



BROOK HOUSE NURSERY Ltd

HEALTH AND SAFETY POLICY

Brook House Nursery recognises its responsibility to ensure the health, safety and welfare of all its employees, of anyone who may be affected by its activities, and as a minimum to comply with all relevant statutory provisions and Codes of Practice.

The Nursery views the prevention of occupational ill health and accidents as being of key importance, as these result not only in personal suffering but reduced effectiveness.

The Nursery will aim to make available appropriate resources to ensure the successful implementation of this policy.

The provision of information, instruction, training, monitoring and supervision to staff will be to a standard required to enable effective implementation of this policy and the application of safe working methods and procedures.

The owner is ultimately responsible for health and safety throughout the Nursery. The implementation of this policy will be delegated as a management function, and monitored for effectiveness to ensure that the Nursery engages in its activities in a manner designed to provide for the safety and health of all who may be affected.

All Nursery employees should note, however, that each is also individually responsible for health and safety. The implementation of this policy is part of the normal management function, and is delegated through the line management chain. Every employee has a duty to cooperate in achieving its aims. Carrying out each task safely and without risk to health is an essential element in working professionally and to the required standard.

All contractors who work for the Nursery are required to accept the same standards of care for health, safety and welfare as the Nursery itself.

Risk assessment

Risk assessment is conducted regularly by all members of staff and an action plan issued to minimise identified hazards.

Gas and electricity

All appliances conform to safety requirements. They are used according to manufacturers' instructions and are not accessible to children at any time. Portable Appliance Testing (PAT) is carried out annually.

Security

Both inside and outside areas are secure for children and supervised at all times. The visitor book is kept to help regulate access to premises.

Outside area

All outside equipment is checked regularly for wear and tear and is used according to manufacturers' instructions.

The area is fenced and no one from outside the premises has access to the outside area.

Area is checked daily for any dangerous and/or poisonous plants and animal waste.

Children are being supervised at all times.

Fire safety

There are clearly defined procedures for emergency evacuation, which both staff and children are familiar with.

Fire drills are practiced regularly and recorded. Fire exits are not obstructed at any times and clearly marked.

Fire blanket, extinguisher, alarm and smoke detector which conform to BS EN safety standards are present and checked regularly by the manufacturers.

First Aid

At least one member of staff in each room has current first aid training certificate.

First aid boxes are easily accessible for staff but out of the reach of children.

The content of the boxes is checked regularly and replaced if necessary.

Accidents are dealt with promptly.

An accident book is kept and filled in accordingly.

Ill children/ Medicine/ HIV AIDS/ Pets

Please find separate policies on these subjects.

Food handling

The person responsible for handling food is fully aware of, and complies with, regulations relating to food safety and hygiene.

Hands are washed before preparing or eating food.

Raw fruit and vegetables are washed before being eaten.

Food is stored appropriately- raw and cooked separately; kept covered and refrigerated.

No coughing or sneezing is allowed near the food.

Separate cleaning cloths are used for kitchen area.

Appropriate utensils, crockery and pots are clean, undamaged and ready for use.

Ratio

Age of children	Number of staff to children
0-2	1:3
2-3	1:4
3-5	1:8 (nursery nurse) 1:13 (teacher)

Furniture, equipment, toys

All furniture, equipment and toys are safe for children and conform to the safety regulations.

They are used according to manufacturers' instructions.

They are appropriate for the age and stage of development of the children

They are regularly cleaned and checked for wear and tear.

They are replaced if broken or not suitable.

Emergency procedures

All emergency procedures are planned, well known to all members of staff and carried out promptly, accurately and calmly. All incidents are reported and recorded.

Information on children

Information required to contact parents in case of emergency or accident, is accurate and up to date. All members of staff know where the information is stored and use it according to the guidance. The information form includes names, address, telephone numbers of the parents as well as name and address of their GP.

Policy review date	Name and signature