

Acorns Nursery Health and Safety Policy



EYFS: 3.25; 3.28; 3.29; 3.30; 3.44; 3.45; 3.46, 3.47; 3.50; 3.51; 3.54; 3.55, 3.56; 3.57; 3.63; 3.64; 3.65; 3.66

At Acorns we provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees and persons onsite. We also provide a safe environment in which children can learn and are cared for. The health and safety of staff, parents, children, volunteers and visitors is of paramount importance to us and we acknowledge the responsibility we hold for the health and safety of those who may be directly or indirectly affected by our activities.

The allocation of duties for safety matters and the arrangements we will make to implement our health and safety procedures are set out within this policy.

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) 2021
- The regulations of the Health and Safety at Work Act 1974 and any other relevant legislation such as the 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

Aims and Objectives

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.

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 amongst staff and children
- Make arrangements for ensuring safety and minimising 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 the nursery to avoid hazards and contribute positively to their own health and safety
- Maintain a healthy and safe nursery with safe entry and exit routes
- Formulate effective procedures for use in case of a fire or other emergencies, and for evacuating the premises.
- 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 special education needs and disabilities and ensure all areas of the nursery are accessible where 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 response by the management.

To minimise risks and maintain maximum protection for children, staff and parents, the nursery will:

- Ensure all entrances and exits from the building, including fire exits are kept clear at all times
- Regularly check the premises including fixtures, electrical equipment and resources for defects and take necessary remedial action
- Ensure all staff, children, parents and visitors are aware of the fire procedures which are to be on display
- Have the appropriate fire detection and control equipment which is checked regularly to ensure it is in working order
- Ensure that all staff members are aware of the procedure to follow in case of accidents for staff, visitors and children
- Ensure that all members of staff take reasonable action to control the spread of infectious diseases and wear PPE where appropriate
- Prohibit smoking on the premises
- Prohibit any contractor from working on the premises without prior discussion with the officer in charge
- Allow children to experience controlled risk whilst encouraging them to manage risks safely
- Ensure all cleaning materials are out of reach of children and kept in their original containers
- Familiarise all staff with the location on the first aid kit and that staff and visitors know who the first aiders are
- Provide appropriately stocked first aid boxes and check their contents regularly
- Ensure children are supervised at all times.
- Ensure that students and volunteers are within hearing of staff at all times
- Ensure that persons without a DBS are not left alone with children

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 the room, outdoor areas, activities and resources. These are reviewed termly or more frequently following the occurrence of changes.
- We may use benefit risk assessments for particular activities and resources.
- All outings away from the nursery will be thoroughly risk assessed
- Safety checks will be completed by the manager at the start of each day. These will be recorded and initialled by the manager.
- All staff complete visual safety checks through the day to identify any changes. This includes learning spaces and resources/equipment. Identified safety concerns will be rectified by the staff member. Where this cannot be achieved the manager is immediately notified
- We provide appropriate facilities for all children, staff, parents and visitors and provide for their basic care needs e.g. easy access to toilet facilities and fresh drinking water
- The nursery will adhere to COSHH regulations to ensure all persons are safe in relation to any chemicals we may use
- All staff and students will receive appropriate training in all areas of health and safety
- We have a clear fire safety procedure which supports the safe evacuation of all persons in 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 six months or when something changes. Staff and parents will receive these updates, as with all policy changes, as and when they happen.

Training

Health and Safety is covered in all induction training for new staff. All staff hold a full, up to date Paediatric First Aid certificate including a relevant Forest School/Outdoor First Aid where required.

Training Table

| Area | Training Required | Who |
|----------------------------------|--|---|
| First Aid | External Level 3 Paediatric First Aid Forest School/Outdoor First Aid | All staff Forest School Leader and supporting staff |
| Safeguarding/Child Protection | External/Online Level 3 Child Protection Inter- Agency External/Online Level 2 Child Protection In house training | DSL All staff including DDSL All staff and students |
| Food Hygiene | Online Level 2 Food Hygiene and Safety In house training | All Staff All staff and students |

Responsibilities

Responsibility for health and safety in the nursery lies with the nursery manager. The manager has the overall and final responsibility for this policy being carried out. The chair will be responsible in their 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.

Whenever a member of staff notices a health or safety concern which they are not able to rectify, they must immediately report it to the manager. Parents and visitors are requested to report any concerns they may have to the manager.

Daily contact and health and safety meetings provide consultation between management and employees.