

# **HEALTH AND SAFETY**

## **AIMS AND OBJECTIVES**

The objectives of this policy are to ensure all practical steps are taken to ensure the health safety and welfare of persons using the premises. We will work actively towards the following objectives;

1. To provide and maintain a safe and healthy environment throughout the nursery.
2. To establish and maintain safe working procedures for staff and children.
3. Ensure there is no risk to health with regard handling, storage, and transport of articles, food and substances.
4. All employees are fully aware of the settings health and safety policy are instructed and supervised as to how to avoid hazards and provide a safe environment both for themselves and the children.
5. Staff are given regular opportunities to attend courses on updating their health and safety knowledge and skills.
6. Formulate and exercise effective fire and emergency procedures safely in the case evacuation of the setting.
7. To be familiar with and follow the health and safety at work act 1974.

Bowden House Day Nursery will provide a well maintained setting and ensure high standards of safety for both staff and children to ensure this we will carry out the following procedures;

1. High standards of cleanliness are maintained at all times especially kitchen and bathroom areas. Cleaning logs to be filled in in bathroom and base rooms to show that extra precautions are taken to minimise the spread of viruses. Cleaning logs in rooms to show equipment is cleaned down on a regular basis.
2. Cleaning down on a regular basis of high contact surfaces such as light switches and handles to stop the spread of infection.
3. Blanket cleaning rota to be carried out to ensure blankets are regularly washed and that they are washed in line with NHS washing guidance.
4. Catch it kill it bin it to be promoted with all children to help educate them to stop the spread of infection.
5. All exits from the building are kept clear and unobstructed in case of emergencies.
6. Regular examination of equipment and premises for wear and tear.
7. Ensure staff are fully rehearsed in fire procedures.
8. Staff are aware of accident procedure should a child hurt themselves.
9. Staff to wear disposable gloves and aprons when nappy changing and dealing with a sick child.
10. Ensure no smoking on the premises.
11. All visitors, contractors working within the premises must have permission from the manager to ensure the safety of staff and children.
12. No running inside the nursery.
13. All electric sockets to be covered with socket protectors, no trailing wires.
14. No nuts within the setting.
15. To minimize risk of food poisoning we will only be able to accept cakes brought in for birthdays that have been bought in a shop and are boxed up. No home made cakes will be allowed to be served out to the children.
16. To stop the spread of infectious diseases please follow hand washing guidelines. Hands should be washed before and after handling food, after going to the toilet and after dealing with sick children.

17. Any staff member unable to attend work must inform setting before 7.30am so as appropriate supply staff can be arranged
18. All staff should be aware of the location of the first aid box and who is the qualified first aider.
19. Children should not be left unattended.
20. All placement students, visitors and volunteers must be supervised.
21. No outdoor footwear to be worn in the setting.
22. Food safety standards to be followed at all times in the kitchen and food preparation areas.

Any breach of the health and safety standards by a staff member will be dealt with as a disciplinary matter. Management and staff are responsible both individually and as a whole for the safety of themselves, colleagues and the children within the setting. The above will be reviewed at self assessment reviews every quarter by the Health and Safety Officer Jane Fairbrother.