

The Apple Trust Nursery

Health and Safety Policy

The Apple Trust Nursery is committed to ensuring that all setting practices are carried out within the requirement of the Health and Safety at Work Act 1974 and other relevant legislation such as Control of Substances Hazardous to Health Regulation (COSHH), The Statutory Framework for the Early Years Foundation Stage (EYFS) 2017 and any guidance provided by Public Health England, local health protection unit, the local authority environmental health department, fire authority or the Health and Safety Executive.

In order to achieve high standards of quality and safety and continually improve health and safety performance The Apple Trust is committed to implementing all necessary health and safety procedures.

Aims and Objectives

The aim of this policy statement is to ensure that all reasonable practical steps are taken to ensure the health, safety and welfare of all persons using the premises.

To achieve this we will actively work towards the following objectives:

- Establish and maintain a safe and healthy environment throughout the nursery including outdoor spaces.
- Establish and maintain safe working practices amongst staff and children.
- Make arrangements for ensuring safety and the minimising of risks to health and in connection with the use, handling, storage and transport of hazardous articles and substances.
- Ensure the provision of sufficient information, instruction and supervision to enable all people working in or using the nursery to avoid hazards and contribute positively to their own health and safety and to ensure that staff have access to regular health and safety training.
- Have effective procedures for use in case of fire and other emergencies and for evacuating the settings premises. Practice this procedures on a regular basis to enable the safe and speedy evacuation of the setting.
- This also covers Toilet and nappy changing procedures, sickness policy and procedure, medicine policy and procedure, procedures for the arrival and collection of children and lost child policy.

To ensure the safety of our staff, children, parent/carers, students, volunteers and visitors we also have a Coronavirus policy (Covid-19).

This policy also cover:

- Risk Assessments
- First Aid/Recording Accidents
- Food/Allergies
- Fire Safety
- Manual Handling
- Toy, resources and equipment
- Outings
- Infection Control and Prevention
- Nursery Environment inside/out
- Electrical appliances
- Kitchen Environment

Risk Assessment

The setting carries out risk assessments on a daily basis either by visual checks on the environment or assessing an activity, or by a written assessment. A risk is likelihood of a hazard occurring and the hazard is anything that could harm others. All activities need to be consider, significant risks are identified, measures are put into place to control or eliminate risks and all hazards and measures are recorded.

Each room and outdoor space is checked at the beginning of the day. The assessments are checked annually or as a result in changes in the room.

First Aid/Accidents

Practitioners are First Aid trained and First Aid boxes are available in each room and check regularly by a manager.

The setting maintains accident forms which must be completed in the event that a child/adult sustains an injury while in the setting. Details of the injury, the treatment that was given, when and where the accident happened must be recorded and dated. The form must then signed by the parent/carers.

The Setting must notify OFSTED of any serious injury that a child sustains in the setting. These injuries include; dislocations, broken bones, cuts or bumps that require medical attention.

Food

In order to ensure the food children are offered has been stored, prepared and served safely the practitioners attend a Basic Food Safety course or ensure they have had training in the setting and they follow hand washing and food handling procedures. In the event of a

member of staff having suffered from food poisoning the manager must be informed to determine the period of time that the person cannot handle food.

Allergies

All Children's allergies are recorded and their allergy is catered for in the setting. Any Health Care Plans that a child needs will be completed with the parent/carer and any necessary training will be undertaken.

Fire Safety

The practitioner ensure that all children and adults evacuate the building safely and promptly by following the settings fire evacuation procedures and practice this evacuation regularly. The Fire alarm, fire extinguishers and blankets are checked annually.

Manual Handling

As it is impossible to eliminate manual handling altogether, correct handling techniques must be followed to minimize the risks of injury. A variety of injuries may result from poor manual handling and practitioners must be aware and adhere to the setting training.

As with other health and safety issues, the most effective method of prevention is to eliminate the hazard – for example, to remove the need to carry out hazardous manual handling. Where manual handling task cannot be avoided, they must be assessed as part of risk assessment. This involves examining the task and deciding what the risk associated with them are, and how these can be removed or reduced by adding control measures.

Toys, resources and equipment

The setting ensures that the toys and equipment are up to standard and are regularly checked for signs of damage or wear. Unsafe toys or equipment are removed for disposal or repair. Resources are checked and monitored for use in activities and checked that they are age appropriate for children to use safely.

Outings

In the event of the children leaving the setting on an outing, the adult to child ratio must be maintained and a risk assessment carried out. Practitioners must take a mobile phone, first aider, first aid kit and contact numbers if the office is unmanned. Practitioners must have written permission to take the children out of the setting.

Infection Control and procedures

The setting tries to maintain a environment to prevent the spread of infection and will with policy and procedures ensure that all steps are taken to try and stop the spread by asking parent/carer not to bring their children into the if they are unwell. We will follow the Health Protection guidance. We will also follow the government's guidance on Covid -19 to ensure we keep staff, children, parent/carer, students, volunteers and visitors safe. Cleaning and disinfecting the rooms equipment and toys daily and making sure that adults and children adhere to good personal hygiene practice.

Nursey Environment (inside and out)

The setting will maintain the environment with safe practice and adhere to the settings policy and procedures on safeguarding, maintaining a culture of working to keep the children stimulated and supporting their learning and development both inside and outside the premises.

Electrical Equipment

All the electrical equipment is maintained to a safe standard and brought to the attention for the management if faulty. Practitioners are trained to use equipment safely.

Kitchen Environment

The kitchen area's are maintained and keep clean and tidy, Food safety is followed and records kept. Health and safety is adhered to in the use of equipment.

Policy Amended and adopted by trustees

Reviewed by mangers June 2021

To be reviewed June 2022