**Bright Sparks**

**Childcare**

 *Health & Safety Policy*

**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 particular 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 at least every year.

**Roles and Responsibilities**

Employer/Manager will:

* Decide what could harm anyone in their job and take precautions to stop it, as part of regular risk assessment.
* In a way that can be understood, explain how risks will be controlled and tell everyone who is responsible for this.
* Consult and work with everyone and their health and safety representatives in protecting everyone from harm in the workplace.
* Free of charge, give all staff the health and safety training they need to do their job.
* Free of charge, provide all staff with any equipment and protective clothing they need, and ensure it is properly looked after.
* Provide toilets, washing facilities and drinking water.
* Provide adequate first-aid facilities.
* Report major injuries and fatalities at work to the Incident Contact Centre: **0845 300 9923**. Report other injuries, diseases and dangerous incidents online at **www.hse.gov.uk**.
* Have insurance that covers staff in case they get hurt at work or ill through work. Display a hard copy or electronic copy of the current insurance certificate where anyone can easily read it.
* Work with any other employers or contractors sharing the workplace or providing employees (such as agency workers), so that everyone’s health and safety is protected.
* We have a Health and Safety Appointed Person: Emily Webber who has attended all relevant training.
* Providing safe resources and maintaining equipment. Checking with the Manager that everything is up to date.
* Checking risk assessments are correct, ensuring that staff are following procedures.

**Senior Room Leaders**

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 in good working order and is checked on a regular basis.

**Aims and Objectives**

The aim of this policy statement is to ensure that all reasonably practical steps are taken to ensure the health, safety welfare of all persons using the premises. To achieve this we will actively work towards the following objectives:

* To establish and maintain a safe and healthy environment throughout the nursery
* To establish and maintain safe working procedures amongst staff and children
* 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
* 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 the access to health and safety training as and when required
* To maintain a safe and healthy place work and safe access and egress from it
* To formulate effective procedures for use in case of fire and other emergencies and for evacuating the nursery
* To follow the regulations of the Health and 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:**

* Ensure the highest standards of cleanliness are maintained
* Ensure safe and clear accesses and exits from the building, including fire exits
* Regularly check the premises room by room for structural defects, worn fixtures and fittings or electrical equipment and take the necessary remedial action
* Ensure that all members of staff are aware of the procedures in case of accidents
* Ensure that all members of staff take all reasonable action to control the spread of infections, diseases and that they wear protective gloves and clothes where appropriate
* Prohibit smoking on the premises and school grounds
* Prohibit any contractor working on the premises without prior discussion with the management team and to ensure they are never left unsupervised, to negate any risks to the staff or children.
* In cases of extensive works being done, ensuring that an appropriate risk assessment has been made and forwarded to Ofsted
* No inappropriate jewellery to be worn. Stud earrings only and plain band rings – cluster type rings are unacceptable. This applies to staff and children. No child will be accepted into the setting without such items of jewellery being removed by the parent.
* Dress code is smart and practical with sensible shoes that encase the toes. Long hair to be tied back
* All electrical sockets should be protected by safety plugs. No trailing wires
* All cleaning materials/toilet cleaner to be placed out of reach of children in locked cabinet.
* Nuts, for instance peanuts are not allowed in the setting.
* Telephone calls must be received before 8.00am if a member of staff is not well enough to attend work, by 6.30, if they are on the early shift.
* All staff should familiarise themselves with the First Aid boxes and know who the qualified first aiders are. All staff to attend Paediatric first aid training as soon as possible and then keep it up to date, (at the nurseries expense).
* Children to be supervised at all times
* No student to be left unsupervised at any times

**Hygiene**

* The children always wash their hands after using the toilet and before consuming food.
* Boxes of tissues are available and older children are encouraged to wipe their own noses and dispose of the soiled tissue in the bin, then wash their hands ‘catch it, bin it, kill it’.
* Children are asked to shield their mouths when coughing or sneezing.
* Paper towels are used and disposed of correctly.
* All staff and volunteers are made aware of how infections such as HIV are transmitted. In conjunction, incidents involving loss of bodily fluids are always handled with care.
* Disposable gloves and aprons are always used when cleaning up spills of bodily fluids and are then disposed of correctly.
* Spills of any bodily fluids are cleaned with a safe sanitizing substance.
* Clothing contaminated with bodily fluids are immediately removed for washing.
* Spare clothing is available in the event of an accident.
* Gloves and aprons are used for nappy changing, and nappies are disposed of in appropriate receptacles, which are emptied regularly.
* Uniforms are provided, staff must ensure they are worn and kept clean and tidy.

**Cleaning**

* The premises and equipment are cleaned regularly with daily, weekly and

Termly schedules in place and sheets to complete once the task is done.

* Different coloured cloths are used for the toilet area, kitchen, dining area and art area.
* Different coloured mops are used for the toilet, art area and the kitchen floors.
* Toilets are checked for cleanliness hourly and sanitised regularly.
* Potties are emptied and sanitized after each use.
* All equipment and toys used by the babies is sanitized daily.

**Food**

* All utensils are kept clean and stored in a dust free area.
* All food is covered or self-contained.
* Staff thoroughly wash their hands before preparing food and wear blue disposable aprons and gloves throughout preparation and serving.
* Staff tie long hair back at all times.
* Staff do not cough or sneeze over any food to be served.
* All staff preparing food have attended food hygiene training.
* All uneaten food is kept out of reach of the children and disposed of correctly.
* All surfaces used for preparing or eating food are cleaned with an anti-bacterial cleanser.
* All food utensils are washed in a dishwasher after use.
* Children wash hands before eating and clean their faces afterwards with separate fresh flannels that are laundered daily.
* Children never share flannels, or eating/drinking utensils.

**The management committee 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 (see staff handbook). Staff and management must constantly be mindful of their responsibilities individually and collectively for the safety of themselves and their colleagues.**

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Review date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_