**Health and Safety – 5.2 Health and Safety General Standards**

**Table of contents**

Policy Statement ……………………………………………………………………………......................…………….1

Insurance cover ......................................................................................................................1

Procedures .............................................................................................................................1

Legal Framework ....................................................................................................................7

Guidance ................................................................................................................................7

**Policy Statement**

Little Apples maintains that the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, parents, staff and volunteers.

We aim to make children, parents and staff 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.

The members of staff responsible for health and safety are Joanne Whatley and Sharon Hilliard. They are competent to carry out these responsibilities.

We display the necessary health and safety poster in the staff kitchen cupboard.

**Insurance cover**

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed on the notice board.

**Procedures**

**Awareness raising**

Our induction training for staff and volunteers includes a clear explanation of health and safety issues so that all adults are able to adhere to our policy and procedures as they understand their shared responsibility for health and safety. The induction training covers matters of employee well-being, including safe lifting and the storage of potentially dangerous substances.

Records are kept of these induction training sessions and new staff and volunteers are asked to sign the records to confirm that they have taken part.

Health and safety issues are explained to the parents of new children so that they understand the part played by these issues in the daily life of the setting.

As necessary, health and safety training is included in the annual training plans of staff, and health and safety is discussed regularly at staff meetings.

We operate a no smoking policy.

Children are made aware of health and safety issues through discussions, planned activities and routines.

**Safety of adults**

Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.

When adults need to reach up to store equipment, they are provided with safe equipment to do so.

All warning signs are clear and in appropriate languages.

Adults do not leave on their own after dark.

The sickness of staff and their involvement in accidents is recorded. The records are reviewed termly to identify any issues that need to be addressed.

We keep a record of all substances that may be hazardous to health - such as cleaning chemicals, or gardening chemicals if used. This states what the risks are and what to do if they have contact with eyes or skin or are ingested. It also states where they are stored.

We keep all cleaning chemicals in their original containers.

Emergency contact and medical information is passed to emergency response personnel in the event of accident or serious illness.

All staff members are encouraged to protect their health and well-being during flu season.

**Eligibility**:

All full-time and part-time employees are eligible to claim reimbursement for a flu vaccination under this policy.

**Flu Vaccination Reimbursement**:

Employees may claim reimbursement for an annual flu vaccination received from an approved healthcare provider.

**Claim Process**:

* To claim the reimbursement, staff must submit proof of vaccination (e.g. receipt).
* Claims must be submitted within 30 days following the date of vaccination.
* Claims will be processed and reimbursed in the next available payroll cycle.

**Vaccination Locations**:

* The flu vaccination can be obtained at any licensed healthcare provider, including pharmacies.

**Confidentiality**:

* All claims and personal health information related to the flu vaccination will be treated with confidentiality and in accordance with the settings privacy policies.

**Encouraging Healthy Practices**:

Little Apples encourages all staff to take proactive health measures during flu season to minimize the spread of illness in the workplace. Vaccination is an essential step in maintaining a healthy and productive working environment.

**Windows**

Low level windows are made from materials that prevent accidental breakage or are made safe.

Windows are protected from accidental breakage or vandalism from people outside the building.

**Doors**

We take precautions to prevent children's fingers from being trapped in doors.

**Floors**

All floor surfaces are checked daily to ensure they are clean and not uneven, wet or damaged.

**Electrical/gas equipment**

All electrical/gas equipment conforms to safety requirements and is checked regularly. PAT testing is undertaken with the Village Hall safety checks.

Our boiler/electrical switch gear/meter cupboard is not accessible to the children.

Fires, heaters, electric sockets, wires and leads are properly guarded, and the children are taught not to touch them.

There are sufficient sockets to prevent overloading.

The temperature of hot water is controlled to prevent scalds.

Lighting and ventilation is adequate in all areas including storage areas.

**Storage**

All resources and materials from which children select are stored safely.

All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

**Outdoor area**

Our outdoor area is securely fenced.

Our outdoor area is checked for safety and cleared of rubbish before it is used.

Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides.

Where water can form a pool on equipment, it is emptied before children start playing outside.

When we have an outside sandpit, it is covered when not in use and is cleaned regularly.

All outdoor activities are supervised at all times.

**Hygiene**

We regularly seek information from the Environmental Health Department and the Health Authority to ensure that we keep up to date with the latest recommendations.

Our daily routines encourage the children to learn about personal hygiene.

We have a daily cleaning routine for the setting which includes playrooms, kitchen, rest area, toilets and nappy changing areas.

We have a schedule for cleaning resources and equipment, dressing-up clothes and furnishings.

The toilet area has a high standard of hygiene including hand washing and drying facilities and the disposal of nappies.

We implement good hygiene practices by:

* cleaning tables between activities.
* cleaning toilets regularly.
* wearing protective clothing - such as aprons and disposable gloves - as appropriate.
* providing sets of clean clothes.
* providing tissues and wipes.
* Using disposable towels.

**Activities and resources**

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 the setting.

The layout of play equipment allows adults and children to move safely and freely between activities.

All equipment is regularly checked for cleanliness and safety and any dangerous items are repaired or discarded.

All materials, including paint and glue, are non-toxic.

Sand is clean and suitable for children's play.

Physical play is constantly supervised.

Children are taught to handle and store tools safely.

Children who are sleeping are checked regularly.

Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.

Any faulty equipment is removed from use and is repaired. If it cannot be repaired it is discarded.

Large pieces of equipment are discarded only with the consent of the manager.

**Lone Working**

To ensure the health, safety, and welfare of employees who work alone or without direct supervision. Below outlines the measures we will take to manage the risks associated with lone working.

**Responsibilities:**

Management

* Ensure a risk assessment is conducted for all lone working activities.
* Provide training, resources, and support to ensure lone workers can perform their tasks safely.
* Ensure that lone workers have the necessary tools and communication devices.

Employees

* Comply with this policy and any associated procedures.
* Report any incidents, near misses, or safety concerns to the Manager immediately.
* Take reasonable care of their own health and safety. This may include carrying a mobile phone and / or locking all external entrances.

**Risk Assessment**

Risk assessments must be conducted for all lone working activities to identify potential hazards. The assessment should consider:

* The nature of the task.
* The working environment (e.g. location, lighting, temperature).
* Communication methods and emergency procedures.
* The experience and training of the lone worker.

Control measures must be put in place to reduce identified risks to an acceptable level.

**Emergency Procedures**

* Lone workers must be briefed on emergency procedures, including steps to take in case of illness, injury, or an unsafe situation.
* Emergency contact details must be readily available to all lone workers.

**Training**

All employees who work alone must receive training on:

* First aid
* Health and Safety
* Emergency procedures

Training records must be maintained and regularly reviewed to ensure ongoing competency.

**Reporting Incidents**

All incidents, near misses, or safety concerns related to lone working must be reported immediately to the Manager. Reports should include:

* A description of the incident.
* The time, date and location of the incident.
* Any injuries sustained or damage caused.

Incidents will be reviewed to identify root causes and implement corrective actions to prevent recurrence.

**Legal Framework**

<https://www.hse.gov.uk/legislation/index.htm>

**Guidance**

<https://www.teachearlyyears.com/nursery-management/view/health-safety-in-the-nursery>

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| **This policy was adopted by Little Apples of Bramley** |
| **On 6th September 2021** |
| **Date to be reviewed** |
| **Signed on behalf of the management committee *J V Whatley*** |
| **Name of signatory J V Whatley** |
| **Role of signatory Manager** |