



Little Acorns Nursery at High Halden

Church Hill, High Halden
Kent TN26 3JB
Telephone 01233 850113

Health & Safety Policy

The Trustee Committee/Manager are ultimately responsible for safety within the setting and the safety of the children is paramount.

The nursery has a Health & Safety Officer who is responsible for all Health & Safety issues within the setting, the officer is Wendy Price and back up officer is Samantha Smith.

The nursery undertakes to maintain the required adult/child ratio as required by Ofsted (i.e 1:4 for 2 yr olds & 1:8 for 3-5 yr olds).

All equipment is checked on a daily basis before use and defective items are removed from use until repaired.

Fire exits are kept clear at all times.

Electric sockets have safety covers fitted when not in use.

All leads are tidied away out of the children's reach.

The first aid box is located in the staff kitchen and checked regularly. Out of date or used items are replaced. There are a minimum of two staff on duty per day that hold a current first aid certificate.

Children requiring medication will be dealt with in line with our First Aid & Medicines Policy.

No child is allowed in the kitchen, unless they are accompanied by an adult.

An accident/incident sheet for each child records all injuries/incidents, however minor, and parents are asked to sign to acknowledge receipt of information about each incident.

Any accidents/incidents of concern are reported to the manager or supervisor on duty for checking and any possible follow up.

Fire drills are held regularly.

Regular inspections are made by Ashford Borough Council's Environmental Health Department. Our current 'scores on the doors' rating certificate is displayed on the front door.

KCC check fire extinguishers annually and electrical circuits every five years. Electrical equipment is checked annually for safety.

Staff/Visitors & Students are asked to sign the visitors/staff book on arrival, and to sign out on departure.

The nursery employs a cleaner to clean the nursery on a daily basis. Bins are emptied; toilets and toilet areas are cleaned daily. Nappy Bins are used for nappy waste and are emptied weekly.

Cleaning materials are kept in a locked cupboard in the kitchen.

All children & parents will be admitted and released from the nursery by a member of staff who will operate the doors at all times. The door is locked manually by two locking bolts. A register is taken on entry, every morning and afternoon, detailing children and adults in the nursery. A separate register of staff attendance is also kept. Disposable gloves and Aprons are available for staff use when changing nappies or dealing with injuries.

The changing mat is disinfected after every use.

All tables are wiped with disinfectant before snack/lunch times.

On the job training is given regularly and updated as necessary.

No-one, whether staff, parent or visitor is allowed to smoke on any part of the nursery premises.

Risk Assessments

Risk Assessments are carried out on a daily basis by the health and safety officer or if they are absent then the member of staff in charge that day takes responsibility. We also carry out weekly/monthly safety checks along with daily fridge/freezer temperature checks.

All risk assessments are carried out on both indoor and outdoor areas & we encourage all staff to be aware of any risk that may occur during the nursery day. All nursery toys and equipment are checked termly. When taking the children out of the nursery on any outing the health and safety officer will conduct a risk assessment before departure.

Animals in the setting.

We do not have pets kept in the setting but we do encourage children and adults to bring in animals of their own if they wish for show and tell. A risk assessment is taken prior to the visit of the pet/animal.

If animals or creatures are brought in by visitors to show the children they are the responsibility of the owner. The owner carries out a risk assessment, detailing how the animal or creature is to be handled and how any safety or hygiene issues will be addressed.

Visits to Farms

Before a visit to a farm a risk assessment is carried out – this may take account of safety factors listed in the farm’s own risk assessment which should be reviewed.

The outings procedure is followed.

Children wash their hands after contact with animals.

Outdoor footwear worn to visit farms are cleaned of mud and debris & should not be worn indoors.

This policy was adopted at a meeting of Little Acorns Nursery

Date to be reviewed

Signed on behalf of the management committee

Name of signatory

Role of signatory (e.g. chair/ owner)