

HEALTH and SAFETY STATEMENT

The Manager/Health and Safety Officer will:

Supervise, and be responsible for, the safety and security of the premises.

Ensure the maintenance of a healthy and hygienic environment.

Ensure that the staff ratio is upheld at all times, and that there is a staff member on duty with a current First Aid certificate and an Advanced Child Protection certificate whenever children are on the premises.

Make regular risk assessments for indoor and outdoor play, and for outings, and implement any necessary controls.

Ensure that all staff have read the **Health and Safety Policy** and are aware of the need to adhere to it; that staff know the location and contents of the **First Aid Box**; that they familiarise themselves with the **Fire Prevention Procedure** and **Fire Policy Procedures**; and that they have read all policies, which include those relating to **Child Protection and Safeguarding**. Ensure that staff are aware of the importance of informing the manager of anything which is, or could become, hazardous.

Carry out fire drills on a regular basis, and designate a member of staff who will be responsible for calling the Fire Service in the event of fire; ensure that fire notices are in place and that fire extinguishers and fire blankets are checked annually by a fire prevention officer.

Ensure that visitors sign in on arrival and out as they leave the premises.

Check equipment and replace any appliance of which the flex or plug could possibly be unsound; ensure that all portable electrical appliances are checked annually by a qualified electrician.

Ensure that contracts with contractors are maintained, including trade waste, clinical waste, boiler maintenance, Fire appliances, and Electrical testing on portable appliances.

Enable staff to undergo training in Health and Safety, Food Hygiene, First Aid and Child Protection.

Ensure that the First Aid Box is kept constantly replenished and fully stocked with 'in-date' contents; that there is at least one member of staff holding a First Aid Certificate on the premises at all times; that all parents have signed the Emergency Medical Treatment form on enrolment of children.

Check that food is stored correctly, and ensure that a twice daily record is kept of fridge and freezer temperatures; that all food is used within the date stated; that all staff are aware of necessary safeguards when handling or serving food, and of the need for strict controls regarding keeping food hot and cooling food, as required.

In the event of an incident of food poisoning affecting 2 or more children, the manager, deputy manager or senior person in charge will notify Ofsted as soon as is reasonably practical and in any case, within 14 days of the incident.

Supervise the shopping list, and that food is stored correctly on delivery.

Ensure that regular checks are made on equipment and toys and that everything is kept clean, with sterilisation on a regular basis; see that the outdoor equipment is always safe for use, and that safety mats are in good condition.

Ensure that the condition of gates and fences is sound.

Keep records of parents' telephone numbers at home and at the workplace, and names and numbers of relatives or friends to be called if necessary.

Ensure that medicines brought in by parents for their children are held safely in the fridge or the first aid box, as suitable, and handed back to parents at the end of each day, with any use of medicine noted in the medicine book, and on the medicine release form signed by the parent or carer at the beginning of the session. Administration of non-prescribed medicine (Calpol) – see Medicines Policy.

Keep records of any condition a child might have, and of any allergies; ensure that a note of any food allergies is displayed on the kitchen wall, and that the school meals service is aware if applicable.

Ensure that all cleaning fluids and other such substances are inaccessible to children at all times; maintain awareness of C.O.S.H.H. guidelines, and keep the staff informed of them.

Contact parents of a child becoming unwell during the course of the day, and arrange collection, ensuring that the child is kept comfortable, and separate from others to reduce the risk of infection.

In the absence of the Manager, the Deputy Manager/Senior Practitioner in charge will assume responsibility in all matters calling for frequent or constant supervision.

EARLY MORNING STAFF WILL:

Put the coded latch on the inner door; check the approach to the front door for anything hazardous; check the playground and gates.

Ensure that the fire door is not obstructed.

Check the washrooms and toilets for adequate supplies of paper towels, soap, toilet rolls, baby wipes and disposable gloves.

Whilst setting out equipment, watch out for any breakages, cracks and sharp edges, and ensure that equipment and toys are clean.

Have regard to the ages of children and make sure that the youngest will not have access to toys which might present a choking hazard.

Ensure that packed meals brought by children are placed in the second fridge until the appropriate time for serving.

Check the fridge and freezer thermometers and record the temperatures

Check that all sockets have their socket covers in place.

Open some of the windows, and run the fans in the children's washroom until it is well ventilated.

Alter heating thermostat if necessary.

Check that there are no loose edges on the carpets.

The person primarily responsible for Health and Safety is the Nursery manager the Deputy Manager is the nominated Health and Safety Officer

DURING THE COURSE OF THE DAY, ALL STAFF WILL;

Deal with any spillages, including sand, as soon as they occur.

Not bring hot drinks out of the Kitchen if there are children on the premises.

Ensure that children do not run around while holding sharp objects such as pencils, and that children using scissors are seated.

Help the children to play appropriately with toys and equipment.

Ensure that the doors are securely closed when people enter or leave the Nursery; keep the door between the Bee room and the entrance lobby bolted on the inside; make sure that the fire doors to the kitchen are kept closed.

See that visitors to the Nursery sign themselves in and out.

Ensure at mealtimes that food is not served too hot and is free of choking hazards.

Keep bins from becoming too full, and empty them when necessary.

Check the nappy-changing unit, and empty it as necessary; ensure that the nappy-changing mat is disinfected after every use, and that the unit and shelves are kept clean and tidy.

Whilst outside, be aware of where the children are at all times.

Help the children to have regard for each other whilst riding tricycles and engaging in like activities.

Help the youngest children when they want to explore the grassy slopes in the garden, and while playing on the climbing frame and on the little planks.

Ensure that outdoor play is watched over in all areas of the garden and playground.

Report to the manager or deputy anything hazardous, such as gaps in the hedges, or a broken fence.

Inform the manager or deputy of any equipment becoming unsound.

Remove broken equipment, informing the manager, who will decide on repair or disposal.

Enter any accidents into the accident book- see accident policy.

At the end of the day, record fridge and freezer temperatures; check that food left in the fridge is within date for using, dispose of all waste food.

January 2017