



Abbey Wood Grange Day Nursery

Health & Safety Policy

General Health

- Olivia Shambrook is our appointed Health & Safety Officer.
- The Manager/Proprietors are responsible for ensuring that the policy is implemented.
- Members of staff are responsible in ensuring that the working environment is safe and to report any potential hazards that could lead to injury or damage.
- Room checks and risk assessments will be carried out regularly, and any risks that are identified will be dealt with accordingly and further assessments will be carried out.
- All accidents and incidents are to be reported to the management/person in charge and relevant forms are to be filled out and signed by the staff member who witnessed the accident. The forms are to be given to the parent/carer to read and sign before the child leaves nursery that day. The forms are to be kept in the office and will be assessed and if needed further risk assessment will be carried out.
- Accidents will be reviewed at the end of each year in order that any trends can be identified and measures can be put in place.
- Staff to inform management of any lack of safety equipment immediately.
- The outdoor play areas must be checked for hazards daily.
- All water activities are closely supervised.
- Cleaning products must be kept out of children's reach.
- Gas, electrical and other appliances conform to safety requirement and do not pose a hazard to children.
- An electrical protector must cover all electrical sockets.
- Shoes must not be worn in the baby unit area.
- Children should wear suitable clothing and footwear for climbing and active play.
- A member of staff should accompany all visitors from the premises and ensure doors are securely fastened. No parent should open the door for other parents.
- The manager is responsible for taking the register for the staff.
- Room staff are responsible for taking the register of the children.
- Staff should ensure that children are supervised at all times.

- Staff should accompany children to the toilet and if appropriate to be aware of children using the toilet independently.
- No hot water or drinks allowed in any of the rooms.
- Children will be taught basic hygiene and hands will be washed before eating or cooking activities and after using the toilet.
- Toys and equipment must be washed and cleaned on a regular basis.
- Disposable rubber gloves must be worn by staff when cleaning wounds, changing nappies and also when cleaning up any bodily waste.
- Soiled nappies will be sealed in a bag and disposed of in a separate bin provided for that purpose.
- Soiled clothing must be placed in a bag secured, ready to take home.
- First aid box must be complete and comply with registration requirements, and checked regularly and items replaced when required.
- Parents must notify the Nursery of any infection. A notice informing other parents will be prominently displayed within the nursery. All serious illnesses will be notified immediately and appropriate action taken.
- Written permission must be obtained from parents to administer medication.
- It is the responsibility of each staff member to notify the manager of any change in their personal health, which could affect their ability to look after children in their care. The manager will take necessary guidance from OFSTED.

Abbey Wood Grange Health and Safety Requirements

The duties of every employee whilst at work are as follows:

1. To take reasonable care for health and safety of themselves and of other persons who may be affected by their acts or omissions at work.
2. Staff must wear flat and supportive shoes.
3. Smoking is not permitted in any area of the Nursery where children have access. This includes the outside play areas. You must cover up your uniform if smoking on your break.
4. The front door must be kept closed at all times and students must NOT open it to let parents in.
5. People known to staff must collect children. Any alternative arrangement must be given to the Person in Charge in writing or by supplying a password. If in doubt the Parent should be contacted.
6. The premises should be kept tidy to reduce the risk of accident.
7. Any potential dangerous substances must be kept out of reach of the

children, i.e. locked away and cleaning cupboards must always be kept locked.

8. No children are allowed in the kitchen.
9. As regards to any duty or requirement imposed on the employer or other person by or under the relevant statutory provisions, staff must co-operate with the employer so far as is necessary to enable that duty or requirement to be performed or complied with.

Meal Times

Members of staff are encouraged to have meals with the children in small groups, 4 to six children, aiming to create a quiet mealtime. Conversation and good table manners are encouraged. Food from the kitchen is served in serving dishes to enable staff to discuss portion sizes and the various types and names of food with the children. Children should be encouraged to try a little food if not restricted by dietary needs.

When bottle-feeding, interaction with the child is important and therefore children must not be left to feed themselves.

Electrical Appliances

- Any faults must be reported to the Manager. If in doubt do not use the appliance.
- Always unplug appliances when not in use.
- Take care with electrical leads that they do not trail.
- Always ensure that sockets within reach of the children and not in use have socket plugs in them.

Food and Drink

- Fresh drinking water is available for children and staff at all times.
- It is the staff's responsibility to notify the kitchen of any special dietary requirements for children in their care. Any food allergies must be recorded and all staff made aware of these.
- Members of staff are encouraged to sit and eat lunch with the children to promote their development and social skills.
- Children should be encouraged to try a little food if not restricted by dietary needs.
- When bottle feeding, interaction with the child is important and therefore children must not be left to feed themselves.

Seasonal Weather

Children are, weather permitting, taken into the garden daily for recreation. During the summer months it is necessary that sun cream is applied and that sun hats are worn. As some children are susceptible to allergic reactions from sun cream parents are asked to supply their own cream together with a sun hat for their child.

Also, during the cooler winter month's, parents are asked to provide warm clothing, hats and gloves and also suitable footwear (boots or Wellingtons) for playing in the gardens. These of course should all be suitably labelled.

Internal use only

Last updated/reviewed	Signed on behalf of the nursery	Date disseminated to staff
<i>February 2014</i>		