



## Health and Safety Policy

Albert Village Nursery is committed to ensuring that all setting practices are carried out within the requirements of the Health and Safety at Work Act 1974 and the Management of the Health and Safety at Work Act 1999. In order to achieve high standards of quality and safety and to continually improve health and safety performance, Albert Village Nursery is committed to implementing all necessary health and safety procedures. We also follow the EYFS welfare requirements.

Albert Village Nursery believes the health and safety of our children can be greatly improved by rigorous risk assessments (see risk assessment policy for more information).

### **Albert Village Nursery is committed to:**

- Developing the appropriate setting structure and culture, that supports the concept of risk management by all members of the nursery team.
- Adequately resourcing health and safety measures including planning and implementation of any health and safety requirements.
- Developing, in all members of the nursery team, an understanding of health and safety, through training in health and safety requirements and risk assessment implementation.
- Continual monitoring and evaluation of health and safety requirements in line with current legislation, including the review of all policies and practices to ensure that Albert Village Nursery continues to improve standards of performance.

### **Who is Responsible?**

It is the responsibility of all members of staff to ensure that health and safety regulations are adhered to and that the health and safety of the children and other members of staff are not compromised in any way. It is the responsibility of the Nursery Manager to ensure that the health and safety of the setting as a whole remains within legislative requirements and that the health and safety of all setting users, including children, staff and parents and carers is not compromised in any way.

Children are encouraged to inform a member of staff if they want to go to the toilet, so that we know where they are at all times. If the children are having free flow play there will always be a staff member outside in the nursery garden and inside. Whilst on trips and visits children must be accompanied by a nominated adult over the age of eighteen. Parents and carers are required to sign their child in/out of the setting should the child arrive late or depart early. This is in accordance with health and safety and fire regulations.

The Nursery Manager is responsible for the nursery and will conduct a full risk assessment on arrival. In her absence the Deputy Manager or another staff member will do this. This includes:

- Checking all the rooms are safe
- Ensuring safety procedures are followed
- Give clear instructions including pictorial aids to help children understand the need for health and safety
- Report defects to the premises officer and fill out the monthly log
- Avoid introducing personal items of equipment (electrical, mechanical) into nursery without the Head teacher's permission
- Checking toys and equipment and encouraging the children to do this

Our premises officer is responsible for the safety of the school grounds.

### **Child Protection:**

All members of staff will receive training in child protection as part of their induction training and Mrs Lemm is our Safeguarding officer. All members of staff are instructed in the specific procedure of safeguarding, especially with regards to disclosures and suspicions of child abuse. See safeguarding policy and procedure for further information.

### **Accidents and Incidents:**

All members of staff receive first aid training and are instructed in the correct procedures for dealing with accidents and incidents including completion of documentation. The nursery has separate accident/incident and bathroom documentation which are used alongside our first aid policy.

### **Administration of Medications:**

All administration of prescribed antibiotics medications are strictly controlled and done in accordance with the Medicine Policy and Procedure. Only extreme life-threatening exceptions to medicine may be considered.

### **Sickness and Illnesses:**

Children will not be admitted if they are showing signs of an illness or ailment which may be contagious. Albert Village Nursery uses guidance from Leicestershire County Council to determine the exclusion guidance for contagious illnesses. If a child becomes unwell during the course of the session, members of staff will ensure that the child is comfortable but does not pose any risk to the other children in the setting. The member of staff will contact the child's parent or carer and observe the child closely until they are collected. Please refer to our sickness and illness policy for more information.

### **Maintenance and Storage of Equipment:**

Albert Village Nursery has a wide variety of equipment and materials that are used by the children in the course of their play and enjoyment at the setting. All equipment is bought with consultation with the children from approved suppliers such as ESPO and is checked to ensure compliance with the British Safety Standards. Occasionally equipment may be donated by parents/carers. This equipment must be in excellent condition for the nursery to accept it. All equipment is well maintained and checked on a regular basis to ensure that it presents no risk to the health and safety of the children. Equipment and materials which do pose a hazard but which have an evidenced benefit on the development of children are used under constant supervision and stored securely after use. The children are also encouraged to recognise and talk to the staff about any faults while using the toys, equipment and facilities.

### **Smoking:**

Albert Village Nursery operates a strict no smoking policy, this means that there is no smoking:

- On setting premises
- During session time
- During preparation time
- During clear up time
- At staff training days
- At staff meetings
- At any gathering organised by the setting

Please see our No-Smoking policy for more information.

### **Evacuation and Fire Procedures:**

There is a documented procedure for emergencies which is displayed in all of the areas that are accessed by Albert Village Nursery. Where there are customers who have English as an additional language the information will be displayed in their first language in addition to English. All members of staff are trained in the emergency procedure and fire drill evacuations which take place with the school at least termly and more so with the nursery only. See fire drill policy and procedure for further information.

### **Food and Drink:**

All staff hold a level 1 food hygiene qualification, which is updated yearly. See food and drink policy for more information.

### **Mobile phone and Cameras:**

It is our intention to provide an environment in which children, parents, carers, students, volunteers, professionals and staff are safe from images being recorded and inappropriately used, in turn eliminating staff being distracted from their work with the children and the inappropriate use of mobile phones and cameras around children. Therefore, we do not allow mobile phones or cameras within our setting, apart from the ones associated with nursery. See mobile phone and camera policy for more information.

For more information regarding Health and Safety please refer to Leicestershire County Council Health and Safety Policy for Albert Village Primary School, as the nursery is on the school site, which covers the nursery for building, staff and other areas.