

# Health and Safety Policy



## Policy

Tiny Oaks Day Nursery is committed to the health, safety and welfare of all staff, children and visitors by ensuring practices are carried out within the requirements of the Health and Safety and Work Act 1974 and 2010 and the workplace (health, safety and welfare) regulations 1992 and their associated approved code of practice (ACOP) and guidance will be applied at all times.

Tiny Oaks Day Nursery is committed to providing and maintaining safe and healthy working conditions for all our employees in a safe learning environment, in which children are cared for and able to learn.

We believe that the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, parents, staff and volunteers.

We aim to make children, parents, staff and volunteers 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.

Our nursery has a designated health and safety officer.

- Create environments where risks are minimised to promote safety of all users.
- minimise accidents and cases of work-related ill health.
- Use, maintain and store equipment safely.
- Provide furniture and resources that are suitable for the intended user.
- Ensure that all staff are adequately trained in the work in which they are engaged.
- Establish and maintain safe working practices for both staff and children

## Procedure

Each person is responsible for upholding the expected Health & Safety standards within the setting. Liability falls down to the individual should they willingly ignore failures in Health & Safety resulting in serious injury or death

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We aim to make children, parents, staff and volunteers 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.

Within our nursery we have one designated health and safety officer who have undertaken health and safety training and regularly update their knowledge and understanding in line with legal requirements. At least one of these officers must be a member of the senior management team who is regularly on site.

The health & safety officer for our nursery will be displayed within the setting. On arrival to the setting for the first time you will be made aware of who the Health & Safety officers are.

The role of health and safety officers:

- To promote a positive health and safety culture which will spread through into all activities undertaken and reach all personnel.
- Establish a system of communication and consultation with employees.
- Ensure the day-to-day implementation of the health and safety policy.
- To monitor the implementation and completion of safety checks and accurately logging reports
- To act upon any risks identified without delay.
- To share information received on health and safety matters to all members of staff (including volunteers/students)
- To ensure staff have regular access to health and safety training and updates.
- To have awareness of where the emergency safety shut of valves are located, including electric, gas and water

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed in: The front reception area

We display the necessary health and safety poster in: The staff room

The setting will promote health and safety through the following but not limited to

- Ensure all internal and external entrances and exits are clearly identifiable and remain clear and fully functional at all times
- The premises will be checked regularly for structural defects, worn fixtures and fittings or electrical equipment and take the necessary remedial action

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- Ensure that all staff, visitors, parents and children are aware of the fire evacuation procedures and that regular fire drills are carried out
- The fire safety policy will be implemented with all users of the setting aware of the procedures
- Ensure that all members of staff are aware of the procedure to follow in the case of accidents to any persons on the premises
- Ensure that all members of staff take all reasonable action to control the spread of infectious diseases and wear appropriate PPE
- Prohibit smoking on the nursery premises
- Prohibit any contractor from working on the premises without prior discussion and risk assessment with the Health & Safety officer
- Maintain the safe use and installation of all electrical sockets and appliances, including regular PAT testing, and take appropriate measures to reduce risks where necessary. For example, ensure no trailing wires, ropes or fabric.
- Ensure all cleaning materials are placed out of the reach of children and kept in their original containers, being used in line with their COSHH assessments. No chemicals without appropriate COSHH assessment will be used.
- Wear protective clothing when cooking and preparing food
- Prohibit certain foods or substances where they pose a high risk to our users.
- Ensure risk assessments are undertaken on the storage and preparation of food produce within the nursery
- Adequate pest control to be in place throughout the environment
- Familiarise all staff and visitors with the position of the first aid boxes, clearly signposted, and appointed first aiders are on site
- Ensure children are supervised at all times
- Ensure no student or visitors are left unsupervised at any time

## Role of Staff

All Staff and any volunteers are responsible for ensuring that the provisions of the Health and Safety policy are adhered to at all times. As such, they are required to:

- Have regard for any health and safety guidance issued by the manager or the Health & Safety Officers, and act upon this without delay
- Take reasonable care for their own health and safety as well as that of other persons who may be affected by their acts or omissions at work
- Take all reasonable care to see that the equipment and premises and the activities that are carried out on the premises, have minimal risks

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- Report any accidents, incidents or dangerous occurrences that have led to, or may in the future be likely to lead to, injury or damage, and assist in the investigation of any such events
- Complete health and safety training when instructed to do so by the manager and/Health & Safety Officers
- Promote a culture of good health and safety amongst children

## Risk assessment

Tiny Oaks Day Nursery shall conduct risk assessments and review them regularly, at least once a year or more frequently as necessary and when changes of risk occur. The risk assessment is to identify and minimise risks to our setting users. The risk assessments will identify aspects of the environment, equipment and personal risks that need to be considered to ensure safety standards are maintained. Tiny Oaks Day Nursery shall maintain a record of these particular aspects and when and by whom they have been assessed and entered in the risk assessment log.

In addition, daily opening/closing checks will be carried out on all areas of the nursery premises including the outside space prior to use.

## Reporting to agencies

Some accidents must be reported to RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) if they occur in connection with work related duties and tasks. The fact that there is an accident within the working premises does not, in itself, mean that the accident is work-related - the work activity itself must contribute to the accident. An accident is 'work-related' if any of the following played a significant role:

the way the work was carried out

any equipment substances or equipment used for the work

the condition of the site or premises where the accident happened

The following injuries are reportable under RIDDOR when they result from a work-related accident:

- The death of any person
- Specified Injuries to workers
- Injuries to workers which result in their incapacitation for more than 7 days
- Injuries to non-workers which result in them being taken directly to hospital for treatment, or specified injuries to non-workers which occur on hospital premises.

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Some incidents, injuries and illnesses are also reportable to Ofsted. Please refer to the Early Years and Childcare Compliance Handbook.

## Further guidance

- Control of Substances Hazardous to Health (HSE)  
<https://www.hse.gov.uk/coshh/>
- Working with Substances Hazardous to Health: What You Need to Know About COSHH (HSE Revised 2009) <http://www.hse.gov.uk/pubns/indg136.htm>
- RIDDOR  
<https://www.hse.gov.uk/riddor/>

## Linked Policies

COSHH Policy

<i>This policy was adopted on</i>	<i>Signed on behalf of the nursery</i>	<i>Date for review</i>
<i>16/1/2023</i>	<i>m khaira</i>	<i>16/01/2024</i>