Health and Safety Policy

In accordance with the Statutory Framework for the Early Years Foundation Stage (2014), The Rocking Horse Day nursery is fully committed to ensuring the safeguarding and welfare of all children. The Rocking Horse Day nursery believes that the health and safety of the children is of paramount importance and ensure that the environment is a safe and healthy place for children, parents, staff, students and visitors. The Rocking Horse day nursery aims to ensure that the children, parents, staff, students and visitors are aware of health and safety issues through discussion, policy file, newsletters, health and safety signs and notices around the nursery. This minimises the hazards and risks and enables the children to thrive in a healthy and safe environment.

The named person for Health and Safety/Risk Assessment is: Julia Davies and Jo Somerton

The nursery has public liability and employers liability insurance and current certificates are displayed on the parents boards in each entrance hall.

Procedures:

Staff:

- All new staff are checked through the DBS system and hold relevant level 3 qualifications or above (longer serving staff have CRB certificates).
- Correct ratios of staff to children are maintained and ensure both supervision and interaction.
- Staff allow only named and known carers to collect children unless parents/carers have agreed alternative arrangements. ID or a password are required to check identity.
- Staff are aware of visitors. They are required to sign in and out using the visitor's book. They are supervised at all times whilst on the premises.

- Students receive an induction that includes the basic health and safety procedures they will need to follow. Students are supervised by a staff member at all times.
- The nursery operates a non-smoking policy.

Awareness training:

The nursery ensures that the induction training for staff and students includes a clear explanation of health and safety issues so that all adults are able to adhere to the nursery policies and procedures as they understand their shared responsibility for health and safety.

The induction training ensures that each adult is aware of and understands individual policies regarding health and safety.

- Records are kept of the induction training given and staff and students sign to confirm that they have taken part.
- Health and safety issues are discussed and explained to parents as their child joins the nursery. This enables them to understand how and why the nursery provides a safe and healthy environment for all the children, parents, staff and students, and so that they fully understand their role in supporting the nursery to achieve this.
- Health and Safety training issues are regularly reviewed through daily observations, staff meetings and in accordance with the latest early years legislation and policy guidance.
- Children are made aware of health and safety issues through discussion, setting rules together, activities and routines.
- The induction training explains the procedure for fire drills. All fire exits are clearly marked and routes are checked regularly for obstructions. Regular fire drills are carried out (see fire safety).

Safety:

- All staff are provided with guidance regarding safe storage of equipment and lifting and handling resources.
- Accidents involving children or staff are recorded and reviewed monthly to identify areas that may need to be addressed.
- All floor surfaces are checked daily to ensure that they are clean and not uneven, wet or damaged and all electrical equipment is checked regularly.

- External doors are operated by adults only and handles are out of children's reach. Students are not permitted to open these doors unless asked to do so by a member of staff.
- Heaters, electrical sockets, wires and leads are properly guarded and children are taught not to touch them. There are sufficient sockets to prevent overloading.
- The temperature of hot water is controlled to prevent scalds and the lighting and ventilation is adequate in all areas.
- All the storage and materials that are accessed by children are safe.
- Walking is encouraged throughout the indoor environment.

Outdoor Area:

- The outdoor area is securely enclosed, checked for safety and hazards (including litter) removed on a daily basis before it is used.
- Where water can form a pool on equipment it is emptied before children play.
- The sandpit is covered when not in use and cleared regularly.
- Adults supervise outdoor activities whilst allowing children to explore, challenge themselves and take safe risks.
- Wheeled toys and equipment are checked regularly for damage or repair. External boundaries are also checked and damages reported and made safe.

Activities and Resources:

- Resources are checked for suitability and safety for the ages and stages of the children.
- The layout of the play equipment and areas allows children and adults to move around safely.
- All equipment is checked for cleanliness and safety and any dangerous items repaired or thrown away.
- All materials including paint, glue, crayons and felt pens are non-toxic and sand is suitable for children's play.
- Play is supervised respectfully by adults and children are taught to handle and store equipment safely.
- Children who are sleeping are never left unsupervised and are checked regularly through recording on sleep-sheets.
- Children learn about health, safety and personal hygiene through the routines, activities and discussions on a daily basis.

Nursery Health and Hygiene:

- We regularly seek information from the Environmental Health Department and Health Authority to ensure we keep up with the latest recommendations. Documents/posters are displayed where appropriate.
- Our daily routines encourage children to learn about personal hygiene and keeping healthy.
- The nursery is cleaned daily after the children have gone by cleaners.
- We implement good hygiene practices by;
  Cleaning tables between activities, snack and lunch. keeping the bathroom clean and well stocked throughout the day.
  Wearing protective clothing when appropriate such as gloves and providing clean clothes, tissues and ensuring children have individual flannels and towels.
- Staff follow procedures regarding nappy changing and dealing with a sick child.
- Children's sickness and staff sickness is recorded.
- Staff manage the administration of medicines and support children with complex health needs (see medication policies).
- Good practice regarding hand washing is in place both after using the toilet and at other times.
- Each group is responsible for cleaning their resources and checking for breakages or damage. This should be recorded.
- We respect cultural and religious practices and work closely with families.