



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.

The designated member of staff for Health and Safety is: **Lisa Tuohy (Headteacher)**

General introduction

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

In the nursery we aim to:

- Involve and motivate nursery staff in all matters concerning health & safety; making them aware of their joint responsibility within the setting.
- 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.
- Acknowledge the importance of the well-being of everyone who attends the setting and actively promotes an atmosphere of kindness and empathy

Safety - Policy and Practice

The safety of young children is of paramount importance. In order to minimise risk to the children and adults who use the nursery, we will:

- The staff complete a daily opening and closing safety check and any concerns are immediately reported and are dealt with by being repaired, replaced or removed..
- Complete an annual safety checklist provided by our insurers; Royal Sun Alliance.
- Update the cleaning product risk assessment annually.
- Have at least one designated member of staff assigned to health and safety
- The designated members of staff for health and safety do a review of the premises each term, inside and outside.
- 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.

Management

- Termly safety monitoring includes checking the accident tracker and looking for any areas of the nursery which seem to be causing accidents; looking at procedures to minimise these accidents, checking for any potential hazards and dealing with them promptly.
- Staff review health and safety procedures in the nursery each term during staff training days and the policy is updated from these discussions if necessary.
- All teaching staff are made aware during induction for the system in operation for children's arrivals and departures:
*If a child is to be collected by anyone other than their legal parent/guardian, or named person/s on the new starter forms, the setting must be notified of the person's name with a simple description. The setting will then give a password which the person collecting must say before the child is released into their care. Children are not released to anyone if the above procedure has not been discussed with the parent/carer. If the setting is in doubt they will telephone the parent/carer before releasing the child as per our **Child Collection Policy**.*
- Fire drills are held once every half term, on different days of the week (enabling most children to experience a drill), with the staff only being told the week in which a drill is to be held; information of the drill is recorded in the Fire Log folder: number of children, adults, time taken for full evacuation of the building, any concerns raised or suggestions made. Smoke detectors are tested every 6 months by an outside professional. Emergency lighting and CO2 detector (located in the kitchen) are checked monthly and the fire alarm system is checked weekly and also recorded in the Fire Log.
- The attendance registers of the Puffin and Penguin groups are taken each morning and afternoon and are counted as part of registration time to double check the records are accurate. We have a statutory obligation to keep a record of all absences due to illness (especially important during the current pandemic) or holidays etc.
- Fire extinguishers are safety checked annually by trained outside professionals.
- Adults in the nursery will be provided with information on manual handling and safe lifting practices during their induction.
- Staff manage potential aggression shown by children by following the settings Behaviour Management Policy. Any aggressive behaviour which is outside normal parameters for this age of children will be discussed in confidence with the parents/carers and strategies put in place to best support the child/ren involved.

General Health

- Teaching staff hold a current paediatric first aid certificate which is updated every three years.
- All 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 will remain at nursery for the rest of the day, or the parent/carer wishes to collect early.
- Disposable gloves and aprons are worn when supervising the toilet area, changing nappies, any incident involving bodily fluids, or cleaning.

- No smoking including the use of e-cigarettes is permitted within the nursery or gardens, or whilst on duty outside the setting as per our No Smoking Policy
- First Aid kits are available in the basement kitchen, children's toilet area, Big Room and Art Room. Portable first aid kits are taken on outings. All are checked and restocked every half term.
- Hot drinks will only be consumed in the staff room during lunch breaks.
- Drinking water is available for adults in the Parents' Room and for children in the classrooms and garden

Supervision

- All children are supervised by staff at all times and will always be within sight of a member of staff.
- Before children are taken on outings the senior management team, including the health and safety lead discuss any possible hazards which could be encountered during the trip; plan the route and, if deemed appropriate, visit the location beforehand.
- Outings and trips outside the setting will be supervised by qualified members of staff, including at least one senior member of staff, and written permission sought beforehand from parent/carers. Outings; the adult/child ratio will not exceed 1:4, and is usually 1:2 or 1:3 depending upon the location and age of children involved.
- If a small group goes out of the setting on a trip, there will be sufficient members of staff to maintain appropriate ratios for the children remaining on the premises. Whenever children are on the premises at least two members of staff will be present.
- Children who are sleeping will be checked on regularly.

Environment

- The layout, space and ratios allow children and adults to move safely and freely between activities.
- Equipment is checked daily and any potentially hazardous items are removed immediately from use to be repaired or discarded. The nursery is cleaned daily by staff and twice a week by an employed cleaner - see COVID-19 policies
- External doors; those which need to be kept unlocked have a latch lock to prevent the children from being able to open these doors from the inside (the key to lock these doors at the end of the day are kept close by on hooks, but out of children's' reach.).
- Low-level glass is covered appropriately, or replaced by safety glass
- Outdoor space is securely walled with a locked rear double gate which has a combination padlock (the combination number is printed on a card attached to the inside of the gate, in case of emergency)
- Procedures to combat accidental falls are in place by staff; teaching children safety rules when inside the building (no running) and on the stairs (holding the banister). All children are taught which side of the stairs should be used to travel up or down, and signs and supervision reinforce this. There are procedures for mopping floors, safety signs 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 which are externally professionally checked every 6 months.

- Fire doors are never obstructed and fire exits are easily identifiable with clear signage.
- Electric points/wires and leads are adequately guarded and professionally PAT tested annually.
- Dangerous materials, including medicines and cleaning products, are stored out of reach of children.
- Play equipment will be erected following manufacturer's instructions and form part of the daily checks prior to being used.
- Equipment offered is developmentally appropriate; recognising that materials suitable for an older child may pose a risk to younger/less mature children, for example, scissors.
- Drinking water is available to children/staff throughout the day in the classrooms and in the garden
- The classrooms are well ventilated and windows opened when required - COVID-19 guidance suggests all areas are kept well ventilated throughout the day
- Weather considerations are assessed for outdoor play. This includes assessing slip hazards during ice or snow conditions. The garden has plenty of shade to help protect children from too much direct sun. Parents/carers are advised to send children in appropriate clothing; additional layers in winter and loose clothing in summer which covers shoulders and sun hat.

Special considerations

Some areas and activities pose particular hazards. All staff are aware of these as they form part of the induction process;

- Only staff (who have completed their probationary period) are permitted to open the front door. This excludes parents, students or volunteers, unless they are undergoing training under the supervision of a senior member of staff. (A notice is attached to the front door with this information)
- Activities such as cooking, using scissors, knives and energetic play receive close and constant supervision.
- Children playing with or near water will be continuously supervised.
- Safety surfaces are fitted beneath climbing equipment and swings and are closely supervised.

Parental Responsibilities

- All new families complete a number of documents including: 'medical emergency authorisation form' in case we need to seek emergency medical attention for a child. This form allows us to accompany a child to hospital and authorise medical treatment in the absence of the parents/carers being contactable. The 'new child information form' asks for information regarding allergies and these are recorded in a central location for all staff to easily refer to when cooking or serving snack/lunch
- All medicines coming into the nursery for attending children are handed over to a member of staff and a permission form completed with the parents. Medicines are stored in a specific basket in the locked fridge, 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 can bring in their own cream for us to use, and/or give other instructions for use.

- Parents/carers are notified before joining the setting that ACE is a 'nut free nursery'; we occasionally have children / staff with nut allergies, so nuts in the children's lunches and at ACE social events are banned.
- The children use a range of large physical play equipment as well as going up and down the stairs. Therefore, we request children have appropriate footwear to be able to safely participate in all activities - no flip-flops please.
- 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 - current guidance during the pandemic is that parents are not permitted to enter the building.

Policy reviewed and adopted: December 2020

Review date: Spring term 2021

Designated Person: Lisa Tuohy (Health and Safety Lead) Signed: Lisa Tuohy