**Health and Safety**

Springboard Nursery’s policy is to provide and maintain safe, healthy working conditions and equipment for all our children, employees, parent/ carers and visitors to the nursery.

The nursery aims to make children, parent/ carers, employees and visitors aware of health and safety issues and to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment.

**Roles and Responsibilities**

**Owner/ Manager and Deputy Manager**

* To ensure appropriate resources are available to enable correct implementation of health and safety requirements.
* Checking documentation and procedures relating to health and safety.
* Implementation and updating of health and safety policies and procedures, this includes:
  + Ensuring that the policies and procedures are effectively communicated to all staff.
  + Ensuring risk assessments are relevant and up to date.
  + Ensuring that staff are following procedures and completing the health and safety risk assessments as required.
* Ensure staff attend health and safety training.
* Continued vigilance regarding health and safety issues and raising awareness amongst staff, children, parent/ carers and visitors.

**Senior Staff**

* To be responsible for completing the daily health and safety risk assessments.
* Ensuring that all staff are aware of health and safety procedures and that the correct procedures are being adhered to for the safety of everyone in the nursery.
* To make sure that equipment is in good working order and is checked on a regular basis.
* To be continually vigilant regarding health and safety issues and to raise awareness amongst staff, children, parent/ carers and visitors.
* Ensure staff attend health and safety training.

**All Staff**

* To ensure that the health and safety of everyone at the nursery is of the upmost priority in all situations.
* To comply with the nursery’s policy and procedures at all times.
* To complete health and safety checks as required.
* Ensuring that all equipment is checked regularly and adhering to the correct procedures, reporting any defects to a senior member of staff promptly.
* Continued vigilance regarding health and safety issues and raising awareness amongst other staff, children, parent/ carers and visitors.

**Parent/ carers and visitors**

* This policy is made available to all parent/ carers, the policies will be made available in the entrance of the nursery, via a USB and on our website. Parent/ carers are asked to comply with the policies and procedures to ensure the safety of everyone at Springboard Nursery.
* Parent/ carers are asked to NEVER let anyone in the nursery, especially when entering and leaving.
* Parent/ carers are requested to enter and depart the building with care, remembering to close all gates and doors carefully behind them.
* Visitors and parent/ carers attending for settling in sessions are requested to document their arrival and departure times in our visitors book.

**Risk Assessments and Daily Health and Safety Checks**

Risk assessments are completed for:

* Fire safety
* COSHH
* Outings
* Activities
* Maternity (staff specific)
* Students/ Apprentices
* X3 Play Rooms (Pre-School, Toddlers and Babies)
* X3 Gardens
* Mobile phone and electronic device
* Children left at nursery
* The general operations risk assessments daily, weekly, monthly, 3 and 6 monthly and annually.

Risk assessments are reviewed at every staff meeting.

**Insurance cover**

Public liability insurance and employers liability insurance is in place. The certificates are available to view in the office.

**Raising awareness**

Our induction for staff includes a clear explanation of health and safety issues and review of all our related policies and procedures so that all staff are able to adhere to our policy and understand their shared responsibility for health and safety.

* The induction covers matters including safe lifting and the storage of potentially dangerous substances.
* Health and safety issues are explained to the parent/ carers of new children so that they understand the part they play in the daily life of the nursery.
* Children are made aware of health and safety issues through discussions, planned activities and routines.
* We display the necessary health and safety poster in the staff room.

**Electrical/ gas equipment**

* All electrical/ gas equipment conforms to the safety requirements and is checked regularly.
* Heaters, radiators, electric sockets, wire and leads are properly guarded and the children are taught not to touch them.
* There are sufficient sockets to prevent overloading.
* PAT testing is done annually and fixed electrical testing is done every 7 years.
* The temperature of hot water is thermostatically controlled to prevent scalds.
* Lighting and ventilation is adequate in all areas.

**Storage**

* All resources and materials which children select are stored safely.
* All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.
* Rubbish and nappy waste storage is provided in dedicated bins.
* Staff are made aware of the dangers of overloading shelves.

**Outdoor area and garden**

* Outside areas are risk assessed for broken equipment, animal faeces, security (all gates are locked while outside and doors are shut) the activities provided are safe to carry out in the space that is available, before taking the children outside.
* Plants have been assessed and deemed suitable.
* Outdoor sandpit is covered when not in use.
* Outdoor activities are supervised at all times.
* Climbing frame rules are adhered to.

**Hygiene**

Our daily routines encourage the children to learn about personal hygiene. We have a daily cleaning routine for the nursery which includes playrooms, kitchen, rest area, corridors, toilets and nappy changing areas. We have a schedule for cleaning resources and equipment. We implement good hygiene practices by:

* Cleaning tables between activities
* Checking toilets regularly
* Wearing protective clothing such as aprons and gloves as appropriate
* Providing tissues and wipes
* Hand sanitisers are used by all on entering the nursery premises and accessible to staff in the play rooms.
* Using colour coded cloths for different cleaning purposes
  + Red: toilets/ bodily fluids
  + Blue: food
  + Yellow: activities/ general

**Activities**

* Before purchase or loan, equipment and resources are checked to ensure that they are safe for the ages and stages of the children currently attending nursery.
* The layout of play equipment allows adults and children to move safely and dangerous items are repaired or discarded.
* All materials including paint and glue are non toxic.
* Sand is clean and clear of foreign bodies, sand that has dropped on the floor is disposed of after the play session.
* Physical play is constantly supervised.
* Children are taught to handle and store toys safely.
* Children who are sleeping are checked regularly. (see sleep and rest policy)
* Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.

**Animals**

* Pets such as dogs, are not allowed on the premises (with the exception of guide dogs).
* Animals booked in to visit the nursery are free from disease, safe to be with children and do not pose a health risk.
* If and when visiting farms ect. We follow their hygiene practices and our own risk assessment.
* Springboard nursery have pets: axolotls, African land snails and fish.

**Fire safety**

* Our fire risk assessment is the controlling document for fire safety issues.
* Please also refer to our fire evacuation procedures document located on the walls of the rooms.

**This policy was implemented by Caroline Davis: please note all policies and procedures will be reviewed on a yearly basis, unless there is a need to implement changes prior. Please note any updates and changes will be forwarded by email.**

**Print Name**: Caroline Davis

**Signed:** C.Davis

**Date:** 01.08.2022