

Monty's Daycare Risk assessments Policy and Procedure (Health and Safety)

Policy statement

This setting believes 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 by assessing and minimising the hazards and risks to enable the children to thrive in a healthy and safe environment. It is the duty of all employees to conform to Monty's Daycare policies and procedures and safe systems of work. Failure to do this may result in harm, damage or personal injury. This awareness will be achieved through induction, policies and regular training. All employees are reminded of their own duty under Section 7 of the Health and Safety at Work Act 1974, to take responsibility for their own safety and that of other workers, and to co-operate with the nursery to enable it to carry out its own responsibilities successfully. The key person responsible for health and safety is Kerry Allen (Nursery Manager). She is competent to carry out these responsibilities and has undertaken health and safety training and regularly updates her knowledge and understanding.

Procedures

Our risk assessment process covers adults and children and includes:

- 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 training covers matters of employee well being, including safe lifting and the storage of potentially dangerous substances.
- Records are kept of these induction training sessions and new staff and volunteers are asked to sign the records to confirm that they have taken part.
- Health and safety issues are explained to the parents/guardians of new children so that they understand the part played by these issues in the daily life of the setting.
- As necessary, health and safety training is included in the annual training plans of staff, and health and safety is discussed regularly at staff meetings.
- We operate a no smoking policy.
- Checking for and noting hazards and risks indoors and outside, and in our premises and for activities;
- Assessing the level of risk and who might be affected;
- Have controls in place and additional controls if necessary;
- Deciding which areas need attention before use; and
- Developing an action plan that specifies the action required, the time-scales for action, the person responsible for the action and any funding required.
- Where more than five staff and volunteers are employed the risk assessment is written and is reviewed regularly.
- We maintain lists of health and safety issues, which are checked daily before the session begins and the setting is opened to the public; these include Daily Risk Assessments (Hazard, Risk, control measures to furniture, fixtures and fittings within all areas of the setting), as well as Opening and Closing Checks and maintenance checks throughout the day.
- Full risk assessments are completed annually and continuous monitoring by all staff is done on a day to day basis to spot risks and control them.

- Children are made aware of health and safety issues through discussions, planned activities and routines.

We regard the promotion of health and safety measures as a mutual objective for management and employees at all levels.

Management has a responsibility:

- To provide and maintain safe and healthy working conditions taking account of any statutory requirements.
- To provide training and instruction to enable employees to perform their work safely and efficiently.
- To make available all necessary protective clothing.
- To maintain a constant and continuing interest in health and safety matters applicable to the nursery's activities.

All employees have a duty to co-operate in the operation of this policy:

- By working safely and efficiently.
- By using the protective equipment provided.
- By reporting incidents that have led or may lead to injury to people or damage to property or equipment.
- By adhering to the nursery procedures for securing a safe workplace.
- By assisting in the investigation of accidents with the objective of introducing new measures to prevent a recurrence.

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; they are provided with safe equipment to do so.
- All warning signs are clear and in appropriate languages.
- Adults do not remain in the building on their own or leave on their own after dark.
- The sickness of staff and their involvement in accidents is recorded. The records are reviewed termly to identify any issues that need to be addressed.
- We keep a record of all substances that may be hazardous to health - such as cleaning chemicals, or gardening chemicals if used. This states what the risks are and what to do if they have contact with eyes or skin or are ingested. It also states where they are stored.
- We keep all cleaning chemicals in their original containers.

Windows

- Low level windows are made from materials that prevent accidental breakage or are made safe.
- Windows are protected from accidental breakage or vandalism from people outside the building.
- Windows above the ground floor are secured so that children cannot climb through them.

Doors

- We take precautions to prevent children's fingers from being trapped in doors.

Floors

- All floor surfaces are checked daily to ensure they are clean and not uneven, wet or damaged.

Electrical/gas equipment

- All electrical/gas equipment conforms to safety requirements and is checked regularly.
- Our boiler/electrical switch gear/meter cupboard is not accessible to the children.
- 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.

Storage

- 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.

Outdoor area

- Our outdoor area is securely 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.
- Staff are to be especially vigilant in the supervision of any paddling pools or water trays.
- Where water can form a pool on equipment, it is emptied before children start playing outside.
- Our outdoor sand pit is covered when not in use and is cleaned regularly.
- All outdoor activities are supervised at all times.

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, rest area, 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 and the disposal of nappies.
- We implement good hygiene practices by:
 - Cleaning tables between activities;
 - Cleaning toilets regularly;
 - Wearing protective clothing - such as aprons and disposable gloves - as appropriate;
 - Providing sets of clean clothes;
 - Providing tissues and wipes

- Ensuring individual use of flannels and towels.
- Providing clean and individual bedding

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 who are sleeping are checked regularly.
- 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 Rachel Whitley or Nick Whitley (The Owners).

Legal framework - Management of Health and Safety at Work Regulations 1992

*This policy was adopted at a meeting during the month of March 2020. Kerry Allen (Nursery Manager) and Naomi Washer (Deputy Manager) were present.
(Policy to be reviewed during the Month of March 2021, Spring Term)*