



## Health and safety

This setting believes that the health and safety of our nursery is of paramount importance to our children, team and families.

- We aim to make children, parents, and staff aware of health and safety issues and to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment.
- Our nominated Health and Safety representative within the company is Donna Perraton, supported by Joanne Edgington and the nursery manager April Turner.
- Donna has undertaken current health and safety training and regularly updates her knowledge and understanding.
- The necessary health and safety posters are displayed within the nursery.

### Insurance cover

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed in the corridor.

### Procedures

- Each new employee, student or volunteer participate in a thorough enrolment procedure from management, which encourages the shared responsibility for health and safety requirements. This includes a clear explanation of our policy and procedures. The induction training covers matters of safe lifting, cleaning, the storage of potentially dangerous substances and health issues, all induction documents are signed, dated and kept in their personal file.
- All staff have access to the company's training portal which provides training such as 'manual handling for childcare practitioners' these are expected to be completed during induction and refreshed each year. Staff meetings are held termly and managers meeting twice a year. All health and safety issues are discussed and recorded.
- We operate a full site no smoking policy.
- Children are made aware of health and safety issues through discussions, planned activities and routines.

## Safety of adults

- Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment and of course infants.
- When adults need to reach up to store equipment or to change light bulbs, they are provided with safe equipment to do so.
- All warning signs are clear and in appropriate languages.
- Adults do not remain in the building on their own or leave on their own after dark.
- The sickness of staff and their involvement in accidents is recorded. The records are reviewed termly to identify any issues that need to be addressed.
- We keep a record of all substances that may be hazardous to health – such as cleaning chemicals, or gardening chemicals if used. This states what the risks are and what to do if they have contact with eyes or skin or are ingested.
- We keep all cleaning chemicals in their original containers. All chemicals are stored in a locked cupboard away from the children.

## Safety of Children

- When possible Low-level windows are made from materials that prevent accidental breakage or are made safe.
- Blind cords conform to the regulation length and are fixed to the wall where possible.
- Precautions are taken to prevent children's fingers from being trapped in doors. Children are always supervised when moving through doors into the outdoor play area. And all internal doors have safety guards.
- All floor surfaces are checked daily to ensure they are clean and not uneven, wet, or damaged. Indoor activities which involve water are swiftly cleared away after use.

## Electrical/gas equipment

- All electrical equipment conforms to safety requirements and is checked according to regulations.
- Our boiler/electrical switch gear/meter cupboard is not accessible to the children.
- Fires, heaters, electric sockets, wires and leads are properly guarded and the children are encouraged not to touch them. Every morning a check is done to identify any potential risks including overloading of sockets.
- Heaters are checked daily to make sure they are not covered.
- The temperature of hot water is controlled to prevent scalds.
- Lighting and ventilation is adequate in all areas including storage areas.

### Storage

- All resources and materials from which children select are stored safely.
- All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

### Outdoor area

- Our outdoor area is securely fenced and the fencing is at the regulation height to prevent hazards from outside.
- The area is checked for safety and cleared of any unwanted objects or poisonous plants before it is used, a checklist is completed each morning.
- Any water that has formed a pool on equipment will be discarded.
- Boundary fencing and gates are thoroughly checked every term.

### Hygiene

- We regularly seek information from the Environmental Health Department and the Health Authority to ensure that we keep up to date with the latest recommendations.
- Our daily routines encourage the children to learn about personal hygiene.
- We have a daily check list to ensure the cleanliness of the setting which includes playrooms, kitchens, toilets and nappy changing areas.
- We have a schedule for cleaning resources and equipment, dressing-up clothes and furnishings.
- The toilet area has a high standard of hygiene including hand washing and drying facilities and the disposal of nappies. We dispose of nappies from the nursery via a professional service.
- We implement good hygiene practices by regularly wiping down tables and surfaces, completing regular checks in the bathroom's and providing PPE when needed.

### Activities and resources

- Before purchase or loan, equipment and resources are checked to ensure that they are safe for the ages and stages of the children currently attending the setting.
- The layout of play equipment allows adults and children to move safely and freely between activities.
- All equipment is regularly checked for cleanliness and safety and any dangerous items are repaired or discarded.
- All materials, including paint and glue, are non-toxic.
- Sand is clean and suitable for children's play. Sand pits are checked on a daily basis.
- Physical play is constantly supervised.

- Adults model to children how to handle and store tools safely.
- Checks are made and documented every 10 minutes whilst a baby or child are asleep.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.

### COSHH

The Control Of Substances Hazardous to health regulation's 2002 is a legal requirement in the work place. It has been put into place to prevent or reduce workers exposure to hazardous substances that could cause harm such as chemicals, fumes, dust, mists, nanotechnology gases and biological agents. COSHH does not cover lead, asbestos or radioactive substances.

We prevent or reduce the risk of harm by:

- Finding out what the health hazards are and how to prevent harm to health.
- Providing control measures and ensuring they are used to reduce harm to health.
- Providing information, instruction and training for employees.
- Planning for emergencies

Any substances that fall under COSHH regulations are kept in a locked cupboard within the Buttercups room to which children have no access. Staff are trained in the control of these cleaning products and ensure gloves and PPE are worn when in use if needed. Substances of harm are not used when children are in the room and are checked weekly by the manager.

### RIDDOR

The Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2013 requires employers to record and report any incidents as they occur. It applies to all work activities but not all accidents and is a legal requirement. All reports can be made through contacting the centre on 08453009923 and following their instructions. All information will be recorded and sent to the workplace.

Incidents that are required to be documented and reported to RIDDOR, management and the owner of Bright Eyes are death, accidents resulting in over 7 days incapacity, major injuries, an overnight stay in hospital from the nursery, infectious diseases, dangerous occurrences and gas incidents.

Signed by Nursery Manager:

21<sup>st</sup> September 2023

