



## **Health and Safety Policy**

**April 2025-April 2026**

The Acorn Childcare Centre aims to create a safe environment and to encourage ways of working which will ensure the safety of children, employees and all other persons who come onto the premises.

This policy is to be used in conjunction with the Malcolm Sargent Primary School Health and Safety Policy as this covers the whole site.

**The person responsible for the implementation of this policy is the Centre Manager.**

Acorn Childcare Centre has a Health and Safety committee that meet on a quarterly basis to ensure the Centre is working within current Health and Safety guidelines, minutes of committee meetings will be collated and displayed on the centre Health and Safety notice board for staff to view. The committee consists of the Centre manager and Health and Safety coordinator.

Matters concerning Health and Safety should be brought to her attention in the first instance. It is the responsibility of all staff to report any concerns regarding Health and Safety to the above-named person who is responsible for recording and acting upon them.

Staff members are responsible for the children in their care. They have a responsibility to work in a way which will ensure the health and safety of themselves and all other persons with whom they come into contact.

A Health and Safety poster will be clearly displayed within the premises.

Staff members will receive Health and Safety information as part of their induction and all staff members will undertake training to support Health and Safety where need is identified.

### **Risk Assessments**

- Formal risk assessments will be carried out yearly or immediately where the need arises.
- Daily risk assessments will be carried out on the inside and outside of the building.
- All written risk assessments will be kept on site.
- Specific risk assessments will be undertaken for all outings and for delivery to and collection from school.

### **Accident reporting**

- Practitioners will record details of all accidents, children's accidents are recorded electronically, these are collated at the end of each month and figures will be used for analytical purposes, accident forms are securely archived in the Health and

Safety drive. Where staff have accidents paper forms are provided for details of the accident to be recorded. Copies of paper accident forms are archived electronically.

- Details of investigations into accidents and incidents are kept, investigating officers are usually members of the Health and Safety committee
- The Health and Safety committee will be responsible for reporting all accidents that are considered a 'RIDDOR'

### **Reporting of Injuries, Diseases and Dangerous occurrences (RIDDOR)**

RIDDOR is the law that requires employers, and other people in charge of work premises to report and keep records of all:

- Work related fatalities
- Work related injuries
- Diagnosed cases of reportable occupational diseases
- Dangerous occurrences (incidents with potential to cause harm)

Members of the Health and Safety Committee will be responsible for reporting all RIDDOR accidents

### **Insurance**

The Acorn Childcare Centre holds public and employer's liability insurance. The public liability insurance certificate is displayed in the main entrance.

### **Fire**

- The safe evacuation of the building is of primary importance. A written fire evacuation notice is always displayed in all rooms. This will include information on raising the alarm and the named fire assembly point(s) away from the building.
- Exits will be kept clear. If it is necessary to lock any outside door this will be done by bolt or Yale catch and not a key. **NB** where the only option and for the safety of the children, it is necessary to use a key, the key will be located on a hook by the door.
- Fire doors will be always closed.
- A practice evacuation drill will be carried out a minimum of once each full term. Routes and times/days will be varied and recorded.
- Fire appliances will be checked annually by a competent contractor and the staff aware of their position.
- All heaters will be guarded, and nothing will be placed on top of fireguards.
- Fire information will be provided as part of staff induction.

### **Electrical Appliances**

- All electrical appliances will be PAT tested every three years or more often if appropriate.
- Electrical equipment faults will be reported to the Manager.
- Televisions, audio and computer equipment etc will be unplugged when not in use.
- Electrical leads will be placed so that they do not trail in such a way as to be dangerous.
- No liquid containers will be placed near to any electrical appliance.
- All electric socket points will have covers in place when not in use.

### **Buildings and Equipment**

- Any faults will be reported to the Manager who will contact the relevant person.
- Equipment will be checked and cleaned at regular intervals and records kept.
- Equipment will conform to the required legislative standards.

**General**

- The premises will be kept tidy to reduce the risk of accidents.
- Hot drinks will not be consumed in the presence of children.
- Equipment will be stored appropriately.

**Car Parking**

- Care will be exercised when cars are moved. This applies to staff, parents and visitors.

**Hygiene**

- It is the responsibility of all staff to maintain impeccable standards of hygiene.

**The Centre will ensure that:**

- Paper towels/hand dryers and soap will be provided for hand washing.
- The importance of hand washing after using the toilet, before handling food and after handling animals is stressed to staff and to children.
- Toilet areas are regularly checked.
- Disposable gloves are available to be worn when coming into contact with bodily fluids.
- Young children are escorted to the toilets and a step and toilet seat is provided for their use if required.
- Information will be obtained from the environmental health department on up-to-date legislation.
- Tissues are freely available and information on appropriate disposal is displayed/children informed.
- Surfaces are cleaned with antibacterial spray.

**Storage of cleaning materials**

- Any potentially dangerous substance will be kept out of the sight and reach of children in their original containers and in a locked cupboard.
- Screw tops of containers will be tightly closed.
- COSHH legislation will be followed.

**Display screen equipment**

Display screen assessments will be carried out by the Health & Safety Officer for Nursery staff and administrative staff who regularly use laptops or desktop computers. Remedial action or equipment will be provided to the user as required by the Childcare Centre. The Health & Safety Officer is trained to conduct display screen assessments.

Those staff who use display screen equipment are entitled to eye tests at the cost of the Childcare Centre. If corrective lenses are required specifically for DSE use, these will also be at the cost of the school. Staff should apply to the Business Director in advance for refunds as appropriate. A nominal maximum payment for eye tests and corrective lenses will be £50 and £100 respectively which is expected to pay all reasonable costs.

**Smoking and Vaping**

- There is strictly no smoking or vaping allowed on the premises, including the outdoor area.
- Staff members are not permitted to smoke or vape during hours of duty and failure to observe this policy will result in disciplinary action.
- It is illegal to sell cigarettes to children under 18.
- It is illegal for children under 18 to smoke in public.

## **Alcohol/Drugs**

There is strictly no alcohol or drugs allowed on the premises of the Centre:

- It is illegal for children under 18 to buy alcohol and drink in public.
- All staff/ volunteers are not permitted to work if under the influence of alcohol and or any other substances which may affect their ability to care for children and failure to observe this policy will result in disciplinary action. This includes both prescribed and non-prescribed drugs.
- Where an employee is taking strong medication which may affect their ability to care for children, this should be disclosed to the management and medical advice be sought. The employee will only work directly with the children if the medical advice is that the medication is unlikely to impair their ability to look after the children.
- The Centre will not tolerate on the premises any parent/carer under the influence of alcohol or any other substance. Any parent under the influence of alcohol or any other substance will be refused admission, and the Centre will determine if it is appropriate and safe for the child to leave with them.

## **Solvents**

There are strictly no solvents allowed on the premises of the Centre:

- It is illegal to sell solvents to children under 18.
- All glue or similar used at the setting will be safe to be used by children and children will be supervised in the use of them.
- Any solvents brought onto the premises by a child will be removed from them and parents/carers informed.

## **Animals**

Risk assessments will be undertaken before children encounter animals/pets:

- The Centre will ensure that any animal visiting the setting is free from disease.
- The Centre will ensure that the setting pets (if any) are free from disease and safe for the children.
- Children will be required to wash their hands after contact with animals.
- The Centre will be mindful of children who suffer from pet allergies.

## **Supervision of Children**

- In or out of the building, children will be always supervised in accordance with the adult: child ratio as set out in the EYFS requirements.
- Special care will be taken when children are using apparatus. All equipment will be checked to ensure it is stable and secure before use. All children will be taught the correct use and care of equipment.
- Children's arrival/departure time will be recorded on the registers.
- Records will be properly maintained. Any required alterations will be by a single line through the original entry. No original entry will be erased.
- When children are taken off the premises their whereabouts will be recorded. Parents will always be informed and asked for written consent.
- Any vehicle used will have current tax, MOT certificate, and insurance certificate and be in road worthy condition. All children will be restrained in an appropriate seatbelt. All drivers will have a full driving licence.

- At least one staff member on duty or on outings will hold an appropriate paediatric first aid certificate.
- The Centre will have its own first aid kit on the premises, the contents of which will be checked, replaced and updated regularly.
- The staff member responsible is Lorna Hodgett.
- Any medication required to be on the premises will be stored appropriately in accordance with product instructions and must be within the original container in which it is dispensed.
- Accident & First Aid and Illness & Medication Policies will be followed.

## **Food**

- Adults will not be involved in the preparation of food if suffering from any infectious/contagious illness or skin condition.
- All staff involved in handling food will comply with regulations relating to food safety and hygiene. Practitioners are not permitted to reheat pre-cooked food from home, Practitioners will however be able to reheat store bought baby and toddler meals.
- All staff handling food will successfully complete a food hygiene course before handling food.
- Different cloths will be used for kitchen, toys and toilet cleaning.
- Raw and cooked food will be prepared on separate surfaces.
- All fresh fruit and vegetables will be washed thoroughly before use.
- All utensils will be kept scrupulously clean and stored in a dust free container.
- Fresh drinking water will always be available.
- Drinking beakers will be washed in hot soapy water after use.
- Any cracked or chipped items will be disposed of immediately.
- All food will be kept in an airtight container or appropriately covered/stored.
- Children will be always supervised when eating.
- Kitchen facilities/equipment will be cleaned daily and white goods, i.e. fridge/freezer within the weekly routine, records will be kept.
- Fridge/freezer temperatures will be checked daily and recorded.
- Packed lunches will be stored appropriately.
- All uneaten food of children who are having packed lunches will be returned to the parent in order that they are able to make judgements about their child's diet.
- The Centre will submit to regular checks by the environmental health department.
- The Centre will ensure that in the event of any food poisoning affecting two or more children looked after on the premises Ofsted and the Environmental Health Department will be notified within 14 days.

## **Sun Care**

- No children under the age of 6 months will be exposed to the sun.
- No children will be exposed to sunlight unless their skin is adequately protected.
- Sun cream will only be applied to children with prior written consent from parents.
- All sun cream will be supplied by the parent, enclosed in its original container and labeled appropriately.
- Parents will also be asked to provide sun hats and appropriate clothing for children to protect them from the sun.
- The Centre will endeavor to avoid exposure to the sun when it is at its strongest, between 12 noon and 3pm.

<b>This policy was adopted on</b>	<b>Signed on behalf of the nursery</b>	<b>Date for review</b>
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<i>April 2024</i> <i>Reviewed February 2025 - SK</i>	<i>Lorna Hodgett</i>	<i>April 2026</i>
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