



Oakbridge Little Learners LTD
66-68 Bridge Cross Road
Burntwood, Staffordshire, WS7 2BY
contact@oakbridgelittlelearners.co.uk
01543 686099



HEALTH AND SAFETY POLICY

The Legal Framework for this policy is in accordance with

- The EYFS Statutory Framework
- Health & Safety at Work Act 1974 (HASWA)
- Management of Health & Safety at Work Regulations 1999 (as amended)
- The Workplace (Health, safety & welfare) Regulations 1992
- The Corporate Manslaughter & Corporate Homicide Act 2007

Responsibilities

Responsibility for Health and Safety in the nursery is that of Lauren Muffet and Lyn Lawrence alongside Fletcher Associates Group. The setting manager has final responsibility for this policy being carried out in the setting, the deputy nursery manager will be responsible in his absence.

All staff have the responsibility to co-operate to achieve a healthy and safe environment and to take reasonable care of themselves and others. Neglect of health and safety regulations will be regarded as a disciplinary matter.

Whenever a member of staff notices a health or safety problem, which they are not able to put right, they must immediately report to the appropriate person.

Our aims are to provide a healthy, safe and secure environment promoting the wellbeing of staff and children.

Physical environment

The premises are safe and secure and organised in a way that meets the needs of children and adults. We recognise the importance of providing adequate indoor and outdoor space as set out in the EYFS.

Equipment

Furniture, equipment and toys are provided which are appropriate for their purpose and help to create an accessible and stimulating environment. They are of suitable design and condition, well maintained and conform to safety standards.



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Safety

The Health & Safety coordinator takes positive steps to promote safety within the setting and on outings and ensures risk controls are taken to prevent accidents / safety of children and staff.

The Setting Manager and Health & safety lead person is responsible for:

- Ensuring safe systems of work are in place.
- Ensuring that staff have relevant First Aid Certificates, and there is always a qualified First Aider on the premises.
- The security of premises and outside area including keeping doors/gates shut, controlling visitor access and ensuring visitors sign in and out and that they are correctly managed.
- Ensuring Risk Assessments are in place and reviewed regularly.
- Fire drills and clearly defined evacuation procedures are displayed, and staff are aware of these.
- Premises / equipment are clean, safe and fit for their purpose.
- Clearly defined hygiene procedures and staff awareness including hand washing, food preparation and changing children who have toileting accidents.
- Procedures for medicine administration; (see medicine administration policy)
- Contents of First Aid Box are checked on a regular basis.
- Accident Records are kept including examining cause of all accidents.
- Staff / child ratios are correct for adequate supervision.
- Keeping hazardous substances (COSHH) out of reach from children and in original containers.
- Ensure staff members are aware and abide by recommended lifting and handling procedures.
- Ensuring correct use of personal protective equipment (PPE) by staff.
- Housekeeping, cleaning and waste disposal procedures are properly carried out.
- Always ensuring a smoke free environment.



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- Prohibit any contractor working on the premises without prior discussion with the nursery to negate any risks to the staff or children.
- All equipment is cleaned on a regular basis to ensure that the spread of infection is minimised.
- All equipment and materials are risk assessed before first use and regularly after that to ensure the minimisation of any risk to children or staff.
- Ensuring staff & parents are aware & adhere to the camera & mobile phone, smart watch policy.
- Staff dress code is smart and practical with sensible shoes.
- Ensure that children are always supervised and in sight of an adult and not left unattended in any room. No student should be left unsupervised at any time.
- Ensure that no inappropriate jewellery is worn (body piercings)

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