

## **HEALTH AND SAFETY POLICY and PROCEDURE**

**The safety of both young children and adults are of paramount importance. In order to ensure the safety of both children and adults the setting will ensure that:**

- all staff will be made aware of the Health and Safety Policy
- Health and Safety is the responsibility of each individual
- all concerns must be brought to the attention of the supervisor
- Mrs B Rees (nursery supervisor) is the appointed Health and Safety Co-coordinator and is responsible for bringing the Health and Safety policy to the attention of everyone, and for monitoring all aspects of Health and Safety.
- staff and volunteers will be given health and safety training including manual handling during their induction to nursery and at regular intervals thereafter
- Staff will receive All Wales Manual handling Training which will be updated every 3 years
- a safety check on premises, both indoor and outdoor will be made every session/day
- risk assessments and a review of current practices will be carried out as necessary or at least annually
- a book will be available at each session for the reporting of any accident /incident
- regular safety monitoring will include reviewing the accident and incident book and reports of findings and actions taken will be logged
- parents/carers will be informed of safety procedures
- a register of both adults and children will be completed as people arrive and leave, so that a complete record is available in any emergency
- the adult; child ratios set by CSSIW will be maintained at all times and on outings the ratio will be greater than this.
- if a small group goes out there will be sufficient adults to maintain appropriate ratios for staff and children remaining on the premises
- children who are sleeping will not be left unattended and will be checked regularly
- whenever children are on the premises at least two adults will be present
- appropriate safety arrangements will be made for children with special and additional needs
- safety arrangements will be reviewed with each new admission
- all adults will be aware of the system(s) in operation for the arrival and departure of children, and a staff member will be at the door during these periods
- children will only leave the setting with authorised adults
- if the main entrance has to be locked, a key will be close by at adult level
- internal safety gates and barriers will be used as necessary

- low-level glass will be covered, or replaced by safety glass
- outdoor space will be securely fenced
- adults must be aware that some plants are poisonous and may cause an allergic reaction and care should be taken when choosing plants for the setting
- equipment/toys will conform to all relevant safety regulations
- equipment will be checked regularly and any damaged items repaired/discarded
- equipment should be age/stage appropriate
- large equipment must be erected with care and checked for safety on a regular basis
- safety mats must be used near all large equipment
- the layout will allow children and adults to move safely and freely between activities
- rooms will be well lit and windows will be able to be shaded by blinds/curtains which are non flammable
- heaters and radiators will be adequately guarded and electric sockets will be protected
- minimum temperature for setting will be 18 degrees Celsius
- all dangerous materials, will be stored out of reach of children
- medicines must be kept in a sealed container and where appropriate refrigerated
- children will not have unsupervised access to kitchens
- adults will not place hot drinks within the reach of children
- fire doors will not be obstructed
- fire drills will be held at least half termly. All fire drills will be recorded and reviewed
- children should be taught to respond to an alarm (e.g. whistle) and return indoors.
- a correctly stocked first aid box will be available at all times
- the premises will be checked before locking up at the end of the day/session.

Signed: ..... Date:.....