

Health and Safety Policy

AIMS AND OBJECTIVES

It is our aim to ensure the health, safety and welfare of all persons on the premises. Staff are required to read and understand all of the procedures listed below.

- The safety of the children is paramount.
- No child will be left alone at any time.
- All children will be supervised by Ofsted registered adults at all times.
- Adult / child ratios will be adhered to - as directed by Ofsted.
- No students should be left unsupervised at any time.
- External doors will be kept locked at all times.
- Parents / carers are responsible for their own children before and after sessions.
- All visitors should be questioned by staff before being allowed onto the premises and the visitor's book should be completed on arrival / departure.
- Safety checks of the premises and equipment will be carried out on a regular basis.
- Safe surfaces will be provided where necessary.
- Rooms will be arranged in such a way to allow staff and children to move around safely and freely.
- Fire doors must not be obstructed.
- No children are allowed in the kitchen, except under the supervision of a member of staff.
- Only staff who have been cleared by the authorities can change nappies or accompany children to the toilet.

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- Adults will not walk around with hot liquids.
- Cleaning materials / medicines / tablets must be stored out of the reach of the children. Handbags containing any of these items must be stored out of the reach of children.
- Smoking is not permitted on the premises.
- Fire drills will occur at regular intervals throughout the year. A copy of the Fire Evacuation Procedure should be clearly visible.
- All accidents will be detailed in the Accident Book. Parents / carers will be made aware of the accident and asked to sign the Accident Book.
- All medicines will be detailed in the Medicine Book and parents / carers will be asked to sign the Medicine Book.
- Running inside the premises is not permitted.
- All electrical sockets should be protected by plugs or safety covers.
- Scissors or potentially dangerous objects must never be left within reach of the children.
- Nuts and nut-associated food produce are not provided by the Nursery for a variety of medical and safety reasons.
- Staff and children will follow basic hygiene rules:
e.g. hand washing following all toileting and nappy changing procedures and after outdoor play and prior to any food handling.
- Radiator temperatures must be controlled at a safe temperature by use of the thermostatically controlled valves.
- Sunray protection must be provided by use of appropriate hats and sun cream.
- Staff must remove any dangerous hair ornaments / jewellery from children on their arrival at Nursery.
- Staff renewing displays must always vacuum thoroughly afterwards to remove any staples or dangerous items from the carpeted areas.