

## Health and Safety Policy

Sunny Socks Nursery School recognise and accepts its responsibilities as an employer to provide a safe and healthy workplace for all its employees, customers, visitors and registered children.

### Procedures:

- A health and safety poster will be clearly displayed within the provision.
- All staff are responsible for their own safety and the safety of all children attending the setting. They have a responsibility to work in a way that ensures the Health and Safety of themselves and all other persons they come into contact with.
- Staff will undertake any relevant training to support Health and Safety within the provision.
- All new staff members will receive Health and Safety information as part of their induction.
- Risk Assessments will be conducted to assess the environment and ensure that it is safe and suitable for all children, parents, staff, volunteers and visitors. Daily risk assessments will be carried out on the indoor and outdoor environment. The formal risk assessments will be carried out yearly or more frequently where the need arises.
- Sunny Socks Nursery School holds Public and Employer's liability insurance. The public liability Insurance certificate is displayed.
- All staff are checked by the Disclosure and Barring Service and must be in possession of an enhanced disclosure.
- Children are supervised by adults at all times keeping within the required Child:Adult ratios required by Ofsted and the Early Years Foundation Stage Framework.
- In the instance of a fire, the safe evacuation of the building is of primary importance. A written fire drill procedure will be on display at all times. This will include information on 'raising the alarm' and the named place of safety away from the building.
- All fire exits must be kept clear and labelled at all times. A ladder must be kept in the garage for emergency evacuation from upstairs.
- All electrical appliances will be checked regularly (PAT) and recorded. Faults will be reported to the manager.
- Equipment and resources will be checked and cleaned at regular intervals within cleaning routines and records will be kept.
- Equipment and resources will conform to the required legislative standards.
- The premises will be kept tidy in order to reduce the risk of accidents.
- All storage areas will be kept tidy and equipment stored appropriately. Steps will be provided for items stored on high shelving.
- Great care must be exercised when cars are moved. Parking is not permitted outside the nursery entrance. This will be made clear to staff, parents and visitors.
- We have a cleaner who attends the nursery each day. It is the responsibility of all staff to monitor and maintain standards of cleanliness throughout the day.
- Parental consent is always sought before children leave the nursery for outings.
- A risk assessment is carried out before any nursery outing.

- All equipment will be checked to ensure it is stable and secure before use. All children will be taught the correct use and care of equipment.
- Children's arrival/departure time will be recorded.
- A minimum of one staff member holding appropriate first aid qualifications will be on duty at all times.
- Sunny Socks will have its own first aid kit on the premises. This is kept in the cupboard marked first aid, in the kitchen. The contents of the first aid kit will be checked, replaced and updated regularly.
- Any medication required to be on the premises will be stored appropriately in accordance with product instructions and must be within the original container in which dispensed.
- Children do not have unsupervised access to the kitchen
- Our cook and lunchtime assistants are responsible for the kitchen between 11.30 and 2pm. Meals are cooked on site.
- Children will be supervised whilst eating at all times.
- The cook will comply with regulations relating to food safety and hygiene and hold the relevant food hygiene certificate.
- All staff members will receive food hygiene training and follow the Food Hygiene policy and procedures when preparing food.
- Different cloths will be used for kitchen, toys and toilet cleaning.
- Fresh drinking water will be available at all times.
- Drinking beakers will be washed in hot soapy water after use.
- Baby equipment will be sterilised if appropriate.
- Any cracked or chipped items will be disposed of immediately.
- All food will be kept in an airtight container or appropriately covered, labelled and stored safely.
- Kitchen facilities will be kept clean daily with fridge, freezer, microwave etc. cleaned regularly
- Sunny Socks will undergo regular checks/inspections from the Environmental Health Department.
- The gate must be closed at all times and under no circumstances are children allowed to open or close the entrance gates.
- Only staff and parents/carers on the registration form are permitted to have the access code to open the entrance gate. All other visitors must use the buzzer to request access.
- All employees should ensure that no person is let through the gate without confirmation of who they are and the purpose of the visit.
- If a member of staff is unsure of a visitor or carer wanting access then they must keep the gate shut and ask the Manager or Deputy to clarify.
- Identification must be asked and verified before letting an unknown visitor onto the site.
- If a member of staff feels that the children or staff may be at risk then they will use the code word to get everyone to safety and call the police.
- All parents are asked not to let any unknown person in through the gates at any time.