



## **Health and Safety Policy**

Links to:

Childcare Act 2006	Health and Safety at Work Act 1974
Convention on the Rights of the Child – UNICEF 1992	Human Rights Act 1998
COSHH 2002	Management of H&S Regulations 1997
Data Protection Act 2018 (GDPR Policy)	Manual Handling Operations Regulations 1992
Electricity At Work Regulations 1989	Public Health Act (Control of Diseases) 1984
Freedom of Information Act 2000	RIDDOR 2013
Health Protection Agency Act 2004	Safety Representatives and Safety Committee Regulations 1997
Health and Safety Regulations 1996	

The safety of young children is of paramount importance. In order to ensure the safety of children and adults, the Provision will ensure safety in the following areas:

### **Environment**

- Safety checks on premises, both outdoors and indoors, completed periodically throughout the day to establish and maintain a safe and healthy environment throughout the Provision. These are completed using Health and Safety Checklist. Any area requiring maintenance, will reported to the Named Practitioner for Health and Safety.
- Ensure the highest standards of cleanliness are maintained and that cleaning rota and risk assessments are on going.
- The main entrance is kept locked. All settings have key fob access pads.
- Outdoor space is securely fenced.
- Public space for outdoor play will be checked for litter and other dangers.
- Equipment will be checked daily and any dangerous items repaired/discarded. This will be recorded on the Health and Safety Checklist.
- The layout and space ratios will allow children and adults to move safely and freely between activities. Children carry out their own Health and Safety Risk Assessments using photographs.
- There will be adequate systems and equipment for the detection and control of fire.
- Fire doors will never be obstructed and fire exits will be easily identifiable. Regular fire drills are carried out half-termly on different days to cover all staff/children
- Fires, heaters, electric points, wire and leads will be adequately guarded. No items are placed on or around heaters etc.
- A record will be kept of any checks by the Fire Warden and of fire drills and servicing of fire safety equipment. Any recommendations by the Fire Warden will be carried out.
- All dangerous materials, including medicines and cleaning materials, will be stored out of reach of children.
- To make arrangements for ensuring safety and the absence of risks to health in connection with the use, handling, storage and transport of articles and substances.

- Large equipment is checked daily.
- Portable electrical equipment is PAT tested. All electrical equipment is also checked before use to ensure wires are not exposed and equipment is safe to use.

### **Supervision**

- All children will be supervised by adults at all times and will always be within sight of an adult.
- Children will leave the group only with authorised adults who are listed on a contact form (issued with registration forms and updated as necessary). Parents provide a password during registration for additional security.
- Children will not have unsupervised access to kitchens, cookers or any cupboards storing
- hazardous materials, including matches.

Children using the computer will be supervised by a member of staff due to the dangers of electrical equipment. Both children and staff must look away from the screen at regular intervals and use the computer for limited periods. Children will have supervised access to the internet.

### **Adult Safety**

- All adults in the group, both staff and visitors, will be aware of and respect the group's safety policies.
- To follow the regulations of the Health and Safety at Work Act 1974 and any other relevant legislation including Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Health and Safety Law poster is displayed within the provision.
- Adults in the group will have access to advice on safe lifting during induction at the start of their employment.
- New regulations state that mobile phones should not be used when driving.
- Staff are entitled to refuse lifting or carrying of children or equipment due to the risk of back injuries.
- If adults need to reach up for stored equipment, they will be provided with something safe to stand on. Heavy materials will not be stored above head height.
- We comply with the Control of Substances Hazardous to Health (COSHH) 2002 holding COSHH certificates in our Risk Assessment file.
- Adults are advised to wear flat, closed-in shoes when working with children. FuzzyPegs cannot be held responsible for injuries sustained should adults choose to wear any other footwear.
- Jewellery is worn at the adults own risk. It is advised that adults do not wear any jewellery.

### **Management**

- A book will be available at each session for the reporting of any accidents/incidents.
- Regular safety monitoring will include checking of the accident records as a base for risk assessment.
- Ensure that all members of staff are aware of the procedures in case of accidents.
- All adults, including parents and other carers, will be aware of the system(s) in operation for children's arrivals and departures and an adult will be on the door during these periods.
- Hot drinks are NOT to be taken into the provision. Adults will not walk about with hot drinks or place hot drinks within reach of children.
- A register of both adults and children will be completed as people arrive and leave so that a complete record of all those persons present is available in an emergency.

- There will be no smoking in the building or Provision grounds.
- A correctly stocked first aid box will be available at all times. This is checked and refilled by the Room Supervisor.
- Fire extinguishers will be checked annually and staff will know how to use them.

### **Risk Assessments**

- Risk assessments are recorded using Risk Assessment forms which look at the level of risk. If the risk is moderate we would put into action ways to bring the risk down to low. Risk assessments are drawn up jointly by the Health and Safety Officer and Director.
- Risks assessments are updated on a termly basis, or new risks are identified and assessed as and when they occur.
- Should parents have any Health and Safety or Risk concerns they would speak to the Health and Safety Officer. Names of officers are displayed on the notice boards

### **Special Considerations**

- Some areas and activities pose particular hazards. All staff will be aware of these.
- Children playing with or near water will be continuously supervised.
- Systems will be in place to ensure that no child can leave the premises unattended. These systems are locked entrances and all visitors sign in and out. We hold Parent Contact lists for every child with their Registration documents to ensure no child leaves the provision without parental consent. Parents inform the provision on the morning that the child will be collected by a person on the Parent Contact list. If emergency arrangements are made over the telephone, a password is agreed beforehand between the nursery, the parent and the collector.

### **Health and Safety Named Practitioner**

Emma Amos

### **Annual Review**

Reviewed 8th April 2025

Next review 8th April 2026