



## **Health and Safety - General**

### **Policy Statement:**

At Little Rays the health and safety of children, staff, volunteers and visitors is of paramount importance.

We make our nursery a safe and healthy place for children, parents, staff and volunteers by assessing and minimising the hazards and risks to enable the children to thrive in a healthy and safe environment.

### **Procedures:**

Responsibility

Our member of staff responsible for Health and Safety is: Mairead Wheeler/Pauline Cheeseman

They are competent to carry out these responsibilities.

They have undertaken Health and Safety Training and regularly update their knowledge and understanding.

We display the necessary health and safety poster in the office

### **Insurance Cover**

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed on:

Our notice board in the main hall

### **Raising Awareness**

- Our induction training for staff and volunteers includes a clear explanation of health and safety issues so that all adults are able to adhere to our policy and procedures as they understand their shared responsibility for health and safety. The induction covers matters of employee well-being including safe lifting and reporting illness as well as fire safety, administration of medicine, toileting and food hygiene.
- Records are kept of these induction training sessions and new staff and volunteers are asked to sign the records to confirm they have taken part.
- As necessary, health and safety training is included in the annual training plans of staff, and health and safety is discussed at staff meetings.
- We operate a no smoking policy.
- Children are made aware of health and safety issues through discussions, planned activities and routines.

## **Safety of adults**

- Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.
- When adults need to reach up to store equipment or to change light bulbs they are provided with safe equipment to do so.
- All warning signs are clear and in appropriate languages.
- The sickness and / or incidents of staff and their involvement in accidents is recorded. The records are reviewed termly to identify any issues that need to be addressed.

## **Environment**

- Daily Checks are made throughout the premises before each session and thorough risk assessments are conducted annually for each environment.
- All floor surfaces are checked daily to ensure they are clean, not uneven, wet or damaged.
- All resources and materials from which children select are stored safely.
- All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing
- Our outdoor area is fenced.
- Our outdoor area is checked for safety and cleared of rubbish before it is used.
- Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides.
- Where water can form a deep pool on equipment, it is emptied before children start playing outside.
- All outdoor activities are supervised at all times.
- Adults will keep hot drinks and adult tools out of reach of children.

## **Forest School**

A site check is made on arrival.

All equipment is stored appropriately, and forest school tools are stored in a locked box.

The area is not fenced but the Forest School is a private woodland/nature reserve without access to the public.

The area is checked for safety, cleared of rubbish and animal faeces.

- Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides.
- Where water can form a deep pool on equipment, it is emptied before children start playing outside.
- All outdoor activities are supervised at all times.
- Adults will keep hot drinks and adult tools out of reach of children.

## **Electrical Equipment**

- All electrical equipment conforms to safety requirements and is checked regularly.
- Fires, heaters, electric sockets, wires and leads are properly guarded and the children are taught not to touch them.
- There are sufficient sockets to prevent overloading.
- The temperature of hot water is controlled to prevent scalds.
- Lighting and ventilation is adequate in all areas including storage areas.

## **Hygiene**

- We regularly seek information from the Environmental Health Department and the Health Authority to ensure that we keep up-to-date with the latest recommendations.
- Our daily routines encourage the children to learn about personal hygiene.
- We have a daily cleaning routine for the setting which includes play room(s), kitchen, toilets and nappy changing areas.
- We have a schedule for cleaning resources and equipment, dressing-up clothes and furnishings.
- The toilet area has a high standard of hygiene including hand washing and drying facilities
- We implement good hygiene practices by:
  - cleaning tables between activities;
  - cleaning toilets regularly;
  - wearing protective clothing - such as disposable gloves - as appropriate;
  - providing sets of clean clothes;
  - providing tissues and wipes;

## **Activities and resources**

- Before purchase or loan, equipment and resources are checked to ensure that they are safe for the ages and stages of the children currently attending the setting.
- 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.
- All materials, including paint and glue, are non-toxic.
- Sand is clean and suitable for children's play.

- Physical play is constantly supervised.
- Children are taught to handle and store tools safely.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.
- Any faulty equipment is removed from use and is repaired. If it cannot be repaired it is discarded.
- Large pieces of equipment are discarded only with the consent of the manager.

#### Linked Policies and Forms

Health and Safety at Work etc Act 1974

Health and Safety (Consultation with Employees) Regulations 1996

Management of Health and Safety at Work Regulations (1999)

Regulatory Reform (Fire Safety) Order 2005)

Electricity at Work Regulations (1989)

Regulation (EC) No 853/2004 of the European Parliament and of the Council on the hygiene of foodstuffs

Manual Handling Operations Regulations (1992) (Amended 2002)

Medicines Act (1968)

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) (Amendment) Regulations 2012

Control of Substances Hazardous to Health (COSHH) Regulations 2004

Health and Safety (First Aid) Regulations 1981

Childcare Act 2006

#### **Further guidance**

Dynamic Risk Management in the Early Years (Alliance 2017)

Health and Safety Executive [www.hse.gov.uk/risk](http://www.hse.gov.uk/risk)

Food Standards Agency [www.food.gov.uk](http://www.food.gov.uk)

Ministry of Housing, Communities & Local Government [www.communities.gov.uk](http://www.communities.gov.uk)

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