

Policy Title and Number:

Health & Safety Policy

Policy Reference Number: JIC-048

Legislation that informs this policy

Control of Substances Hazardous to Health Regulations 2002 (as amended 2004)
Management of Health and Safety at Work Regulations 1999
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
Health and Safety (Display Screen Equipment) Regulations 2002
Manual Handling Operations Regulations 1992 (as amended)
Workplace (Health, Safety and Welfare) Regulations 1992
Occupiers Liability Act 1984
Health and Safety at Work, etc Act 1974 (Revised)
Regulatory Reform (Fire Safety) Order 2005
The Children Act 1989; 2004
Early Years Foundation Stage 2017
Freedom of Information Act 2000
General Data Protection Regulation 2018
Fire Precaution Act 1971 & 1999
Fire Precautions (Place of Work) Regulations 1997
HSC Approved code of Practice on First Aid 1996
First Aid at Work. The Health and Safety (First Aid) Regulations 1981
Noise at Work Regulations 2005
General Food and Hygiene Regulations 1995 (amended 1999, 2004)
Electricity at Work Regulations 1989
Equality Act 2010
Provision and use of Work Equipment Regulations 1998 (PUWER)
This list is not exhaustive

Aim

Just Imagine Day Nursery accepts the need to work at all times within both the letter and the spirit of existent Health and Safety Legislation.

Statement of intent: The company believes that the health and safety of children is of paramount importance. The settings are safe and healthy places for children, parents, staff and other visitors.

Health and Safety will be managed as the primary baseline enabling function of nursery management. A Health & Safety mentality must pervade everything we do. Consequently, Accident Reports and Health & Safety Reports will be the first two items in each nursery's monthly management reports, Health & Safety responsibilities will be the first on the list of responsibilities presented in the job descriptions and appraisal forms of nursery managers and team leaders, H&S coordinator and Directors

A FAMILY OF SPECIFIC HEALTH & SAFETY POLICIES

3. Health & Safety is all pervasive, touching as it does all aspects of nursery design and operation, including the management of premises and staff, the planning and implementation of nursery activities, procedures for responses to contingencies, and disciplines for recording and reporting events, as well as the provision of qualitative and quantitative information for performance management and management appraisals.

RELATED CHILD CARE POLICIES

In addition to the family of Health & Safety Policies described below, *Just Imagine Day Nursery* also recognises the Health & Safety aspects of other policies focused on different aspects of childcare:

- 1 **Safeguarding Children Policy**
- 2 **Admission & Settling In Policy**
- 3 **Behavior Management Policy**
- 4 **Physical Contact & Restraint Policy**

- 5 **Lost Child Policy**
- 6 **Contact & Collection Policy**
- 7 **Administration of Medication**

Procedures

MANAGEMENT ORGANISATION

The members of staff responsible for health and safety are **Marija Juozulyne** and **Kelsea Layzell**

- Nursery will have a designated **Health and Safety Officer**, who will be a fully qualified employee and who will have appropriate training. They will hold regular meetings with the Nursery Director to discuss and put into place good practice and remedy deficiencies.
- While all early years practitioners will be trained for qualifications in First Aid, Nursery will have a designated **First Aid Officer – Marija Juozulyne**, who will have appropriate training. Nursery will be following the Early Years Foundation Stage 2017 guideline. Every nursery will also have a designated **Alternate First Aid Officer – Kelsea Layzell** to provide cover for any time when the designated First Aid Officer is not on site. Staff will only administer medicines which are prescribed and with the prior approval of parents, as per our Medicines Policy.

It will be the responsibility of **the Nursery Manager** to ensure that all Health and Safety regulations and practices are carried out as follows:

- All alarm and security systems will be subject to regular checks as advised
- All fire safety equipment will be subject to regular checks as advised by the manufacturers and, as appropriate, the local fire authority.
- As the nursery's **Health and Safety Officer**, organise, supervise and record all emergency evacuation/ fire drills
- All electrical equipment, fixed or moveable will be subject to regular checks as advised by the manufacturers and, as appropriate, the local fire authority.
- All children's large play equipment will be subject to regular checks as advised by the manufacturers, and play surfaces will be subject to regular inspection
- All equipment purchased will be of an approved safety standard
- Dining arrangements within the nursery are subject to regular checks by local authority environmental health inspectors.
- All children will receive warnings, regularly reinforced, about the need for safe practice in their activities and staff reserve the right to withdraw children in the event of unsafe behaviour.
- Health and safety poster is on display in the nursery

It is **the Nursery Manager's** responsibility, or in their absence, the responsibility of **the Deputy Manager** in charge of the Nursery to ensure at all times that:

- External doors are kept locked at all times and admission is allowed only by designated staff.
- No child is left unattended outside the nursery and no child is allowed to leave without an appropriate adult. This means that if a child is to be collected by an adult other than the parent or regular carer, parent must inform nursery in advance with person's who is collecting the child name and password.
- Password will be asked at the door and if person would not be able to provide the password, he/she will not be allowed inside the premises.

It is also **the Nursery Manager's** responsibility to:

- Ensure that an up-to-date and comprehensive risk assessment has been prepared for every

room at their Nursery and that all staff have read and understand these. These risk assessments must be clearly displayed within the rooms.

- Review the risk assessments for their Nursery with their **Health and Safety Officer** at least once a year.
- Early years practitioner entering the room in the morning **MUST** complete AM checklist and evening closing person must complete the PM checklists
- Ensure that all **Team Leaders inspect their rooms and brief their staff at the start of each session, morning and afternoon**, to ensure that the room is tidy and clear of hazards and that each child's **key worker** (or, when appropriate, their key worker's stand-in) is aware of the activities planned and the hazards to be avoided, including any and every special need that they may have, such as dietary requirements, allergies, medication, or physical or mental vulnerabilities.
- 'Walk the nursery' at varying times after the start of each morning and afternoon session and inspect each area of the premises, including nursery rooms, toilets, the kitchen, the staff room, and the outside play area, completing, signing and dating.
- Ensure that all unqualified or temporarily assigned staff and students are properly supervised at all times.
- Ensure that all incidents are properly recorded and that, where appropriate, parents and the relevant authorities have been notified.
- Meet at least once a month with each of their heads of room to review every recorded incident and ensure that appropriate action has been promptly taken.
- Review the list of recorded incidents occurring at their Nursery each month at their monthly management meetings.
- Accident classified under RIDDOR will be reported to the Health and Safety Executive
- Electrical wiring is tested every 5 years and only competent engineers carry out maintenance work on the systems, connected appliances or machinery
- Ensure that nursery has an appropriate person in post as First Aid Officer and an appropriate person in post as Health & Safety Officer.
- Review the risk assessments at their nursery at least once a year and prepare a report to the Director setting out the main hazards at each nursery and the action taken to manage the risks involved.
- Identify a suitable competent external Health & Safety adviser to meet their local needs for Health & Safety advice. Following the suggestions, manager provides the directors with potential quotes and arranges the further appointments.
- Review the list of recorded incidents occurring at the nursery a monthly basis and prepare a quarterly report to the directors, recording each incident on the list, presenting a statistical analysis and commenting on the lessons learned.
- Ensure that all serious incidents are thoroughly investigated using the proper procedure and that all recommendations for action on lapses from good Health & Safety practice, including disciplinary action, is taken promptly as appropriate.

It is **the director's** responsibility to:

- Oversee all nursery manager's Health and Safety responsibilities and actions taken.
- Appoint external Health & Safety Advisors to review both this policy and its implementation at all nurseries and then, subsequently to ensure that all recommendations are carried out as appropriate.
- Ensure that all nursery premises have appropriate insurance cover at all times.
- Ensure that all investigations into serious incidents are carried out thoroughly with minimum delay and that the resulting recommendations for action are implemented.
- Regularly review the safety of building and nursery premises to ensure the environment is safe for children, staff, parents and visitors
- Review financing that may prevent unnecessary health and safety concerns, risks and hazards

It is **employee's** responsibility to:

- To adhere to the Health and Safety policy and take the responsibility for any situation they deem a risk
- To report all accidents regardless of how minor they appear and that in all cases the accident

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book is completed

- To report all hazards, potential risks and any problems that may pose a threat to health and safety promptly to the Health and Safety officer as soon as possible
- To keep the workplace in a clean condition
- Do not allow accumulation of dirt, refuse or other material that may pose a risk from fire or vermin
- To use hazardous substances according to the manufacturer's instructions and report any spillages or leakages
- Only use chemicals that are known from the COSH list
- To never carry out work on any electrical systems unless competent to do so and report all electrical faults
- Employment rights are designed to balance the expectations of the job with the fair treatment of the worker doing it.

Date updated: April 2020

Date for review: April 2021

Links to other Policies:

Risk Assessment Policy; Security Policy; Cleaning Policy; Student / volunteer Policy; Food Safety Policy; Hygiene & Infection Control Policy; Fire Safety Policy