

## Health and safety



Designated Health and safety Person : Karen Robotham

Clare House is committed to providing and maintaining high safe and healthy working conditions, equipment and systems of work for all our employees and a safe early learning environment in which children and Families/Carers are cared for.

We provide information, training and supervision to meet this purpose and we wish to develop and promote a strong health and safety culture within the setting for the benefit of all staff, children and parents/carers.

We also accept our responsibility for the health and safety of other people who may be affected by our activities, ongoing Risk Assessments are in place to ensure a high standard of care at all times, these are continually reviewed as part of our daily practice e.g. if a new activity is introduced then the supervisor of the room will be responsible for ensuring that a risk assessment is in place.

The Health and safety Person is responsible for monitoring staff training is Karen Robotham

### Health & Safety Training:

- All staff to hold a paediatric First Aid certificate.
- All staff to hold basic awareness of Safeguarding
- All staff to partake in an induction process
- All staff to have undertaken in house fire extinguisher training
- All staff to have an understanding of Manual Handling - In house training
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To achieve a high standard of Health and Safety all staff will:

- Follow the guidelines set out in our policies and procedures
- Maintain a safe and healthy environment throughout the nursery including outdoor spaces – visual risk assessments are completed at all times.
- Establish and maintain safe working procedures amongst all staff and children.
- Make arrangements for ensuring safety and the absence of risks to health in connection with the use, handling, storage and transport of hazardous articles and substances
- Ensure sufficient information is given to staff to avoid hazards and contribute positively to their own health and safety
- Ensure that staff have access to regular health and safety training - COSHH report in cleaning cupboard.
- Formulate effective procedures for use in case of fire and other emergencies and for evacuating the nursery premises. Practice this procedure on a regular basis to enable the safe and speedy evacuation of the nursery. See Critical incident – emergency plan
- Follow the regulations of the Health & Safety at Work Act 1974 and any other relevant legislation
- Maintain a safe working environment for pregnant workers or for workers who have recently given birth including undertaking appropriate risk assessment
- Maintain a safe environment for those with disabilities and ensure all areas of the nursery are accessible (wherever practicable) and have
- Provide a safe environment for students or trainees to learn in
- Encourage all staff, visitors and parent/carer(s) to report any unsafe working practices or areas to ensure immediate responses by the management. (Any damages will be recorded in the maintenance book)

We believe the risks in the nursery environment to be low and we will maintain the maximum protection for children, staff and parent/carer(s). The nursery will:

- Ensure all entrances and exits from the building, including fire exits are clearly identifiable and remain clear at all times
- Regularly check the premises room by room for structural defects, worn fixtures and fittings or electrical equipment and take the necessary remedial action
- Ensure that all staff, visitors, parent/carer(s) and children are aware of the fire procedures and regular fire drills are carried out
- Ensure that all members of staff are aware of the procedure to follow in case of accidents for staff, visitors and especially children
- Ensure that all members of staff take all reasonable action to control the spread of infectious diseases and wear protective gloves and clothing where appropriate. See Health Procedures – sick children
- Prohibit smoking on the nursery premises. See Smoking Policy
- Prohibit any contractor from working on the premises without prior discussion with the Manager/Deputy. If working during nursery opening hours, then no worker will be left unattended.
- Prohibit running inside the premises unless in designated areas, children are encouraged to use their walking legs.
- Risk assess all electrical sockets (Pat testing Completed Annually) and take appropriate measures to reduce risks where necessary such as use plug protectors and ensure no trailing wires are left around the nursery
- Ensure all cleaning materials are placed out of the reach of children and kept in their original containers locked away in the cleaning cupboard.
- Prohibit certain foods, e.g. peanuts are not allowed in the nursery. See Healthy Eating Policy and Allergies Procedure
- Ensure risk assessments are undertaken on the storage and preparation of food produce within the nursery
- Familiarise all staff and visitors with the position of the first aid boxes and ensure all know who the appointed first aiders are
- Ensure children are supervised at all times
- Ensure no student is left unsupervised at any time.
- Staff should be aware of room temperatures in the nursery and should ensure that they are suitable at all times.
- Temperatures should not fall below 18°C in the baby rooms
- A fresh supply of drinking water is available and accessible to all children, staff and visitors
- All hot water taps accessible to children are thermostatically controlled to ensure that the temperature of the water does not exceed 40°C.
- All gas appliances are checked annually by a registered Gas Safety Register engineer
- Carbon monoxide detectors are fitted.

All employees have the responsibility to co-operate with senior staff and the manager to achieve a healthy and safe nursery and to take reasonable care of themselves and others. Neglect of health and safety regulations/duties will be regarded as a disciplinary matter.

Whenever a member of staff notices a health or safety problem, which they are not able to rectify, they must immediately report it to the appropriate person named above and this will be logged accordingly.

Parents/carers and visitors are requested to report any concerns they may have to the senior member of staff in the area.

Daily contact, regular staff And Committee meetings will address any health and safety Concerns, where consultation between management can plan to rectify these matters.

- All staff are responsible for general health and safety in the nursery
- Risk assessments will be conducted on all areas of the nursery, including rooms, activities, outdoor areas, resources and cleaning equipment
- All outings away from the nursery (however short) will include a prior risk assessment – more details are included in our visits and outings policy
- All equipment and areas will be checked thoroughly by staff before children access the area. These checks will be recorded in each room and initialled by the staff responsible. All unsafe areas will be rectified by this member of staff to ensure the safety of children, if this cannot be achieved the manager will be notified immediately
- We provide appropriate facilities for all children, staff, parent/carer(s) and visitors to receive a warm welcome and basic care needs, e.g. easy to access toilet area and fresh drinking water
- The nursery will adhere to Control Of Substances Hazardous to Health Regulation (COSHH) to ensure all children, staff, parent/carer(s) and visitors are safe around any chemicals we may use on the premises
- We have a clear accident and first aid policy to follow in the case of any person in the nursery suffering injury from an accident please see appropriate Policy
- We have a clear fire and emergency procedure which supports the prevention of fire and the safe evacuation of all persons in the nursery. This is to be shared with all staff, students, parent/carer(s) and visitors to the nursery
- All health and safety matters are reviewed informally on an ongoing basis and formally every six months or when something changes. Staff and parent/carer(s) will receive these updates as with all policy changes as and when they happen