12 - HEALTH AND SAFETY

Persons responsible
- Nursery Manager - has overall responsibility
- Nursery Owner - Faheem Chishti

All staff have a responsibility for reporting and where possible removing any hazard in the nursery. Staff should as far as is reasonably practical, carry out their work in a safe and healthy manner both for themselves and others, and make sure that the nursery is safe.

Wherever possible children should be given simple explanations about safety when the need arises (e.g. using tools or cooking). In such instances they should be carefully supervised and after the activity, everything stored away safely.

The organisation for safety must be understood by everyone.

- All staff must be aware of the whereabouts of all fire extinguishers and fire points and first aid facilities, and be conversant with fire policy and emergency procedures.
- Visitors who spend a day at the nursery must be made aware of fire points and exits in the building. Longer term visitors to nursery (e.g. students) must also be aware of first aid procedures. Emergency, fire and first aid procedures will be explained to the visitor by the Named Person soon after arrival as possible.

Health and safety checks, premises and equipment
- Annual checks will be performed by all persons responsible.
- Termly checks will be made by Nursery Manager
- Termly checks on first aid equipment will be made by Nursery Manager.
- Nursery equipment should be checked by members of staff when used.
- All faults and hazards should be immediately reported to Named Person, and the equipment withdrawn from use.

General Health & Safety in the nursery
The following checkpoints should be regarded as reminders. This is not a definitive list.
- The first adult in the nursery to unlock outdoor area door and ensure that exits are clear and to lock up at the end of the day ensuring the building is secure.
- No running or climbing.
- Sand and water to be mopped up regularly.
- Heater tops to be kept clear.
- Covers on electric sockets when not in use.
- No trailing flexes across the floor.
- Safety points to be discussed with the children when using any equipment, cooking etc.
- Fire blanket to be kept with the cooker at all times.
- Large windows to be kept fastened back when open.
- To ensure there is adequate ventilation in each room.
- No chemicals/bleach to be kept in the rooms.
Children should also be encouraged to learn about keeping themselves healthy (see also Healthy snack policy) and given simple reasons why...

- To flush the toilet after use.
- Wash hands after using the toilet and before cooking or eating fruit.
- Blow noses on tissues (provided in each class) and flush down the toilet.
- Teaching points about eating healthily can be taught when cutting up fruit for snack time, when cooking and when drinking water when thirsty.
- Teaching points about the value of healthy exercise can be taught when children use the outdoor space or have movement sessions.
- Children to be taught how to use the handrail when accessing the blue room giving access to the outdoor area.

**Health and Safety in the outdoor area**
- All children’s’ coats to be fastened.
- Dolls only in small prams.
- Children to remain seated in trucks.
- Children to avoid the sand pit area when covers are on.
- Each area to be supervised by at least one member of staff. Please tell another person if you are leaving the area.)

**Working with Parents**
We are very aware that an effective Health and Safety policy can only be so if parents are involved. We aim to inform our parents of any health and safety initiatives or policies in school by:-

- publishing this policy for parents to read (available in the office)
- half termly newsletters to parents informing them of issues related to topics (e.g. Safety with electricity related to the Light and Dark topic)
- notices on class boards showing Learning Intentions related to this area, or requests for help
- relevant health and safety items published in the nursery parent booklet
- Involvement of parents and children bringing in fruit for snacks.
- awareness of weekly cooking recipes in each class, allergy awareness and parental contributions for cooking

**Reviewed annually**