Little Monsters Day Nursery

Health and Safety Policy

1. Statement of Intent

At Little Monsters Day Nursery, the health, safety, and welfare of children, staff, parents, and visitors is our highest priority. We aim to provide a safe, secure, and healthy environment where children can learn and thrive.

2. Aims

Our aims are to:

- Minimise hazards and risks to children, staff, and visitors.
- Ensure children, parents, and staff understand health and safety responsibilities.
- Promote a culture of safety and well-being across the nursery.

3. Responsibilities

- **Health and Safety Lead:** Shweta Kumar is responsible for implementing and monitoring this policy. She has received accredited health and safety training and regularly updates her knowledge.
- **All Staff:** Adhere to this policy, complete risk assessments, and report hazards.
- **Parents/Carers:** Support health and safety procedures and provide accurate information regarding their child's health.

4. Legal Framework and Insurance

- **Relevant Legislation:** Health and Safety at Work Act 1974, National Standards for Day Care (Standard 6 & 7), Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).
- **Insurance:** Public liability and employer's liability insurance are held and certificates displayed in the front office.

5. Staff Awareness and Training

- Induction training includes health and safety responsibilities, safe lifting, storage of hazardous substances, and well-being.
- Annual health and safety training is included in staff development plans.
- Health and safety is a standing item at staff meetings.
- We maintain a **no-smoking policy** throughout the nursery.
- Children learn about safety and hygiene through routines, discussions, and structured activities.

6. Security and Supervision

- Children are supervised at all times; adults do not normally supervise alone.
- A minimum of two adults are present whenever children are on the premises.
- Arrival and departure times of children, staff, volunteers, and visitors are recorded.
- Systems prevent unauthorised access and children leaving unnoticed.
- Personal belongings of staff and volunteers are securely stored.

7. Premises Safety

Windows: Low-level windows are safe, vandal-resistant, and above-ground windows secured to prevent climbing.
Doors: Finger traps are minimised through precautions.
Floors: Checked daily for cleanliness and damage.
Kitchen:

- Children are supervised and prevented from unsupervised access.
- Non-porous surfaces, separate hand-washing facilities, and safe storage of cleaning products.
- Hot surfaces and electrical equipment are always out of children's reach.
  Electrical/Gas Equipment:
- Regularly checked, conforms to safety standards, and children cannot access dangerous areas.
- Hot water temperatures are controlled to prevent scalding.
- Sockets, wires, and appliances are guarded.

Storage: Equipment, materials, and resources are safely stored to prevent accidents.

8. Outdoor Area Safety

- Securely fenced and checked for hazards before use.
- Children are supervised at all times.
- Poisonous plants, chemicals, and water hazards are identified and managed.

9. Hygiene and Infection Control

- Daily cleaning routines for all areas including playrooms, kitchen, toilets, and nappy-changing areas.
- Toys, dressing-up clothes, and resources are cleaned regularly.

- Staff follow strict hygiene practices, including handwashing, use of gloves/aprons, and safe disposal of waste.
- Children are taught hygiene routines through daily activities.

10. Activities and Equipment

- Equipment and resources are age-appropriate and regularly checked for safety.
- Physical play is supervised; tools and materials are handled safely.
- Children sleeping are monitored regularly.

11. Food and Drink Safety

- Staff handling food are trained in food hygiene.
- Food and drink are stored safely and allergies strictly managed.
- Hot drinks are never carried in play areas.
- Fresh drinking water is always available.

12. Animal Safety

- Animals and pets are safe and disease-free.
- Children wash hands after contact.
- Outdoor footwear from farms is cleaned before entering indoors.

13. Fire Safety

- Fire doors are unobstructed and clearly marked.
- Smoke detectors and fire-fighting equipment conform to BSEN standards and are regularly tested.
- Evacuation procedures are approved, displayed, explained to staff, volunteers, and parents, and practised monthly.
- Fire drills and equipment servicing are recorded.

14. First Aid and Medication

- At least one trained first aider is always present, including outings.
- First aid kits comply with regulations, are checked regularly, and accessible to adults.
- Parents provide written consent for emergency medical treatment and medicine administration.

Accident and Incident Reporting:

- Accidents are recorded, reviewed monthly, and reported to Ofsted where required.
- Incidents (e.g., theft, fire, attack, death, terrorist threat) are documented and escalated appropriately.
- RIDDOR reports submitted when necessary.

15. Sickness and Exclusion

- Children with infectious diseases, fever, or vomiting/diarrhoea are excluded.

- Head lice are treated but do not require exclusion; parents are notified.
- HIV status is respected; children are not excluded.
- Staff do not handle food when unwell.
- Notifiable diseases are reported to Ofsted and local health authorities.

16. Safety of Adults

- Guidance on lifting, moving, and storing equipment is provided.
- Safe equipment is provided for tasks such as reaching high areas.
- Staff sickness and accidents are recorded and reviewed termly.

17. Record-Keeping

Staff Records:

- Names, addresses, employment history, DBS checks, references.

Children Records:

- Parent/guardian contact details, emergency contacts, medical information, allergies, dietary needs, attendance, medication, accidents, consents, and incidents.

Health & Safety Records:

- Risk assessments, visitor logs, fire procedures and records, vehicle records, accident and medication logs, no-smoking policy, and outing procedures.

18. Policy Adoption

Nursery: Little Monsters Day Nursery

Date Adopted: 01/10/2021

Signed: _____

Role: Manager