**Health & Safety Policy**

**Purpose of Policy**

The Company is committed to ensuring, as far as is reasonably practicable, the health, safety and welfare at work of its employees and the children using its services. This policy sets out broadly the legal responsibilities owed by both the nursery and staff in relation to health and safety issues in the workplace.

Rainbow Nursery is committed to providing safe and healthy working conditions through the control of health and safety risks arising from our work activities, the provision and maintenance of equipment, consulting with our staff, providing appropriate information, instruction, training and supervision and taking all steps which are reasonably practicable to prevent accidents.

The Company recognises its health and safety duties under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1992 and all relevant regulations and codes of practice made under these Acts from time to time.

This policy applies to those working at all levels, including managers, directors, employees, contractors, part-time and fixed term employees, casual and agency workers and volunteers (collectively referred to as staff in this policy).

**Company Responsibilities**

The Company has a duty to ensure so far as is reasonably practicable, the health, safety and welfare at work of all its employees, which requires that regard is had to:

* The provision and maintenance of safe plant and systems of work to ensure that they are safe and without risk to health.
* Assessing risks to health & safety and identifying ways to overcome them.
* Arrangements for ensuring and maintaining health and safety in connection with the use, handling, storage and transport of articles or substances.
* The provision and maintenance of a working environment for employees that is without risk to health in such a condition so that it is safe from and without risk to health (including access to and exit points and appropriate emergency procedures for use when needed (and the provision of adequate facilities and arrangements).
* The provision of such information, training, instruction and supervision as is necessary to ensure the health and safety at work of all employees.

The nursery is also under a duty to ensure that any people not employed by it, including the children within the nursery’s premises, are not exposed to risks to their health and safety. This obligation also includes subcontractors and visitors to the nursery’s premises.

**Visitors**

Before gaining entry to the premises, all visitors must show identification or explain the purpose of their visit to a senior member of staff. All visitors must sign the visitor’s book on request. You must only allow access to parents/carers after they have identified themselves and should alert senior staff immediately to any other visitors. All visitors to the nursery are required to be made aware of the fire and evacuation procedures.

**Physical Environment**

You must monitor workspace and playrooms to ensure a safe physical environment for staff and children. The following checks must be made daily and should be monitored throughout the day:

* Fire Exits should be kept clear.
* All equipment, and particularly play equipment, should be checked for safety and state of repair.
* Spills of food or fluid should be wiped up immediately.
* Outdoor play areas should be checked for any potential hazards before children or young people enter the area.
* Outdoor equipment should be checked for safety before use.

**Panic Alarms**

The panic alarms are connected to the office in order to alert management of an emergency situation. These are situated in the disabled toilet in the hall and baby room milk kitchen. Alarms should only be used if urgent assistance is required and you are unable to attract attention in any other way. Specific incidents are not detailed but staff should use their common sense and not use the alarm for minor incidents.

**Registers**

Each playroom should have their own register. Each child/young person should be marked present at the beginning of their session and marked out when they are collected by parents. The staff member on early shift should have the responsibility for maintaining the register until the end of the shift when it should become the responsibility of the late shift person.

A register of employees and their attendance will be completed daily but the nursery administrator. Staff will also be responsible for signing in and out of playrooms using the room register at the beginning of their shift, leaving for and returning after lunch and at the end of their shift.

**Manual Handling**

You should also be aware of their position and technique when handling large equipment or when lifting children or young people. Where possible, staff and trainees should use crates or trolleys to lift equipment.

If you are in doubt about their ability to handle large equipment or lift children/young people you should raise your concerns with a senior staff member.

Further advice on lifting and handling can be found in the Manual Handling Policy.

**Health and Safety Risk Assessment**

The nursery has a duty to care to take reasonable steps to protect the health and safety of all employees and children/young people using its facilities. A risk assessment requires the nursery to identify the hazards, evaluate the risks and determine the necessary control measures associated. The risk assessment will also identify who is at risk from each hazard and will include consideration of all the work procedures in place at the time of the assessment. The purpose of risk assessments is to determine and implement measures that will prevent, or at least protect against, the hazards identified.

**National Health Alerts**

In the event of an epidemic or pandemic alert we will organise our business operations and provide advice on steps to be taken by staff, in accordance with official guidance, to reduce the risk of infection at work as far as possible. Any questions should be referred to the nursery manager. It is important for the health and safety of all our staff that you comply with instructions issued in these circumstances. Failure to do so will be dealt with under our Disciplinary Procedure.

**Date Completed: October 2023**

**Review Date: October 2024**

*This policy will be monitored in line with relevant legislation and good practice guidelines.*