**Health & Safety Policy**

**RATIONALE**

The Nursery must be a safe, secure and hygienic environment for children, families, visitors and staff.

**AIMS**

1. To monitor carefully the condition of the environment both inside and out and the resources within them.

2. To ensure all resources and resource areas are used correctly with regards to safety and hygiene.

3. To promote awareness and practice of personal hygiene.

4. To promote awareness and practice of personal safety.

5. To promote awareness and practice of food safety.

**OBJECTIVES**

1. Follow procedures in Management Circular No 20 – Health and Safety at Work Act 1974 in Education Services
2. To promote the washing of hands before entering the playrooms, before and after using the toilet, before and after handling food, after using ‘messy’ resources, after playing outside.
3. All fresh fruits to be washed before consumption.
4. All surfaces to be kept bacterially clean.
5. Chopping boards to be in a variety of colours for specific food use.
6. Temperature of the fridge to be monitored.
7. All utensils to be in good working order and condition.
8. All foodstuffs should be labelled and dated when bought/expiry.
9. Monitoring of the cleaning standards to be on-going and any concerns reported to CORDIA through the Head Teacher.
10. All spillages to be mopped-up and correct procedures followed for body spillages.
11. All resources to be in good working order and placed appropriately depending on whether children should or shouldn’t have easy access to them.
12. Fire Drills to be held regularly.
13. First Aid equipment to be inspected and replenished regularly by named first aider and recorded appropriately.
14. Visitors etc. to be informed about safety issues e.g. fire exits etc.
15. Environments to be checked immediately before children use them and any risks removed.
16. Equipment to be placed in a safe position, suitable for the planned activity.
17. Staff to encourage safe play at all times both inside and out.
18. Children to be made aware of ‘Road Safety’ and ‘Stranger Danger’.
19. Staff and children to be ‘sun safe’ and a high factor worn (factor 50).
20. Shaded areas outside to be identified in the event of a hot day.
21. Class Fire Registers to be taken every day and taken in the event of an evacuation.
22. Management Fire Registers to be stored in clerical office.
23. Staff awareness of lifting and bending.
24. Procedures for using the Accidents Book adhered to.
25. Risk Assessments completed for premises, outdoors and outings.
26. Provide adequate First Aid Facilities.
27. Provide a non-smoking environment.
28. All gates and doors to be closed when not in use and when entering or leaving the building.
29. All relevant staff members to be advised when key worker leaves the room.
30. Always position yourself so that you can see the full view of the room and be aware of all the children.
31. Regularly check and update the Allergy List.
32. Be aware of who is to collect a child; Nursery must be informed of any changes.
33. Electrical sockets to be covered when not in use.

The Health & Safety at Work Act requires all staff, including supply staff and contractors, working on the premises, to conduct themselves in a manner which they pose no risk to their own, or any other person’s, Health and Safety.

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