

# Westview Day Nursery

## HEALTH AND SAFETY

The aim of the policy is to ensure that all reasonably practiced steps are taken to ensure the health, safety and welfare of all persons using the premises.

Overall responsibility for health and safety in the company is that of Arlene Cadow and Jane Meaney. At Westview, the nursery manager is responsible for health and safety. The following people are responsible for health and safety in particular areas:

- The manager will be responsible for checking and replenishing the first aid box
- The manager is responsible for overseeing general health and safety within the nursery
- The manager is responsible for arranging and documenting monthly fire drills
- All staff have a responsibility to co-operate with the management to ensure the nursery is a safe environment
- All staff are responsible for daily risk assessments to ensure the safety of all equipment
- All staff are responsible for ensuring that fire escapes, passageways and routes are clear at all times
- The partners are responsible for ensuring all staff receive the necessary training on health and safety issues
- The partners are responsible for ensuring all reported accidents are investigated and a full report made
- The partners are responsible for reporting specified injuries, diseases and dangerous occurrences to the Local Authority and Environmental Health
- All employees have a responsibility to co-operate together to achieve a healthy and safe workplace and to take reasonable care of themselves and others. Whenever an employee notices a health and safety issue that they are not able to put right themselves, they must immediately tell the appropriate person
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### ACCIDENTS

The First Aid Box, Accident File and Medication Files are all kept in the main office. All members of staff who hold the relevant first aid qualification will be responsible for administering first aid when needed.

All accidents no matter how small must be documented in the accident book. Both the parents and the member of staff responsible for the child's care must sign the accident book.

The administration of medicines including asthma pumps and epi-pens must be fully documented in the medication book. Emergency medication can be administered by a qualified member of staff, witnessed by a second member of staff, and documented for parents. All parties concerned must sign the medication book.

### GENERAL FIRE SAFETY

Staff must ensure they are fully versed on the fire regulations, which are displayed on the ground floor boot room. The fire escape route via the main staircase and doorways must at all time remain clear of obstructions. When the alarm sounds the fire doors will automatically close. Fire drill practice is carried out every month and recorded in the risk assessment book. Details to be recorded will include number of children present, number of staff present and evacuation time.

In the event of a fire the alarm will sound. The staff and children must immediately walk or be carried to the nearest fire exit to the fire meeting point.

### HOUSEKEEPING AND PREMISES

All members of staff are responsible for the day to day cleaning and tidying of the nursery and nursery equipment. A member of staff from each room is responsible for cleaning the toilets hourly. Nappies need to be in a nappy sack before being disposed of. All nappy disposal bins should be sanigenic and changed twice daily.

## YOUNG CHILDREN AND BABIES

All members of staff are responsible for ensuring that the following food handling and storage rules are adhered to:

Staff must ensure bottles are washed and replaced in the steamer at the end of each day - steam in microwave for 5 mins on max

- In the case of sleeping babies or children, food should be covered and kept in the fridge
- Food should only be reheated once. Ensure food is heated to 72°C
- The preparation of bottles should be completed first thing in the morning, stored in the fridge with a lid and heated prior to use
- Left over milk should be discarded immediately
- Formula milk must be correctly stored in sealed containers with the child's name and date milk supplied clearly visible. Milk should not be stored for more than 4 weeks

## ELECTRICAL EQUIPMENT

All staff while using electrical appliances should be aware of the risks and are responsible for carrying out simple user checks before use. A qualified electrician will carry out annual checks on all electrical installations and combined inspections.

## DANGEROUS SUBSTANCES

All staff must be aware of the contents of the COSHH information. We do not hold or use any hazardous substances on the premises. The bringing in of any hazardous substances in future must be disclosed to the deputy manager and secured in a safe place out of reach of children and the general public.

## MANUAL HANDLING

Staff must take care when moving equipment e.g. tables and lift them correctly. Children should not be lifted unnecessarily and correct posture should be maintained. Any accidents or injuries must be immediately reported and investigated by the partners.

## DISPLAY SCREEN EQUIPMENT

The nursery does own a computer, which is used for administration. It is not used enough to warrant specific training or testing.

## RISK ASSESSMENT

The proprietors will periodically review measures for the control and assessment of occupational risks. All staff will be required to undertake risk assessments\* of activities planned

\*MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS ACT 1992

## OUTDOOR SAFETY

All staff are responsible for ensuring that the children are carefully monitored in the garden. All staff are aware that the garden surface is not even and children are encouraged to play appropriately.

## TOY SAFETY

All staff must be aware of the EEC safety standards with regard to toys and equipment. It is the responsibility of all staff to regularly check that toys are still in good condition and are clean. In addition, where toys are placed and suitability to age must be monitored.

## SAFETY IN CARS

From time to time children are transported in cars. The drivers are responsible for ensuring that all vehicles used are fully maintained, taxed, hold a valid MOT certificate and fully-comprehensively insured with full business use. It is the responsibility of the driver of the car to ensure that all children are restrained with an appropriate seat belt and booster seat or car seat. Safety is paramount and should be monitored at all times both in the car and walking to and from the car. Any incident should be reported to the partners.

## POLICY ON HYGIENE

The nursery environment has to be clean and hygienic at all times. To maintain this, staff must work as a team and follow the cleaning rotas:

- Toilets are to be checked and cleaned hourly throughout the day
- All surfaces and ledges must be kept clear at all times
- Any paint or glue splashed on walls etc... must be cleaned off immediately
- Mats must be used on tables for cooking and art activities
- Children must not eat on the carpeted areas
- Staff must ensure they clear away thoroughly after each activity

A cleaner is employed to clean the public areas and kitchen daily and during the weekends to complete a thorough clean of the building.

## ANIMALS

In the event that the nursery children are taken on a visit a local farm or animals visit the nursery we will ensure the following:

- Children will never be left alone with the animals
- Staff will ensure that hygiene is maintained and children wash their hands after contact with the animals
- Children must be aware of the animal's need for privacy and adequate accommodation away from the children will be available to the animals

## PHOTOGRAPHY

The nursery will from time to time, with parental consent, take photos of the children during the usual course of the day.

## NOISE

Staff are to be aware that Westview is in a residential setting and due care and attention must be taken at all times to ensure that the noise levels in the garden are at a reasonable level. Children, staff and management are not to shout instructions to each other across the garden.

## SMOKING

The nursery and entire premises is designated a smoke free area. Staff are expected not to smoke during working hours lunchtime included. Any person visiting the building found smoking will be asked to extinguish their cigarette or leave the premises.