



## HEALTH & SAFETY POLICY

The nursery will do everything it can as far as it is reasonably practical, to ensure the health, safety and well being of the children in its care, staff, students on work experience and visitors.

The nursery will conform to the requirements of current health & safety legislation. Toptotz Day Nursery will provide opportunities for all members of staff to attend health & safety courses regularly and will designate one member of staff and a deputy responsible for implementing the health and safety policy on a day to day basis.

The staff will be responsible for:

- Ensuring that there is a telephone or mobile to hand at all times.
- Providing a safe environment for the staff and the children.
- Ensuring that the temperatures of the rooms are kept at a minimum of 65 degrees farenheit/18.8 degrees centigrade.
- Ensuring that the electrical equipment is inspected annually.
- Ensuring that all visitors sign in and out of the building.
- Ensuring that every accident and incident is recorded in the accident/incident book and have parents sign the book.
- Ensuring that fire regulations are implemented and that all staff are given clear guidelines of the fire regulations. Clear guidelines are displayed on the procedures in the event of a fire and fire drills held at least once every term which will be recorded in the Fire Drill book.
- All staff will receive training on the action to be taken in a fire emergency.
- Ensuring that all furniture, equipment, electricity points etc are inspected weekly, taking action as necessary.

- Ensuring that all persons are first aiders and that all staff hold a current First Aid Qualification.
- Ensuring that there are a sufficient number of appropriate fire extinguishers in conspicuous and convenient positions and that they are fitted and examined in accordance with Fire Service guidelines.
- Operating a No Smoking Policy in the nursery.
- Ensuring that every member of staff is aware of guidelines for lifting and carrying weight.
- Ensuring that a HSE Health and Safety Law poster is displayed in a conspicuous position.
- Ensuring that a First Aid box with the necessary contents is provided and kept in a conspicuous position and is inspected regularly.

## SAFETY POLICY AND PRACTICE

The safety of young children is of paramount importance. In order to ensure the safety

of both children and adults the Nursery will ensure that:-

- All children will be supervised by adults at all times. A book will be available at each session for the reporting of any accidents/incidents.
- Regular safety monitoring will include checking of the accident and incident book.
- All adults will be aware of the system(s) in operation for the arrival and departure of children, and an adult will be at the door during these periods.
- Children will only leave the Nursery with authorised adults.
- A safety check on premises, both indoor and outdoor will be made every day.
- If the main entrance has to be locked, a key will be close by, at adult level.
- Safety glass will be used on all low-level windows.
- Outdoor space will be securely fenced.
- Adults will be aware of the effect of any plants or planting, particularly in an outdoor area, on the children.
- Equipment/toys will conform to all relevant safety regulations and will be sound and well made.

- Equipment will be checked regularly and any dangerous items repaired/discarded.
- Rules of behaviour will be set for children, staff and helpers in relation to the use of equipment.
- The layout and space ratios will allow children and adults to move safely and freely between activities.
- Fire doors will not be obstructed.
- Rooms will be well lit and windows will be able to be shaded by blinds/curtains which are non-flammable.
- Fires, heaters, electric points and leads will be adequately guarded.
- Heating and ventilating systems will enable comfortable and legally required temperatures to be maintained. Minimum temperature 65 degrees Fahrenheit.
- Stairways will be well lit, with handrails and stair gates top and bottom.
- All dangerous materials, including medicines and clearing materials, will be stored out of reach of children.
- Children will not have unsupervised access to kitchens, cookers or any cupboards storing hazardous materials, including matches.
- Adults will not walk with hot drinks, or place hot drinks within reach of children.
- Fire drills will be held at least once a term.
- A register of both adults and children will be completed as people arrive, so that a complete record is available in any emergency.
- There will be no smoking on the premises.
- A correctly stocked first aid box will be available at all times.
- Smoke detectors will be fitted and checked periodically.
- Whenever children are on the premises at least two adults will be present.
- Large equipment will be erected with care, and checked regularly.
- Activities such as cooking, and energetic play, will receive close and constant supervision.
- The adult: child ratio on outings will be correct.
- If a small group goes out there will be sufficient adults to maintain appropriate ratios for staff and children remaining on the premises.
- Risk assessments will be completed before outings and written permission from the parent/carer will be obtained.

- Children who are sleeping will be checked regularly.
- Equipment offered to children will be developmentally appropriate, recognising that materials suitable for an older child may pose a risk to younger, less mature children.
- Internal safety gates and barriers will be used as necessary.
- The premises will be checked before locking up at the end of the day.
- Where appropriate safety arrangements will be made for children with disabilities or learning difficulties.
- Safety arrangements will be reviewed with each new admission.
- Parents/guardians will be informed of safety procedures and the insurance position.
- A staff member will be appointed as safety officer/coordinator and be responsible for bringing the safety policy to the attention of everyone, and for monitoring all aspects of safety.