



## 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 nursery designated members of staff at ACE Nursery School for Health and Safety are:

**Lisa Tuohy (Headteacher)**

**Espe Ordonez Fontiveros (Early Years Practitioner)**

### 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.

### 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:

- 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.

- The staff complete a daily opening and closing safety check and any concerns are brought to the attention of the designated members of staff; either by repairing, replacing or removing any hazards.
- 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. (See Child Collection Policy)*
- Fire drills are held once every half term on different days of the week (so most children can experience a drill), with the staff only being told the week that the drill is going to take place; basic information is recorded of the drill in the Fire Log folder. 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 are taken in the morning and afternoon by the Big Room and Puzzle Room leaders to ensure all children (in both Puffin and Penguin groups) are counted and in their correct location.
- Fire extinguishers are checked annually by a trained outside professional and staff are shown how to use the fire fighting equipment annually by one of the health and safety designated personnel.
- 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

- All paid teaching staff hold a current paediatric first aid certificate 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.

- Disposable gloves and aprons are worn when supervising the toilet area, changing nappies, any incident which involves contact with bodily fluids, or cleaning the toilet area.
- No smoking including the use of e-cigarettes is permitted within the nursery or gardens, or whilst on duty outside the setting. (See 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 the 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 one of the health and safety designated members of staff 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 a senior member of staff, and with written permission of the 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 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.
- 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 had a combination padlock (the combination number is printed on a card attached to the inside of the gate, in case it needs to be unlocked in an emergency)

- Procedures to combat accidental falls are in place by the 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 for travel up or down, and signs and supervision reinforce this. 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 which are externally professionally checked every 6 months. Staff have annual training for use of fire equipment which is recorded in the Fire Log.
- Fire doors are never obstructed and fire exits are easily identifiable.
- Electric points/wires and leads are adequately guarded and PAT tested annually by an external professional.
- Dangerous materials, including medicines and cleaning products, are stored out of reach of the children.
- Large play equipment will be erected following manufacturer's instructions and form part of the daily checks.
- Equipment offered to children is developmentally appropriate; recognising that materials suitable for an older child may pose a risk to younger/less mature children.
- Drinking water is available to children/staff and any visitors throughout the day both inside and in the garden
- The classrooms are well ventilated and windows can be safely opened when required.
- 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 (see sun protection policy).

### **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 beneath climbing equipment and swings are appropriately supervised.

### **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 can at this stage 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 decided to make a policy to ban nuts in the children's lunches and at ACE social events (see Nut Free Policy)
- During the day the children use a range of large physical play equipment as well as going up and down the stairs. 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 Parents' Room, there are also a number of policies on the ACE website: [ace-nursery-school.org.uk](http://ace-nursery-school.org.uk)

**Policy reviewed and adopted: January 2019**

**Review date: Spring term 2020**

**Designated Persons:**

**Lisa Tuohy (Health and Safety Lead)    Headteacher**

**Signed:** Lisa Tuohy

**Espe Ordonez Fontiveros (Early Years Practitioner)**

**Signed:** Espe Ordonez Fontiveros