

HEALTH AND SAFETY POLICY	
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HEALTH AND SAFETY POLICY

We aim to provide and maintain safe and healthy working conditions, equipment, and systems of work for all our children, families, employees, Board of Trustees members and all others who form a part of our Services. This policy will form a part of all employees, students, and volunteer's induction so they know what appropriate action to take if any incidents were to occur. This policy works in hand with policy GN09 organisation-wide Health & Safety policy.

We aim to make children, parents, and staff aware of health and safety issues and to minimise the hazards and risks enabling the children to thrive in a healthy and safe environment.

To keep the environment safe and clean for the children, families, and staff the following procedures are followed:

The Environment

- The correct adult: child ratios will be maintained.
- There will be a minimum of three staff on the premises at any time whenever children are present.
- The premises will be kept clean, well lit, adequately ventilated and maintained in a suitable state of repair and decoration.
- Rooms will be maintained at an adequate temperature (18°C). If there are any issues with regards to heating or the room temperature not being sufficient, parents will be asked to keep their child or children at home.
- All members of staff will be responsible for the checking of equipment regularly to ensure it is safe and fit for use and that the right equipment and resources are used in relation to the age of the child or children that they are working with e.g., secured chairs with harnesses for babies/young children.
- It is the responsibility of all members of staff to ensure the storage of all equipment is packed away safely and left 'clutter free'.
- Smoking or vaping on the premises is prohibited.
- Wet floor signs will be placed in visible areas when floors are wet due to cleaning or spillages to prevent accidents occurring.
- Chairs will only be stacked when required, for example to allow cleaning or activities to take place. Chairs will be stacked to a maximum of three/four to reduce the risk of toppling and injury.
- Equipment made from glass should not be in reach of or used in children's rooms e.g., drinking glasses, jars etc.
- The accessible toilet/bathroom must remain clear and accessible.

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- The doors of all rooms not meant for use by children must always remain closed e.g., adult toilets, kitchen, office etc.
- For hygiene reasons, outdoor shoes will not be worn within the under-two's room at any time children are present.
- Suitable footwear is encouraged for purposes of the individual's own safety, if individuals choose to wear open toed/soft fabricated shoes the setting will not be liable in any way.
- All members of staff must ensure that all RIDDOR & COSHH regulations are followed and adhered to.
- The setting will work with the Environmental Health Standards.
- The setting will work with the Early Years Foundation Stage Welfare Standards.

Security, Arrivals and Departures

- All adults are responsible for ensuring that children are discouraged from using any of the magnetic door releases; this allows us to ensure the safety of all children on the premises.
- All staff members are responsible for ensuring that all doors and gates are securely locked both indoors and out.
- All children must be signed in on arrival and out on departure by the parent/carer or a staff member. The time of arrival and departure must be clearly recorded as well as the adult dropping them off and collecting them.
- All staff must sign in and out on the staff attendance sheet every time they arrive or leave the premises (this includes lunch times if going off site).
- All staff must ensure that all visitors or contractors sign in and out with the date, time of arrival, purpose of visit and time of leaving. All visitors will be required to wear a visitor's badge and asked to leave their mobile phone in the office. They will be supervised while on the premises and will not be left alone with any child or children for any reason.
- All members of staff **must** challenge any unknown 'visitors' to the setting and when necessary, get the appropriate assistance required.

Fire safety and equipment

- Fire Extinguishers, Smoke Detectors and Fire Exits will be kept clear and checked regularly to ensure the safety of all individuals.
- Any unsafe item or situation will be rectified or reported immediately to the Manager or Health & Safety Officer.
- Fire alarms must be accessible and not obstructed.

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- Fire alarms are checked approximately every six weeks to ensure they are in good working order.
- Fire drills are carried out every six weeks allowing staff and children to become familiar with the sound and the evacuation procedure.
- All fire drills will be timed and recorded and a record of all those present (children and adults), will be recorded.

Hygiene:

- All members of staff will be positive role models with regards to good hygiene procedures which will promote and encourage the children to follow good hygiene procedures.
- The adults will actively promote the 'Catch It, Bin It, Kill it' approach and encourage and support children in managing good hygiene with regards to coughing and sneezing.
- Anti-bacterial soap must be used for hand washing.
- Children will be encouraged to wash their hands at regular intervals through the day with anti-bacterial soap for 20 seconds and always before meal and snack time, after using the toilet and coughing or sneezing.
- All furniture, toys and equipment will be kept in good repair and cleaned on a regular basis with anti-bacterial spray or sterilizing fluid. Toys and equipment will be rotated regularly and items such as malleable materials or soft materials will be either be washed regularly or replaced as and when necessary.
- Surfaces including tables, chairs, storage units etc will be cleaned at regular intervals through the day with anti-bacterial spray.
- Staff must not use anti-bacterial spray in proximity of the children e.g., when cleaning tables, equipment etc.
- All members of staff will ensure they work with food hygiene regulations when handling or serving food e.g., wearing an apron when preparing/serving food, tying hair back, no forms of nail varnish, hand washing etc.
- It is all staff member's responsibility to ensure there are adequate supplies of cleaning and hygiene materials. When cleaning and hygiene materials stocks begin to run low, the person responsible is informed at least one week before it will run out; this allows enough time for an order to be processed and delivered.

Curriculum:

- We believe a child's play experience will be considerably enhanced if they have access to a wide range of materials. All materials used in the setting will be child friendly and without exception the manufacturer's instructions for their use will be followed.

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- Members of staff will ensure that resources and activities are developmentally appropriate according to children's differing abilities and needs, allowing each child to have a safe and enjoyable experience.
- Staff will encourage the children to stay safe by having appropriate ground rules 'Golden Rules' for the setting. This will allow a child friendly and consistent approach with regards to keeping safe and healthy in the setting.

Accidents and Incidents:

- All accidents and incidents, either to a child or adult will be recorded and shared with the appropriate people.
- Parents and carers must sign the accident/incident form at the end of their child's session so it can be acknowledged that they have received the appropriate information.
- Staff will highlight a child's name on the register if any accidents or incidents or any other important information needs to be shared with you – this highlighting means that the parent/carers must talk to a staff member before leaving the setting.
- All staff members, students and volunteers will submit to vetting by the organisation. This vetting includes carrying out a DBS. Whilst their vetting is in progress, they will never be left unsupervised with children. Only those that have been vetted and cleared will be permitted to continue working in the setting.
- All records will be held securely and kept confidential (except as legally obliged).
- All accidents/incidents must be recorded whether it be to a child or an adult. These will then be reviewed monthly by an administrator.

Risk Assessments:

- Daily risk assessments of the whole setting, indoors and outdoors, will be carried out by staff every day before the children arrive.
- Annual risk assessments will be completed for all internal and external areas and will include general outings. All risk assessments will be reviewed annually, or more frequently if there are any modifications to the building or environment. Annual risk assessments will be displayed in each room/area.
- If the nature of any outing does not fall under the general outings risk assessment a new risk assessment will be completed prior to the outing taking place.
- All harmful substances will be kept out of reach from the children and stored in appropriate places. COSHH records are kept for all harmful substances, and these will be available to those who require them.
- When something unsafe or harmful has been reported, the item will be removed and where

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necessary a risk assessment will be carried out.

First Aid:

- We aim to have all permanent staff working directly with the children, Level 3 Paediatric First Aid trained, allowing them to support and administer first aid to individuals when required.
- A First Aid box is located within each of the children's rooms and in the main office. All staff will be made aware of where the First Aid boxes are situated and will be responsible in liaising with office staff when further stocks are required.
- All First Aid equipment/resources will be checked regularly and kept in good order and a stock take is carried out every six – eight weeks to ensure the contents of each box are correct and supplies are in date.

Outdoor Play:

- We offer all the children a free flow play environment enabling them to choose whether they play indoors or outdoors during the day. When this takes place both the indoors and the outdoors will be appropriately supervised.
- When all the children are accessing the Woodland Garden a head count will take place before leaving the room and then before returning into the room to ensure that all children are accounted for.
- If any child or children need to go back into the room during outdoor play, a staff member will assist the child/ren as well as inform another staff member that they are going in with that child. This will not only allow each child to be accounted for but also ensure that adequate staff cover takes place if required.

Trips and Outings:

- A trip form will be completed for all outings stating destination, adults and children participating in the trip and a record of communication details for adults in attendance of the trip.
- All the children will be head counted and designated an adult when leaving the premises. This will enable staff members to know who and how many children they are responsible for at all times.
- When taking children off the setting premises to engage in an external event or activity the correct ratio must be maintained. The setting will ensure that the ratio is 1 adult to every 2 children aged under 3 years and 1 adult to every 3 children for children aged between 3 and 5 years.
- Please note that the Farm Adventurers service works to a different child: adult ratio dependent on the activities that they are engaging in on and around the Farm.

Staff and Board of Trustees responsibilities:

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- The Board members/Manager/Senior staff members will ensure that all staff are kept up to date with relevant changes in legislation and/or practice.
- The Management and staff will ensure that health and safety remain our priority.
- Each staff member is responsible for health and safety and must notify the appropriate named person if they notice a health and safety problem that they are not able to rectify.
- Staff will never be under the influence of illegal drugs or alcohol whilst on duty.
- The Chief Executive and Board members have an overall duty to act upon and oversee any health and safety problem that is brought to their attention. They need to ensure that risk assessments are completed, and the appropriate policies are in place and implemented.
- The setting has public liability and employer's liability insurance. The certificate for this is displayed in reception area of the Nursery, in the Farm Adventurers Building and around the Farm.
- The Health and Safety Poster is displayed in the Nursery office.

The named person responsible for Health and Safety is Beth Jeffcoat.

The Health and Safety and well-being of all individuals using our services is paramount. The setting will work in every way possible to ensure that Health and Safety standards are of a high quality.