



21 HEALTH AND SAFETY POLICY

Company Name: Tender Years Nursery Ltd
Setting Name: Little Jems Childcare Services
Policy Date: 1st Sept 2022 Next Review Date: 1st Sept 2023

General Statement

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, training and supervision as they need for this purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities. The allocation of duties for safety matters and the arrangements which we will make to implement the policy are set out in this policy and sufficient resources will be made available to honour our commitment. The policy will be kept up to date, particularly as the business changes in nature and size. To ensure this, the policy and the way in which it has operated will be reviewed every year.

Signed

Date.....



HEALTH & SAFETY

Roles & Responsibilities

Proprietor _____ Joy Abbe

Providing safe resources and maintaining equipment. Checking that everything is up to date

HSE Officer _____ Joy Abbe

Checking risk assessments are correct, ensuring that staff is following procedure.

Health & Safety Co-ordinators Joy Abbe

To ensure that procedures are being carried out correctly and to check equipment regularly.

All Senior Staff

To ensure that all staff are aware of Health & Safety procedures and that the correct procedures are being adhered to for the safety of the customers, staff and children. To make sure that equipment is good working order and is checked on a regular basis.

All Staff

To ensure that they are aware of Health & Safety procedures by reading the Health & Safety book. Checking equipment regularly and adhering to the correct procedures.



HEALTH AND SAFETY

Aims and Objectives

The aim of this policy statement is to ensure that all reasonably 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:

- a) To establish and maintain a safe and healthy environment throughout the nursery.
- b) To establish and maintain safe working procedures amongst staff and children.
- c) To make arrangements for ensuring safety and the absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- d) To 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 safety and health at work and to ensure that they have access to health and safety training as and when provided.
- e) To maintain a safe and healthy place of work and safe access and progress from it.
- f) To formulate effective procedures for use in case of fire and other emergencies and for evacuating the nursery premises.
- g) To follow the regulations of the Health & Safety at Work Act 1974 and any other relevant legislation.



We believe the risks in the nursery environment to be low but to maintain the maximum protection for children, staff and parents/carers we consider it necessary to

- a) Ensure the highest standards of cleanliness are maintained.
- b) Ensure safe and clear accesses and exits from the building, including fire exits.
- c) Regularly check the premises room by room for structural defects, worn fixtures and fittings or electrical equipment, and take the necessary remedial action.
- d) Ensure that all staff are aware of the fire procedures and regular fire drills are carried out.
- e) Ensure that all members of staff are aware of the procedures in case of accidents.
- f) Ensure that all members of staff take all reasonable action to control the spread of infectious diseases and that they wear protective gloves and clothes where appropriate.
- g) Prohibit smoking on the premises.
- h) Prohibit any contractor working on the premises without prior discussion with the officer in charge to negate any risks to the staff or children.
- I) No inappropriate jewellery to be worn. One pair of stud earrings and wedding/engagement rings are acceptable.
- j) Dress code: smart and practical with sensible shoes. No nail varnish and all long hair must be always tied back.
- k) No running inside premises



- l) All electrical sockets should be protected by safety plugs, no trailing wires.
- m) All cleaning materials/toilet cleaner to be placed out of the reach of children.
- n) Protective clothing should be worn when serving food.
- o) Nuts e.g. peanuts are not allowed in the Nursery.
- p) Telephone calls must be received before 8 am if a member of staff is not well enough to attend work.
- q) All staff should familiarise themselves with the First Aid boxes and know who the appointed First Aider is.
- r) Children must be always supervised.
- s) No student should be left unsupervised at any time.

The management consider this matter of such importance that breach of health and safety procedures by staff constitutes misconduct and will be dealt with as a disciplinary matter. Staff and management must constantly be mindful of their responsibilities individually and collectively for the safety of themselves and their colleagues.