



## **Health and Safety Policy**

We believe that the health and safety of those in our care is of utmost importance. We endeavour to ensure that Alexandra Park Children's Learning Community is a safe and healthy place for all children, staff, parents, carers and visitors.. Children learn best when they are healthy, safe and secure. We strive to create a welcoming, safe and stimulating environment where all children can grow in confidence. The Learning Community aims to make children, parents / carers, staff and other visitors aware of health and safety issues and to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment. The Statutory Framework for the Early Years Foundation Stage from April 2017, affirms in its page 29: "Providers must comply with requirements of health and safety legislation (including fire safety and hygiene requirements)".

## **Procedure**

### **Staff Roles & Responsibilities–**

- A health and safety officer is appointed and is responsible for the upkeep of health and safety procedures and practices across our centre.
- The health and safety officer should ensure appropriate resources are available to enable correct implementation of health and safety requirements. This includes checking management documentation and procedures relating to health and safety.
- The health and safety officer is to make sure that policies and procedures adhering to health and safety are effectively communicated to all staff.
- The health and safety officer to ensure risk assessments are relevant and up to date, ensuring that staff are following procedures and completing the health and safety checklists daily.
- The health and safety officer to review these checklists and accident forms at least every half-term.
- The health and safety officer has responsibility to raise awareness amongst staff, children, parents/carers and visitors of any health and safety issues.
- The health and safety officer to display the health and safety poster in the staff room.
- The health and safety officer to make sure that safety guards are in place to prevent children from trapping their fingers in doors.
- All Senior staff are to be responsible for completing the daily health and safety checklists.

- Senior staff are to make sure that health and safety procedures being adhered to for the safety of everyone in the centre.
- Staff are to make sure that equipment is in good working order and is checked on a regular basis. Damaged or broken equipment should be repaired or disposed of properly.
- Staff are to be continually vigilant regarding health and safety issues and to raise awareness amongst staff, children, parents/carers and visitors.
- Children are made aware of health and safety issues through discussions, planned activities and routines.
- Staff are to make sure that all windows are secured so that children cannot climb through them, and open from above only.
- Staff are to ensure that surfaces are checked daily to ensure they are clean, dry and not uneven or damaged.
- Parents are asked to comply with the policies and procedures to ensure the safety of everyone at the centre. In particular, parents are requested to enter and depart the building with care, remembering to close all gates and doors carefully behind them.
- Visitors and parents attending for settling-in sessions are requested to document their arrival and departure times in our visitor's book.
- Health and safety issues are explained to the parents of new children so that they understand the part they play in the daily life of the centre.

#### **Staff training**

- Our induction for staff includes a clear explanation of health and safety issues so that all adults are able to adhere to our policy and understand their shared responsibility for health and safety.
- The induction covers matters including safe lifting and the storage of potentially dangerous substances.
- All staff attends paediatric first aid and food hygiene training.
- Records are kept of these induction training sessions and new staff are asked to sign the records to confirm that they have taken part.
- As necessary, health and safety training is included in the annual training plans of staff and safety is discussed regularly at staff meetings.

#### **Risk assessments**

- Daily Health and Safety Checklists are completed by department staff for all child accessible areas.
- Any Health and Safety issues are relayed to management for rectification.

- The Fire Safety and COSHH risk assessments are completed annually by the health and safety officer/fire marshalls
- The General Operations risk assessment is completed jointly by the Directors annually.
- Pregnant Worker risk assessments are completed jointly by the Manager and the member of staff who is pregnant.
- Outings risk assessments are completed by the senior member of staff in the relevant room. This should be checked by the relevant manager.

### **Security**

- Systems are in place for the safe arrival and departure of children (see Arrivals and Departures Policy). The times of the children's arrivals and departures are recorded on the register for each child.
- There is a door policy in place that prevents people unknown to the staff from accessing the building.
- There is a sign to the door asking parents and visitors not to let anybody in unless they are greeted by a member of the staff.
- Our safety systems also prevent children leaving the nursery unnoticed.

**The following documents inform and underline our health and safety policy. Please refer to them for more detailed descriptions of further actions we take to ensure the health and safety of children, parents, staff and visitors.**

- Risk assessment policy
- Visitors policy
- Emergency Evacuation policy
- Fire safety records
- Outings policy
- Outings risk assessment
- Safeguarding children policy
- Missing child policy (including outings)
- Arrivals and departures policy
- Manual handling training and policy
- Administering medication policy
- Parental consent forms
- Record of the administration of medicines
- Prior parental consent for emergency treatment

- Accident records
- Sickness policy
- Smoking policy
- Sun safety policy
- Child sickness policy
- Food hygiene policy
- Critical Incident

Date – September 2019

Signed Manager –

Review – September 2020

Signed Director –