



BROOK HOUSE NURSERY

HEALTH AND SAFETY POLICY

Brook House Nursery recognises its responsibility to ensure the health, safety and welfare of all its employees, of anyone who may be affected by its activities, and as a minimum to comply with all relevant statutory provisions and Codes of Practice.

The Nursery views the prevention of occupational ill health and accidents as being of key importance, as these result not only in personal suffering but reduced effectiveness.

The aim of this policy is to ensure that all reasonably practical steps are taken to ensure the health, safety and welfare of all persons using the premises.

At **Brook House Nursery** we provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees and a safe early learning environment in which children learn and are cared for. To develop and promote a strong health and safety culture within the nursery for the benefit of all staff, children, parents and any visitors, we provide information, training and supervision. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

Legal framework

We follow all relevant legislation and associated guidance relating to health and safety within the nursery including:

- The requirements of the Early Years Foundation Stage (EYFS) Statutory Framework
- The regulations of the Health and Safety at Work etc. Act (1974) and any other relevant legislation such as Control of Substances Hazardous to Health Regulation (COSHH)
- Any guidance provided by the UK Health Security Agency, the local health protection unit, the local authority environmental health department, fire authority or the Health and Safety Executive.

The provision of information, instruction, training, monitoring and supervision to staff will be to a standard required to enable effective implementation of this policy and the application of safe working methods and procedures.

The owner is ultimately responsible for health and safety throughout the Nursery. The implementation of this policy will be delegated as a management function, and monitored for effectiveness to ensure that the Nursery engages in its activities in a manner designed to provide for the safety and health of all who may be affected.

All Nursery employees should note, however, that each is also individually responsible for health and safety. The implementation of this policy is part of the normal management function, and is delegated through the line management chain. Every employee has a duty to cooperate in achieving its aims. Carrying out each task safely and without risk to health is an essential element in working professionally and to the required standard.

All contractors who work for the Nursery are required to accept the same standards of care for health, safety and welfare as the Nursery itself.

Risk assessment

Risk assessment is conducted regularly by all members of staff and an action plan issued to minimise identified hazards.

Gas and electricity

All appliances conform to safety requirements. They are used according to manufacturers' instructions and are not accessible to children at any time. Portable Appliance Testing (PAT) is carried out annually.

Security

Both inside and outside areas are secure for children and supervised at all times. The visitor book is kept to help regulate access to premises. Once the children are picked up, they are the responsibility of their parents or carers, regardless of the operational hours or during any social events.

Outside area

All outside equipment is checked regularly for wear and tear and is used according to manufacturers' instructions.

The area is fenced and no one from outside the premises has access to the outside area.

The area is checked daily for any dangerous and/or poisonous plants and animal waste.

Children are being supervised at all times.

Fire safety

There are clearly defined procedures for emergency evacuation, which both staff and children are familiar with.

Fire drills are practiced regularly and recorded. Fire exits are not obstructed at any time and clearly marked.

Fire blankets, extinguishers, alarm/smoke detectors which conform to BS EN safety standards are present and checked regularly by the manufacturers.

First Aid

At least one member of staff in each room has a current first aid training certificate.

First aid boxes are easily accessible for staff but out of the reach of children.

The content of the boxes is checked regularly and replaced if necessary.

Accidents are dealt with promptly.

Accidents are recorded on Famly app accordingly.

All newly qualified entrants to the early years workforce who have completed a level 2 and/or level 3 qualification on or after 30 June 2016, must also have either a full PFA or an emergency PFA certificate within three months of starting work and ongoing in order to be included in the required staff: child ratios at level 2 or level 3. To continue to be included in the ratio requirement the certificate must be renewed every three years.

Ill children/ Medicine/ HIV AIDS/ Pets -Please find separate policies on these subjects.

Food handling - *refer to the policy*

Ratio

Age of children	Number of staff to children
0-2	1:3
2-3	1:5
3-5	1:8 (Early Years Educator) 1:13 (teacher)

Furniture, equipment, toys

All furniture, equipment and toys are safe for children and conform to the safety regulations.

They are used according to manufacturers' instructions.

They are appropriate for the age and stage of development of the children

They are regularly cleaned and checked for wear and tear.

They are replaced if broken or not suitable.

Emergency procedures

All emergency procedures are planned, well known to all members of staff and carried out promptly, accurately and calmly. All incidents are reported and recorded.

Information on children

Information required to contact parents in case of emergency or accident, is accurate and up to date. All members of staff know where the information is stored and use it according to the guidance. The information form includes names, address, telephone numbers of the parents as well as name and address of their GP.

Responsibilities

The designated Health and Safety Officers in the nursery are **Sarah Dell** and **Weronika Paluch**.

The nursery manager will be responsible in their absence.

All employees have the responsibility to cooperate 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 and duties will be regarded as a disciplinary matter.

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

Health and safety is covered in all induction training for new staff.

Health and safety arrangements:

- 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, cleaning equipment, legionella and lone working
- Risk assessments are reviewed at regular intervals and when arrangements change
- All equipment, rooms and outdoor areas are checked thoroughly by staff before children access them or the area. These checks are recorded and initialled by the staff responsible. Unsafe areas are made safe where possible or the area is not used to promote the safety of children. In these cases the manager will be notified immediately
- We provide appropriate facilities for all children, staff, parents and visitors to receive a warm welcome and provide for their basic care needs, e.g. easy to access toilet area and fresh drinking water

- We adhere to the Control of Substances Hazardous to Health Regulation (COSHH) to ensure all children, staff, parents and visitors are safe in relation to any chemicals we may use on the premises
- We have a clear Accidents and first aid policy to follow in the case of any person in the nursery suffering injury from an accident or incident
- We have a clear fire safety policy and procedure, which supports the prevention of fire and the safe evacuation of all persons in the nursery.

Policy review date	Name and signature