**01 Health and safety policy**

# Alongside associated procedures in 01.1 to 01.22 Health and safety, this policy was adopted by Coombe Day Nursery September 2021.

# Designated Health and Safety Officer is: Zahida Khan (nursery owner) overseen Naveena Joshi (nursery manager)

# Aim

Our provision is a suitable, clean, and safe place for children to be cared for, where they can grow and learn. We meet all statutory requirements for health and safety and fulfil the criteria for meeting the Early Years Foundation Stage Safeguarding and Welfare Requirements.

**Objectives**

* We recognise that we have a corporate responsibility and duty of care towards those who work in and receive a service from our provision. Individual staff and service users also have responsibility for ensuring their own safety as well as that of others. Adherence to policies and procedures and risk assessment is the key means through which this is achieved.
* Insurance is in place (including public liability) and an up-to-date certificate is always displayed.
* Risk assessment is carried out to ensure the safety of children, staff, parents, and visitors. Legislation requires all those individuals in the given workplace to be responsible for the health and safety of premises, equipment and working practices.
* Smoking is not allowed on the premises, both indoors and outdoors. If children use any public space that has been used for smoking, members of staff ensure that there is adequate ventilation to clear the atmosphere. Staff do not smoke in their work clothes and are requested not to smoke within at least one hour of working with children. The use of electronic cigarettes is not allowed on the premises.
* Staff must not be under the influence of alcohol or any other substance which may affect their ability to care for children. If staff are taking medication that they believe may impair them, they seek further medical advice and only work directly with children if that advice is that the medication is unlikely to impair their ability to look after children. The setting manager must be informed.
* Alcohol must not be bought onto the premises for consumption.
* A risk assessment is carried out for each area and the procedure is modified according to needs identified for the specific environment.
* Risk assessments are monitored and reviewed by those responsible for health and safety.

**Maintenance and repairs**

Any faulty equipment or building fault is recorded, including:

* date fault noted
* item or area faulty
* nature of the fault and priority
* who the fault was reported to for action
* action taken and when
* if no action taken by the agreed date, when and by whom the omission is followed up
* date action completed

Any area that is unsafe because repair is needed, such as a broken window, should be made safe and separated off from general use.

* Any broken or unsafe item is taken out of use and labelled ‘out of use’.
* Any specialist equipment (e.g. corner seat for a disabled child) which is broken or unsafe should be returned to the manufacturer or relevant professional.
* Any item that is beyond repair is condemned. This action is recorded as the action taken and the item is removed from the setting’s inventory.
* Condemning items is done in agreement with the setting manager. Condemned items are then disposed of appropriately and not stored indefinitely on site.
* Where maintenance and repairs involve a change of access to the building whilst repairs are taking place, then a risk assessment is conducted to ensure the safety and security of the building is maintained.

**Group rooms, stair ways and corridors**

* Significant changes such as structural alterations or extensions are reported to Ofsted. A risk assessment is done to ensure the security of the building during building work.
* Door handles are placed high or alternative safety measures are in place.
* Chairs are stacked safely and not too high.
* There are no trailing wires; all radiators are guarded.
* Windows are opened regularly to ensure flow of air.
* Floors are properly dried after mopping up spills.
* Staff and visitors remove outdoor shoes in baby areas.
* Children do not have unsupervised access to stairways and corridors.
* Stair gates are in place at the foot and top of the stairs.
* Floor covering on stairways and corridors is checked for signs of wear and tear.
* There are child height stair rails as well as adult height in place.
* Children are led walking upstairs one at a time and hold the rail.
* Staff hold the hand of toddlers and children who require assistance.
* Materials and equipment are not generally stored in corridors, but where this is the case, it does not block clear access or way out.
* Walkways and stairs are uncluttered and adequately lit.
* Stairways and corridors are checked to ensure that safety and security is maintained, especially in areas that are not often used, or where there is access to outdoors
* Socket safety inserts are not used as there is no safety reason to do so, modern plug sockets are designed to remove risk of electrocution if something is poked into them. Socket covers (that cover the whole socket and switch) may be used, please note these are different to socket inserts.
* The use of blinds with cords is avoided. Any blinds fitted with cords are always secured by cleats. There are no dangling cords.

Risk assessments are carried out to ensure the safety of children, staff, parents and visitors. Legislation requires all individuals in the workplace to be responsible for the health and safety of premises, equipment and working practices. We have a ‘corporate responsibility’ towards a ‘duty of care’ for those who work in and receive a service from our provision. Individuals also have responsibility for ensuring their own and others safety.

Risk assessment means: *Taking note of aspects of your workplace and activities that that could cause harm, either to yourself or to others, and deciding what needs to be done to prevent that harm, making sure this is adhered to and is updated when necessary*.

The law does not require that all risk be eliminated, but that ‘reasonable precaution’ is taken. This is particularly important when balancing the need for children to be able to take appropriate risks through physically challenging play. Children need the opportunity to work out what is not safe and what they should do when faced with a risk.

**Daily safety sweeps and checks indoors and outdoors**

* Safety sweeps are conducted when setting up for the day prior to children arriving or closing in the evening. Sometimes a safety sweep will identify a risk that requires a formal risk assessment on form. For example, if a window latch is becoming stiff and a practitioner has to stand on a chair in order to reach it to ensure it has closed properly.

**Health and safety risk assessments**

Health and safety risk assessments inform procedures. Staff and parents should be involved in reviewing risk assessments and procedures, as they are the ones with first-hand knowledge as to whether the control measures are effective and they can give an informed view to help update procedures accordingly.

The setting manager undertakes training and ensures staff have adequate training in health and safety matters. The setting managers also ensures that checks/work to premises are carried out and records are kept.

* Gas safety by a Gas Safe registered gas/heating engineer.
* Electricity safety by a qualified electrician.
* Fire precautions to check that all fire-fighting equipment and alarms are in working order.
* Hot air heating systems/air conditioning systems cleaned and checked.
* Deep clean is carried out in kitchen.

The setting manager ensures that staff members carry out risk assessments that include relevant aspects of fire safety, food safety, in each of the following areas of the premises:

* Entrance and exits.
* Outdoor areas.
* Passageways, stairways and connecting areas.
* Group rooms.
* Sleep areas.
* Main kitchen.
* Rooms used by others or for other purposes.

The setting manager ensures staff members carry out risk assessment for off-site activities, such as children’s outings (including use of public transport), including:

* forest school and beach school
* other duties off-site such as attending meetings, banking etc

The setting manager ensures staff members carry out risk assessment for work practice including:

* changing babies, and the intimate care of young children and older children
* arrivals and departures
* preparation of milk and other food/drink for babies
* children with allergies and special dietary needs or preferences
* serving food in group rooms
* cooking activities with children
* supervising outdoor play and indoor/outdoor climbing equipment
* settling babies/young children to sleep
* assessment, use and storage of equipment for disabled children
* visitors to the setting who are bringing equipment or animals as part of children’s learning experiences, for example ‘fire engines’
* following any incidents involving threats against staff or volunteers
* following any accident or incident involving staff or children

The setting manager liaises with Crime Prevention Officers as appropriate to ensure security arrangements for premises and personnel are appropriate.

**Entrances and approach to the building**

* Entrances and approaches are kept tidy and always uncluttered.
* All gates and external fences are childproof and safe
* Front doors are always kept locked and shut.
* Fingerprint system is in place with a camera to see who is on the other side - this is monitored
* The identity of a person not known to members of staff is checked before they enter the building.
* All staff and visitors to the setting sign in and out of the building on their registers and our online fingerprint system (ALMAS) takes a recording electronically who is coming into the building and leaving the building
* Back doors are always kept locked and shut if they may lead to a public or unsupervised area, unless this breaches fire safety regulations or other expectations.
* Where building works or repairs mean that normal entrances/exits or approaches to the building are not in use, a risk assessment is conducted to maintain safety and security whilst the changes are in place.
* Whilst social distancing restrictions are in place a risk assessment identifies measures required to keep parents two metres apart and to reduce risk of parents gathering in entrance areas during peak times.
* Authorised collections are updated by the parents and this information is passed onto the management team and room leaders

**No-smoking**

**Policy statement** We comply with health and safety regulations and the Safeguarding and Welfare Requirements of the Early Years Foundation Stage in making our setting a no-smoking environment - both indoors and outdoors.

**Procedures**

* All staff, parents and volunteers are made aware of our No-smoking Policy.
* No-smoking signs are displayed on entry to the nursery
* The No-smoking Policy is stated in information for parents and staff.
* Staff who smoke do not do so during working hours, unless on a scheduled break and off the premises.
* Staff who smoke during working hours and travelling to and from work must not do so whilst wearing a setting uniform or must at least cover the uniform.
* E-cigarettes are not permitted to be used on the premises.
* Staff who smoke or use e-cigarettes during their scheduled breaks go the opposite side of Norbiton Train Station, or well away from the premises.
* Staff who smoke during their break make every effort to reduce the effects of odour and passive smoking for children and colleagues
* Smoking is not permitted in any vehicles belonging to the setting.
* Staff are made aware that failure to adhere to this policy and procedures may result in disciplinary action.
* It is a criminal offence for employees to smoke in smoke-free areas, with a fixed penalty of £50 or prosecution and a fine of up to £200.

**Legal framework**

* The Smoke-free (Premises and Enforcement) Regulations (2006)
* The Smoke-free (Signs) Regulations (2012)

**Further information**

* The New Early Years Employee Handbook (Pre-school Learning Alliance 2019)
* Recruiting Early Years Staff (Pre-school Learning Alliance 2016)
* People Management in the Early Years (Pre-school Learning Alliance 2016)

###### **Legal references**

Health and Safety at Work etc Act 1974

Health and Safety (Consultation with Employees) Regulations 1996

Management of Health and Safety at Work Regulations (1992)

Regulatory Reform (Fire Safety) Order 2005)

Electricity at Work Regulations (1989)

Regulation (EC) No 852/2004 of the European Parliament and of the Council on the hygiene of foodstuffs

Manual Handling Operations Regulations (1992) (Amended 2002)

Medicines Act (1968)

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) (Amendment) Regulations 2012

Control of Substances Hazardous to Health (COSHH) Regulations 2004

Health and Safety (First Aid) Regulations 1981

Childcare Act 2006

**Further guidance**

Dynamic Risk Management in the Early Years (Alliance 2017)

Health and Safety Executive www.hse.gov.uk/risk

Food Standards Agency [www.food.gov.uk](http://www.fod.gov.uk)

Ministry or Housing, Communities & Local Government [www.communities.gov.uk](https://preschoolla.sharepoint.com/sites/COMM/Shared%20Documents/Pubs/Pubs%20Print%20Promo/Pub%20Drafts/A026%20Policies%20&%20Procedures%20for%20the%20EYFS%202021/A026%20FINAL/www.communities.gov.uk)