



## Health and Safety Policy

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

### General Introduction

The designated members of staff at ACE are:

Lisa Tuohy (Headteacher) – ACE Nursery School

Carmen Gonzalez - ACE Day Nursery for Health and Safety

The nursery has a responsibility to provide a safe environment for the children and adults within the setting.

### 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 as well as identify and eliminate hazardous situations wherever possible, by staff being vigilant, acting promptly and reporting 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 lead and shared with staff.
- At least one designated member of staff is assigned to health and safety at each nursery.
- Safety checks on the premises, both outdoors and indoors, and on the resources being offered to the children will be carried out every morning by a qualified staff member of staff.
- During the induction process new staff are informed of potential hazards eg, items left on the stairs, wet floors etc and how to report anything they feel could pose a risk.
- Review the health and safety policy annually.

### 1. Management

- Accident forms will be available at all times.
- Regular safety monitoring will include a termly review of the accident forms.
- All adults are made aware as part of the induction process of the system we have for the children's safe arrival and departure.

- Fire drills are held at least twice a term. Smoke detectors will be tested every week and emergency lighting and the carbon monoxide alarm monthly.
- The main register is taken during the morning, and afternoon sessions.
- Fire fighting equipment is checked annually and smoke detectors every six months by outside professionals.
- Adults in the nursery will be given advice on safe lifting during their induction and a poster is displayed in the staff room.
- 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 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 those involved.

## **2. General health**

- Protective gloves and aprons are available and worn when changing nappies or situations which involve contact with bodily fluids.
- As a minimum, 50% of staff hold current paediatric first aid certificates and these are 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 will be contacted to discuss the incident and make a shared decision of how to best proceed; whether the child is okay to stay at nursery, or the parent would prefer to collect early that day.
- All staff will attend in-house health & safety training and act in a way that promotes the health and safety of all adults and children attending the setting.
- No smoking (including the use of e-cigarettes) is permitted within the nursery, its grounds or, whilst on duty, outside the nursery i.e. during outings with the children.
- The contents of the medication box is checked and restocked termly.
- No hot drinks will be consumed in the classrooms – only in the staff room during lunches or when completing paperwork away from the children.
- Drinking water is available in the classrooms and garden throughout the day and the children are encouraged to have extra water during warmer weather.
- Adults working in the nursery are encouraged to have their own water bottle which they can access throughout the day – especially during warmer weather.

## **3. Supervision**

- Children are supervised throughout the day and always within sight and/or hearing of a member of staff.
- Children will only leave the nursery with authorised known adults (see arrival and departure policy and collection policy).
- During outings, the adult/child ratio will be 1:2 or 1:3 depending upon the destination and group of children involved. The staff will carry a first aid kit and have an additional health and safety checklist to complete before leaving the nursery.
- When a small group leaves the setting for a trip there will be sufficient adults remaining in the nursery to maintain appropriate ratios for the remaining children.
- Whenever children are on the premises at least two adults will be present.
- Children who are sleeping during rest time after lunch will be cared for by a member of staff.
- All teaching and other adults who volunteer within the nursery will complete a Disclosure and Barring Service check (DBS) and paid staff have a probation period of six months.

- All staff complete an annual Disclosure of criminal record and disqualification declaration.
- Staff will avoid taking children to the door when opening it to greet visitors or other families.
- Risk assessments are conducted prior to offering new activities, or taking the children out of the setting.

#### **4. Environment**

- External doors (except the front door) are unlocked during opening hours for ease of exit in case of an emergency.
- The front door has a three lock system for opening from the inside to prevent a child being able to open the door and exiting the building unattended.
- Low-level glass is covered appropriately, barred or replaced by safety glass.
- Outdoor space is securely fenced, and the gate in the rear garden is padlocked.
- Public space used for outdoor play will be checked for litter and other dangers prior to the children playing (see outings policy).
- Play equipment is checked to ensure it is fit for purpose prior to use and unsuitable items removed for repair or disposed of. The nursery is cleaned daily by staff, twice a week by a cleaner and a deep clean takes place at the end of every term by the staff team.
- The layout, space and ratios allow children and adults to move safely and freely between activities, classrooms and levels within the nursery.
- Procedures to combat accidental falls and slips are in place by the staff; e.g. teaching the children safety rules when inside the building (no running) and holding the banister when on the stairs and supporting the children to learn how to use the large play equipment in the garden. Any spillages are promptly mopped up and absorbent mats located next to outside doors to absorb water when the children/adults come in from outside play.
- There are adequate systems and equipment for the detection and control of fire.
- Fire doors are never obstructed, and fire exits easily identifiable.
- Radiators, electric points, wires and leads are adequately guarded and serviced annually.
- Dangerous materials, including medicines and cleaning products, are stored out of reach of children.
- Large equipment will be erected with care following the manufacturer's instructions and checked regularly to ensure continued safety.
- 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 classrooms are kept well ventilated with the windows open as well as the rear garden and kitchen doors, when the weather allows.
- Well stocked first aid boxes are available on all levels of the nursery plus two first aid bags for outings.
- Weather considerations are assessed for outdoor play. This includes potential slip hazards during icy or snowy weather. The large trees and shrubs in the rear garden create a lot of shade which help protect children from too much direct sunlight during warmer weather (see sun protection policy).

#### **5. Special considerations**

- Experienced staff only are permitted to open the front door; this excludes students or volunteers, unless they are undergoing training and being supervised by a senior member of staff at the time.
- Staff greet unknown visitors at the door and, unless they have an appointment, they are not allowed into the premises. The visitors will be asked to remain outside with the door closed whilst a

member of the management team is called. Those individuals who have an appointment will be asked to show proof of identification before continuing with the visit or in-house repair/maintenance task.

- Activities such as cooking, using scissors and energetic play receives close and constant supervision.
- Visitors/parents/family members who come into the nursery to talk about their work, play a musical instrument, cook or read to the children will be supervised at all times and never left alone with the children.
- Children playing with water will be supervised at all times.
- There are safe surfaces beneath climbing equipment, and these activities are appropriately supervised.

## **6. Parental Responsibilities**

- As part of the new starter pack, every family completes a 'medical emergency authorisation form' which is kept in case we need to seek emergency medical attention for a child. This form allows us to go with the child to hospital if necessary and authorise medical treatment until the parents/carers arrive.
- Parents are told to **not** place medicines in their child's bag, but give to a member of staff where they will be asked to complete a permission form and the medicine will then be stored in a locked fridge.
- When the warmer weather approaches, parents/carers are contacted to request permission for staff to apply factor 50 (sensitive skin, child appropriate) sun cream, or to provide sun protection from home which we re-apply during the day. Parents are requested to apply sun cream to their children prior to bringing them into nursery.
- Parents/carers are notified before joining the setting that ACE is a 'nut free nursery'; we occasionally have children / staff with nut allergies and a decision was made to ban nuts at the nursery and at ACE social events (see nut free policy).
- The children use a range of large physical play equipment during the day and parents are advised to send their children in wearing appropriate clothing. Flip-flops are discouraged as a potential trip hazard when using play equipment or on the stairs.
- Parents are requested to notify the nursery if their child is going to be absent; this is recorded in the child's attendance record. It also allows us to inform parents if particular illnesses are occurring within the nursery, for example: vomiting.

**Reviewed: Autumn term 2022 in conjunction with ACE Parents' Committee**

**Review date: Autumn term 2023**

**Designated health and safety leads: Lisa Tuohy and Carmen Gonzalez**