

Once Upon A Time Nursery  
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## Health and Safety Policy

Wales: NMS
10.13, 13.9, 15.16, 24.1 - 24.27

### Statement of Intent

At **Once Upon a Time 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, 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.

The allocation of duties for safety matters and the particular arrangements which we will make to implement our health and safety procedures are set out within this policy and we make sufficient resources available to provide a safe environment.

### Legal framework:

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

- The National Minimum Standards for Regulated Childcare for children up to the age of 12 years and its associated regulation
- 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 Wales, the local health protection unit, the local authority environmental health department, fire authority or the Health and Safety Executive

### Aims and objectives:

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

To achieve this, we will actively work towards the following objectives:

- Establish and maintain a safe and healthy environment throughout the nursery including outdoor spaces
- Establish and maintain safe working practices for staff and children

- Make arrangements for ensuring safety and the minimising of risks to health in connection with the use, handling, storage and transport of hazardous articles and substances
- Ensure the provision of sufficient information, instruction and supervision to enable all people working in or using our setting, to avoid hazards, contribute positively to their own health and safety and to ensure that staff have access to regular health and safety training
- Maintain a healthy and safe nursery with safe entry and exit routes
- Formulate effective procedures for use in case of fire and other emergencies and for evacuating the nursery premises. Practice this procedure on a regular basis to enable the safe and speedy evacuation of the nursery
- Maintain a safe working environment for pregnant workers or for workers who have recently given birth including undertaking appropriate risk assessments
- Maintain a safe environment for those with additional educational needs and disabilities and ensure all areas of the nursery are accessible (wherever practicable)
- Provide a safe environment for students or trainees to learn in.
- Encourage all staff, visitors, and parents to report any unsafe working practices or areas to ensure immediate responses by the management

### **The Arrangements**

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 always remain clear
- 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 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 involving staff, visitors and children
- Ensure that all members of staff take all reasonable action to control the spread of infectious diseases and wear protective gloves and clothing where appropriate
- Ensure there are suitable hygienic changing facilities. Staff have their own toilet and washbasin, there are two small toilets for the children and changing facilities
- Prohibit smoking on the nursery premises
- Prohibit any contractor from working on the premises without prior discussion with the manager

- 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
- Testing of fire safety equipment, boiler inspection, electrical testing and PAT will be undertaken regularly
- 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
- 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
- Follow the Food and Allergies policy for children who have allergies
- Familiarise all staff with the position of the first aid boxes and ensure all know who the appointed first aiders are
- Provide appropriately stocked first aid boxes and check their contents regularly
- Ensure children are always supervised
- Ensure no student or volunteer is left unsupervised at any time
- Ensure all policies are followed. Most of our policies relate to health, safety and well-being and only by following all policies can we keep the setting a safe place to work and visit. These policies include but are not limited to:
  - Manual handling policy
  - Smoking, drugs and alcohol policies
  - Sun care policy
  - Fire Safety policy
  - First aid policy
  - Food and Allergy policy
  - CCTV policy
  - All risk assessments

### **The Organisation and Responsibilities**

The designated Health and Safety Officer in the nursery is Beverley Alldridge

The manager has overall and final responsibility for this policy being carried out at **Once Upon a Time Nursery**.

The deputy nursery manager will be responsible in her absence.

All employees have the responsibility to co-operate 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 issue 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 the senior member of staff in the area.

Daily contact, weekly staff meetings and health and safety meetings provide consultation between management and employees, this will include health and safety matters.

### Health and safety training

The manager is responsible for monitoring staff training

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

Training table:

Area	Training required	Who
Paediatric First aid	Course	All staff
Safeguarding policy	Course	All staff and students
Care of babies	In house training /course	All staff working with under 2's
Risk assessment	In house training /course	All staff
Fire safety procedures	In house training /Course	All staff and students
Use of fire extinguisher	In house training	All staff where possible
Food hygiene	Course	All staff and students
Allergy awareness	In house training /course	All staff and students
Manual handling	In house training /course	All staff and students
Changing of nappies	In house training	All staff and students
Medication requiring technical or medical knowledge e.g. Epi Pen	External course	As required
SENCO/ALNCO	External course	SENCO/ALNCO
Supervision and appraisal	External course	Manager, deputy and room supervisor

All staff and students will receive appropriate training in all areas of health and safety which will include risk assessments, manual handling and fire safety. We may also use benefit 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.

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. This is to be shared with all staff, students, parents, and visitors to the nursery.

We review accident and incident records to identify any patterns or hazardous areas.

All health and safety matters are reviewed informally on an ongoing basis and formally every twelve months or when something changes. Staff will receive these updates, as with all policy changes, as and when they happen. All policy changes are available for parents on the website and in the nursery. Staff and parents are able to contribute to any policy through the suggestion scheme and during the regular meetings held at nursery.

The policy is kept up to date and reviewed especially when the nursery changes in nature and size. It is revised annually, or as and when required. We therefore welcome any useful comments from members of staff, parents and visitors regarding this policy.