

Health and Safety Policy

The directors, Ian, Emily, Ben, Sam and Lucy Askey, will provide and maintain, so far as is reasonably practicable, a safe and healthy environment. Outdoor and indoor spaces, furniture, equipment and toys at Childs Play Day Nursery will be safe and suitable for their purpose. They will enlist the support of all employees and parents of children towards achieving these ends.

EMPLOYERS RESPONSIBILITIES

Ian, Emily, Ben, Sam, and Lucy Askey will:

- Ensure that roles and responsibilities for health and safety are clearly defined and contained within an individual employee's job description.
- Conduct risk assessments for each working area of the nursery.
- Replace worn out or broken equipment and toys as necessary.
- Provide protective clothing to prevent contact with hazardous substances.
- Provide appropriate and up-to-date training as necessary alongside a programme of continual professional development.
- Respond quickly and effectively to any concerns from members of staff or parents of children about any issues that may indicate a health and safety problem.
- Provide adequate first aid personnel and equipment to deal with illness and injuries.
- Put in place procedures to deal with emergencies.
- Review policies and procedures on an annual basis.
- Review policies and procedures after any specific incidents that have resulted in a compromise of health and safety to Childs Play Day Nursery employees or visitors to the nursery. This includes children being cared for at the nursery.

EMPLOYEES RESPONSIBILITIES

Employees at Childs Play Day Nursery will:

- Understand their roles and responsibilities as described in their individual job descriptions.
- Attend any training that they or their manager feel is relevant to their continuous professional development.
- Follow procedures as detailed in individual risk assessments in order to minimise the risk of hazards causing harm.
- Use equipment for the purpose intended.
- Use protective clothing provided to avoid contact with hazardous substances (including bodily fluids).
- Report any breaches or concerns about health and safety issues to either the manager (Andrea) or her deputy (Emily).
- Report any accidents or illnesses to the named first aiders.
- Follow emergency procedures in the event of any emergencies, especially those that require evacuation of the premises.
- Provide support to fellow workers and parents of children attending Childs Play Day Nursery to help them to avoid compromising health and safety.

PARENTAL/CARERS RESPONSIBILITIES

Parents/carers of children attending Childs Play Day Nursery will:

- Follow policies and procedures as informed by members of staff at the nursery e.g. Medicines, Illnesses.
- Follow instructions as per notices displayed e.g. ensuring gates are closed.

- Be guided by members of staff in the event of the premises requiring emergency evacuation whilst they are present.
- Have due regard to the health and safety of other children and members of staff whilst dropping off or collecting their own child.
- Inform a member of staff of any breaches of health and safety issues or potential health and safety hazards.

TRAINING

All employees will be given health and safety induction training when they start work at Childs Play Day Nursery that includes the following policies and procedures:

- Emergency evacuation procedures
- Safeguarding/child protection policies and procedures
- Health and safety (including risk assessments)
- Confidentiality policies
- Equality policy
- Online access to safeguarding training
- Use of mobile phones
- Social media

They will also be given job specific training as and when necessary.

Induction and refresher training is provided by Emily Askey for all employees.

Training records are kept by Lucy Askey.

Training needs are identified, arranged and monitored by Emily Askey and the member of staff concerned. These needs are highlighted during staff appraisals and supervisions.

REPORTING

In the event of any issue arising that compromises the health and safety of either a member of staff or visitor (including children being cared for) at Childs Play Day Nursery the person noticing this **MUST** report it to Ben Askey or Emily Askey. Emily, Ben, or Sam Askey then has a responsibility to investigate the problem and rectify it or put procedures into place to try and prevent the situation from re-occurring. Staff training will be given to all employees if necessary, as a result of any new procedures. Members of staff must follow any new procedures put into place or agree to follow previous procedures if it is such that an individual has not been doing so. Any member of staff finding furniture, equipment or toys that are broken, not safe or not fit for purpose must inform the management team who will arrange for its immediate removal, disposal and replacement if necessary.

MONITORING

Health and safety is closely monitored by all members of staff at Childs Play Day Nursery. It is everyone's responsibility to ensure the health and safety of colleagues, children and visitors to the nursery.

Andrea Askey and Emily Askey are responsible for investigating accidents.

Emily Askey is responsible for monitoring work related causes of sickness absences.

Andrea Askey and/Emily Askey are responsible for acting on investigation findings to help prevent re-occurrences.

INFORMATION AND CONSULTATION

Information about any aspect of health and safety issues can be found in this document "The Early Years Foundation Stage Welfare Requirements".

If members of staff or visitors (including parents of children) are unsure of health and safety issues as detailed in this document they should consult with Andrea Askey or Emily Askey for clarification.

ACCIDENTS, FIRST AID AND WORK-RELATED ILL HEALTH

Refer to Illnesses and Injuries policy.

All accidents and cases of work-related ill health are recorded on an accident form and held in the accident record folder. This is kept in the cupboard in quiet area in conservatory.

Andrea Askey, Emily Askey and Lucy Askey are responsible for reporting accidents, diseases and dangerous occurrences to OFSTED, LADO, Barnsley's Children, Young People and Families Assessment Teams or the Health Protection Agency as required.

PREMISES

CHANGES TO PREMISES

Emily Askey will inform OFSTED of any significant changes or events relating to the premises on which Childs Play Day Nursery is held. For example, structural alterations or an extension to the premises: something that adversely affects the smooth running of the nursery over a sustained period of time.

She will also inform Ofsted of any changes to the outside of the premises. For example, adding a pond or taking down fencing.