

2. Health and Safety Policy

At Westfield House 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 and parents, 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 Statutory Framework for the Early Years Foundation Stage (EYFS) 2017.
- The regulations of the Health & Safety at Work Act 1974 and any other relevant legislation such as Control Of Substances Hazardous to Health Regulation (COSHH).
- Any guidance provided by Public Health England, the local health protection unit, the local authority environmental health department, fire authority or the Health and Safety Executive.

We believe the risks in the nursery environment are low and we will maintain the maximum protection for children, staff and parents. 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, parents and children are aware of the fire procedures and regular fire drills are carried out
- Have the appropriate fire detection and control equipment which is checked regularly to make sure it is in working order
- Ensure that all members of staff are aware of the procedure to follow in case of accidents for staff, visitors and children
- Ensure that all members of staff take all reasonable action to control the spread of infectious diseases, wash hands regularly and wear protective gloves and clothing where appropriate
- Ensure there are suitable hygienic changing facilities
- Prohibit smoking on the nursery premises
- Prohibit any contractor from working on the premises without prior discussion with the officer in charge
- Encourage children to manage risks safely and prohibit running inside the premises unless in designated areas
- Risk assess all electrical sockets and take appropriate measures to reduce risks where necessary 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

- Wear protective clothing when cooking or serving food
- Prohibit certain foods that may relate to children's allergies, e.g. peanuts are not allowed in the nursery
- We follow the EU Food Information for Food Consumers Regulations (EU FIC). These rules are enforced in the UK by the Food Information Regulations 2014 (FIR). We identify the 14 allergens listed by EU Law that we use as ingredients in any of the dishes we provide to children and ensure that all parents are informed
- Ensure risk assessments are undertaken on the storage and preparation of food produce within the nursery
- Familiarise all staff with the position of the first aid boxes
- Provide appropriately stocked first aid boxes and check their contents regularly
- Ensure children are supervised at all times
- Ensure no student or volunteer is left unsupervised at any time

Responsibilities

The designated Health and Safety Officer at Westfield House is our nursery manager Joanna Aspinall.

The employer Marie Lamont has overall and final responsibility for this policy being carried out at Westfield House.

Joanna Aspinall (Nursery manager) and Emma Hindle (deputy manager) will be responsible in her 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/duties will be regarded as a disciplinary matter (see separate policy on disciplinary procedures).

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. Parents and visitors are requested to report any concerns they may have to a member of staff in the area as soon as possible.

Daily contact, weekly room leader meetings, regular one to one staff supervision meetings and whole staff meetings provide consultation between management and employees. This will include health and safety matters.

All of our staff hold a full paediatric First Aid certificate and these are made available to parents on request.

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 and cleaning equipment

- These are reviewed at regular intervals and when arrangements change
- The building is kept secure at all times, Outside doors are kept locked with keys on a high hook to prevent children opening the door to strangers, high locks are on the inside of the gates to both gardens. Only authorised staff are permitted to open doors/gates to parents/carers at collection times.
- Appropriate safety equipment is used such as stair gates, cupboard locks, finger guards etc. These are checked regularly.
- All outings away from the nursery (however short) will include a prior risk assessment – more details are included in our outings policy
- All rooms and outdoor areas will be checked thoroughly by staff before children access them or the area. These checks will be recorded on room checklists by the staff responsible. Unsafe areas will be made safe/unsafe items removed from the area by this member of staff to promote the safety of children. If this cannot be achieved the manager will be notified immediately
- A walkie talkie system is in place to allow practitioners to contact each other from room to room.
- The nursery will 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
- All staff including new staff members will receive appropriate training in health and safety which will include risk assessments and fire safety. We may also use risk assessments for particular activities and resources for children.
- 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 or incident. All accidents/incidents for children/staff are recorded on our online system. First aid boxes are allocated in every room. These are checked and restocked regularly.
- 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. The fire alarm is tested weekly to ensure it is in good working order. Fire drills are performed regularly.
- We review accident and incident records to identify any patterns/hazardous areas, a report and action plan is written and shared with staff.
- All health and safety matters are reviewed informally on an ongoing basis and formally every term or when something changes.
- Staff and parents are able to contribute to any policy through the suggestion/feedback box and during the regular meetings held at nursery.