, electric points, wires and leads are adequately guarded and serviced annually.
- All dangerous materials, including medicines and cleaning products, are stored out of reach of the children.
- Large equipment will be erected with care following the manufacturer's instructions and checked regularly.
- Equipment offered to children is developmentally appropriate; recognising that materials suitable for an older child may pose a risk to younger/less mature children.
- The playroom is kept well ventilated: the windows can be opened when required and the middle door can be opened, allowing the children to have access to outdoor play at all times.
- We have two first aid boxes; one in the playroom room and one in the garden. We have two first aid bags; one for outings and one for forest school sessions. All first aid boxes and bags are checked for correct contents each month.
- Weather considerations are assessed for outdoor play. This includes assessing slip hazards during ice or snow conditions. We create plenty of shade to help protect children from too much direct sun. (see sun protection policy)

## **5. Special considerations**

- Qualified staff are only permitted to open the front door, this excludes students or volunteers, unless they are undergoing training under the supervision of a senior member of staff.
- Staff greet unknown visitors and families via the telephone communication system. Once the appointment and identify has been checked the door can be opened.
- Activities such as cooking, cutting and energetic play receive close and constant supervision.
- Children playing with or near water will be continuously supervised.
- There are safe surfaces beneath and around all climbing equipment and such activities will be appropriately supervised.

## **6. Parental Responsibilities**

- As part of the new starter pack, every family complete a 'medical emergency authorisation form' which we keep in case we need to seek emergency medical attention for a child. This form allows us to go with your child and authorise medical treatment in the absence of the parents/carers being contactable.

- Parents are asked not to put any medicines in their child's bag, but to give to a member of staff for the relevant form to be completed and the medicine to be placed safely out of reach of the children.
- When the warmer weather approaches parents/carers are contacted to request permission for staff to apply factor 50 (sensitive skin, child appropriate) sun cream.
- Parents/carers are notified before joining the setting that ACE is a 'nut free nursery'; we occasionally have children / staff with nut allergies so decided to make a policy to ban nuts at nursery and at ACE social events (see nut free policy).
- During the day the children use a range of large physical play equipment. Therefore, we request that parents/carers bring their children into nursery with appropriate footwear to participate in all activities safely, for example, no flip-flops.
- It is requested that only staff open the front door to visitors; a sign is attached to the inside of the door to remind them of this.
- Parents are requested to make sure the front door is closed after entering or leaving the nursery to help prevent any child from leaving the premises without an adult. Also, to close and bolt the front gate.
- Parents are requested to notify the nursery if their child is going to be absent so that this can be recorded in their attendance record and we can tell parents if children are unwell with a particular illness; vomiting for example.

A copy of all ACE policies can be found in the policy folder kept in the playroom, there are also a number of policies on the ACE website: [ace-nursery-school.org.uk](http://ace-nursery-school.org.uk)

**Policy adopted by ACE parents' committee and staff team:** Spring term 2019

**Review date:** Spring term 2020

**Designated health and safety lead:** Jade Hill

**Signed:** *Jade Hill*

**Signed:** *Sarah Piotrowski*

**Position:** Manager