



## Health and Safety in the Nursery Policy

*This policy is to be read in conjunction with:*

- EMO1 Critical incident;
- HS01 Accident and injury;
- HS04 First aid and Emergency treatment;
- HS11 Manual handling;
- HS19 RIDDOR;
- HS21 Safeguarding;

### Purpose

At Hopscotch, the children’s safety is of paramount importance. We take every step to ensure that the Nursery is a safe environment for children, parents, staff, and volunteers by assessing and minimising the hazards and risks. All staff take an active role in ensuring that the environment we provide enables children to thrive in a healthy and safe environment in line with ‘HSE Managing Health and Safety’ guidelines.

### Risk Assessments

We monitor the hazards and risks by carrying out a variety of risk assessments to ensure that we continuously monitor the safety in the Nursery. We carry out an annual risk assessment which identifies all potential hazards within the setting. We look at what elements we can control and take actions to reduce the risks involved. These are more detailed, looking at all objects, furniture, resources and equipment which could pose a potential risk to children, staff and volunteers at the nursery.

All areas which need to be assessed daily are transferred to a daily risk assessment, which is completed by the team before the start of the morning and afternoon sessions. This includes checking the room temperature is within a suitable range, plug sockets and that resources are in a good condition. The outdoor areas are also assessed for risks daily.

The table below outlines the frequency that risk assessments are carried out:

| Area  | Frequency   | Responsibility of                |
|---|---|----------------------------------|
| Food and allergy management   | Every 6 months  | Catering Manager/Nursery Manager |
| Kitchen   | Every 12 months   | Catering Manager/Nursery Manager |
| Outings   | Each outing as required   | Nursery Manager/Deputy Manager   |
| Cleaning Products / COSHH   | Annual or when new product introduced   | Manager                          |
| PAT Testing / Electrical Appliances   | Every 12 months   | Manager                          |
| Toys and Equipment  | Every 12 months/ daily<br>New toys assessed when purchased  | Room Leader                      |
| Garden and Equipment  | Daily   | Room Leader                      |
| Rooms and General   | Every 12 months/daily   | Room Leader                      |
| Medical/staff and children’s health/severe allergies and notifiable illnesses | When required as part of the ongoing risk assessment.   | Nursery Manager/Deputy           |
| Fire  | Monthly equipment and lighting checks,<br>6/8 weeks fire drills - sent to Claire Donaghy at Head Office. This will be reviewed every Tuesday with the HO team. Fire risk docs updated annually. | Nursery Manager/Deputy           |
| Manual Handling   | Every 12 months   | Nursery Manager/Deputy           |
| Work placement risk assessment for young persons and apprentices              | Per person, per placement   | Nursery Manager/Deputy           |



If anything is deemed unsafe or assessed to pose a high risk, an action plan will be drawn up which specifies action requires, a reasonable time-scale for action and the person responsible for action and funding required.

As part of our commitment to a safe environment for all, we have a designated Health and Safety representative. This staff member will attend all necessary health and safety training and cascade this information on to Manager, Deputy and other staff at a monthly staff meetings.

In line with the HSE Managing Health and Safety, Hopscotch has a responsibility to ensure that we follow the RIDDOR and COSHH Legislations.

### Plug Sockets

Low-level sockets in rooms should have a unit or something safe positioned in front of them to help avoid children having access. Water play will be set up a minimum 2 metres away from any socket. Hopscotch follows safety advice from the Department of Health, Hopscotch Day Nurseries have made the decision to cease the use of electrical socket covers.

### RIDDOR

RIDDOR is reporting of injuries, diseases and dangerous occurrences regulations 1995. It is a legal requirement to report work related accidents, diseases and dangerous occurrences.

A report may need to be made on any of these incidents and it will need to include:

- The date and method of reporting
- The date, time and place of the event
- Personal details of those involved, and
- A brief description of the nature of the event

A record of any reportable injury, disease or dangerous occurrences will need to be kept for three years from the date of which it happened, and these must be kept confidential from other staff. Reports are made either to the Incident Contact Centre or the environmental health department of the local authority. See RIDDOR Policy for reportable injuries and for further information. Or call the RIDDOR Contact Centre: 0845 300 9923 or the Health Protection Agency: 0845 055 2022

### COSHH

COSHH is the Control of Substances that are Hazardous to Health legislation. We comply with this legislation. All products used for cleaning have been risked assessed prior to purchase and deemed safe to use. Staff have undergone training in their induction regarding the safe use of chemicals in the Nursery. All cleaning products are stored securely away from the children and all decanted chemicals used must have a COSHH label attached before use.

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| File Name:     | HS09-Health & Safety in the Nursery Policy 310321-Rev10 |              |        |
| Last reviewed: | March 2021  | Revision:    | 10     |
|                |   | Reviewed by: | FJD/SF |