



young friends kindergarten	
Name:	Date written:
Health and Safety Policy	11/5/22
Written by:	Date of Review:
Emma Holmes/ Louise Lloyd-Evans	14/9/23
Policy Statement	
This policy is in place to illustrate our commitment to protecting everyone's health and safety, wellbeing and the environment.	
Aims and Purpose	
<p>We believe that the health and safety of children is of paramount importance. We make sure our nursery is a safe and healthy place for children, parents, staff and volunteers. We strive to minimise hazards and risks to all children, parents, staff and volunteers. All staff are responsible for health and safety</p> <p>The nursery's policy focuses on keeping children and staff safe from harm. We also consider safeguarding children and stress management for staff in this policy. As well as our children and staff, this policy identifies the nursery's duty of care towards others. This includes parents or other carers delivering and collecting the children, and visitors to the nursery. This policy is available to all workers, as well as families, customers and suppliers.</p> <p>The policy outlines: What we do to manage health and safety. Which individuals or roles are going to carry out the duties needed. How we measure performance against the policy.</p>	
Applicability	
Children Staff Families	
Definition of Terms	
COSHH – Control of Substances Hazardous to Health RIDDOR – Reporting of Injuries, Diseases and Dangerous Occurrences HSE – The Health and Safety Executive	
Overview	
Legislation Plan, Do, Check, Act Framework Medicines Food and Drink Accident or Injury	

The Environment
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COSHH
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Procedures

Emma Holmes and Jes Taylor are our designated Health and Safety Officers.

Legislation

By law, the health and safety policy must be written down if an organisation has five or more employees. In England our Health and Safety legislation is informed by:

The Health and Safety at Work Act
Management of Health and Safety at Work Regulations
Workplace Regulations

Our Regulators are the Health and Safety Executive (HSE).

Legislation states manager must....

- assess and manage workplace health and safety risks
- prepare a Health and Safety Policy
- provide and maintain a safe place of work
- provide safe equipment
- provide information, instruction, training and supervision regarding health and safety issues
- provide and maintain appropriate welfare facilities including toilets and an eating area
- prepare emergency procedures
- report certain incidents to the regulator

We have Public Liability Insurance and Employer's Liability Insurance.

This policy has been informed by the **Statutory framework for the early years foundation stage 2021**

Plan, Do, Check, Act Framework

Plan, Do, Check, Act (PDCA) is a common framework recommended by health and safety regulators. It is used in many organisations and in the international standard ISO 45001. We use this framework to make sure we are robustly covering all aspects of Health and Safety within the nursery.

Plan

This stage enables us to think about where we are now and where we need to be. We think about what we want to achieve, who will be responsible for what, how we will achieve our aims, and how we will measure our success. This policy is our 'Plan'.

Do

Although the first stage is called **Plan**, the detailed planning is part of the **Do** stage. Hazards need to be identified and the risks assessed. At Young Friends the 'Do' stage involves:

Risk assessments
Supervisions and Appraisals
Staff Meetings
Training
Following procedures in H&S policy
Fire Drills

Check

Performance needs to be measured by carrying out inspections and audits, and by investigating accidents and near misses. This is the **check** phase. To ensure the efficacy of our policy we carry out.....

A monthly H&S audit
A monthly Accident and Incident audit
Fire Equipment and Safety check – Pyrotec
PAT testing
Food Hygiene Inspection
COSHH reports

Act

Procedures should be updated when checks show how it can be more effective. This includes updating the policy, risk assessments and purchasing new equipment. We complete the cycle by drawing up action plans and specifying when dates and time spans for changes to be made.

Medicines

Please see our **Illness and Medication Policy**

Food and Drink

Please see our **Food Hygiene and Food, Nutrition and Healthy Eating Policy**

- Staff who prepare and handle food and drink understand and comply with food safety and hygiene regulations
- All food and drink is stored appropriately
- All hot drinks must be made outside and not brought into the play area nor placed within reach of children
- Snack and mealtimes are appropriately supervised and children do not walk about with food and drinks
- Fresh drinking water is always available and accessible to the children
- We operate systems to ensure that children do not have access to food and drink to which they are allergic, intolerant or that go against parent's wishes.
- All cups and plates are washed thoroughly after use
- We provide healthy, plant-based meals and snacks for all children e.g. a variety of fruit, vegetables, a daily portion of carbohydrates.
- We have a food/kitchen hygiene checklist to be filled in every day to ensure the hygienic preparation of food, drinks, surfaces and storage.

Accident or Injury

Please see our **Accident and Emergency Policy**

- Our accident forms:
 - Are easily accessible on Family
 - All staff and volunteers know how to complete and share with parents
 - Are reviewed every month and analysis charts filled in to identify any potential or actual hazards
 - This information is used to inform our risk assessment.
- We meet our legal requirements for the safety of our employees and children by complying with the Reporting of Injury, Disease and Dangerous Occurrences Regulations (RIDDOR). We report to the local office of the Health and Safety Executive, we inform OFSTED of any
 - accident involving a child or an adult requiring treatment by a general practitioner or hospital or resulting in death
 - dangerous occurrences (i.e. an event which does not cause an accident, but which could have done)
- Over 90% of staff in the Nursery have a Pediatric First Aid qualification. The first aid qualification includes first aid training for infants and young children.
- Our first aid kit:
 - Complies with the Health and Safety (First Aid) Regulations 1981
 - Is checked monthly by a designated member of staff, signed and re-stocked as necessary
 - Is easily accessible to adults
 - Is kept out of the reach of children
- At the time of admission to the Nursery, parent's written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval

The Environment

- Wet floors and spillages are mopped up immediately
- Sand is swept up and thrown away as soon as possible
- Any faulty equipment or general hazards should be reported to the Manager
- All surfaces are checked daily to ensure they are clean and not uneven or damaged
- We meet the following indoor space requirements:
 - Children under two years: 3.5 m² per child
 - Two year olds: 2.5 m² per child
 - Children aged three to five years: 2.3 m² per child
- We have an appropriately challenging outdoor area and take our children on daily trips.
- Sleeping children are checked regularly and blankets are provided from home.
- Children and adults have separate toilets. There are two toilets for the adults, the correct ratio per staff as required by the HSE.
- Each Pod has a nappy changing station which is cleaned with Steridose after child has been changed.

- Staff have their own separate break room, away from the children. Confidential meetings can be carried out in the office.
- We only release children into the care of individuals who have been notified to us by the parent, and ensure that children do not leave the premises unsupervised. We have CCTV at all doors and can clearly see visitors. If it is someone not known to staff or if we are not aware of an alternative person picking up (with an agreed password), staff will call management to answer the door.
- Young Friends has up-to-date public liability insurance. The certificate is on the wall in the office.
- Windows
- The outside windows on the premises are, where possible, of reinforced glass
- All windows have window restrictors and downstairs windows have bars to prevent entry, exit or fall

Doors

- We take precautions to prevent children's fingers from being trapped in the doors
- There are signs on doors to make adults aware that children may be standing behind/in front of doors
- All exit doors are kept locked during nursery opening times

Floors

- All surfaces are checked daily to ensure they are clean and not uneven or damaged

Electrical equipment

- Electrical sockets are not fitted with child safety covers as it has been discovered that they are more dangerous than without. Our CD players are regularly checked. PAT testing is carried yearly. This is to ensure all electrical equipment is safe and all findings recorded

Storage

- All resources and materials available for children to select from are stored safely at their level
- All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing

Activities

- The layout of play equipment allows adults and children to move safely and freely between activities
- All equipment is regularly checked for cleanliness and safety and any dangerous items are repaired or discarded immediately
- All materials, including paint and glue, are non-toxic
- Sand is clean and suitable for children's play
- Physical play is constantly supervised
- A member of staff supervises the children on the climbing frame at all times
- A member of staff supervises the children playing on the logs at all times

- Staff are effectively deployed throughout the garden to supervise the children in all areas
- Children learn about health, safety and personal hygiene through the activities we provide, the food we provide and our daily routines
- Children are encouraged to take calculated risks

Smoking and Vaping

- We do not allow smoking in or on the premises when children are present or about to be present. Staff should not vape or use e-cigarettes when children are present. At Young Friends we consider Public Health England advice on their use in public places and workplace

Risk Assessment

- **Please see Risk Assessment and Positive Risk-Taking Policy**
- We carry out dynamic and formal risk assessments on each area and activity (eg trips). Formal risk assessments are updated yearly or whenever situations or resources are changed.
- Identifying hazards and assessing risk is not a one-off process. Risk assessments need to be updated as circumstances change and as new information becomes available.

Outings

- **Please see Outdoor Trip Policy**

Hygiene

- Our daily routines encourage the children to learn about personal hygiene, e.g., wash hands after painting, clay, sand and going to the toilet, and before having a drink/ snack
- We regularly carry out activities with the children around oral health and send suggested guidance home to parents.
- We have a daily cleaning routine for the nursery which includes play areas, rest areas, eating areas, toilets and nappy changing areas
- We have a schedule for cleaning resources and equipment, material and furnishings
- The toilet area has a high standard of hygiene including hand washing and drying facilities and the storage of cloth nappies
- We implement good hygiene practices by:
 - Encouraging hand washing after using the toilet, on coming in from the garden/trips, before eating, before and after cooking activities.
 - Emptying and anti-bac spray cleaning potties after every use.
 - Checking toilets at least hourly (spraying seats and flushing) and deep cleaning daily. We aim for an adult to be around the bathrooms at busy times so they can monitor and upkeep the expected standards of cleanliness.

- Providing spare sets of clean clothes in case the child does not have their own.
- Providing face cloths and child-accessible personal care stations
- Strictly adhering to our washable nappy policy.
- We have separate mops, buckets and cloths for body fluids, food waste and general mess e.g. paint.

Notification of Accidents and Records

- We will notify child protection agencies of any serious accident or injury to, or the death of, any child whilst in our care and act on any advice within 14 days of it being given.
- We keep records of:
 - Adults authorised to collect children from Nursery
 - The names and addresses and telephone numbers of emergency contacts in case of children’s illness or accident
 - Accidents and first aid treatment given and we ensure all records are signed by parents/carers on pick up
 - The allergies, dietary requirements and illnesses of individual children
 - The times of attendance of children, staff, volunteers and visitors
 - Accidents
 - Incidents
- Please see **GDPR Policy, Complaints Policy, Communications Policy and Privacy Policy**

COSHH

The Control of Substances Hazardous to Health (COSHH) covers everything from risk assessing exposure to hazardous substances and implementing measures in the nursery to provide safety information for your employees. At Young Friends we.....

- avoid using hazardous substances and try to find safer process – preventing exposure, eg using water-based rather than solvent-based products.
- try to use environmentally friendly substances where possible.
- have up-to-date COSHH reports on all of our products.

Using External Contractors

See policy

External Links and Organisations

The Health and Safety Executive: [HSE: Information about health and safety at work](#)

COSHH: [Control of Substances Hazardous to Health \(COSHH\) - COSHH \(hse.gov.uk\)](#)

RIDDOR: [Reporting of Injuries, Diseases & Dangerous Occurrences RIDDOR \(hse.gov.uk\)](#)

Relevant Policies and Documents

Safeguarding Children Policy

Accident and Emergency Policy
Behaviour Management Policy
Caring for Animals Policy
Fire and Evacuation
Food, Nutrition and Healthy Eating Policy
Managing Food Allergies, Intolerances and Cultural Preferences Policy
Manual Handling Policy
Illness and Medication Policy
Positive Risk-Taking Policy
Outdoor Trip Policy
Sun Safety Policy
External Contractors Policy

Authorisation

Signature:



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