



## Health and Safety General Policy

At BELC, we aim to provide and maintain safe and healthy working conditions, equipment, and systems of work for all our employees and a safe early learning environment in which children learn and are cared for. To develop and promote a strong health and safety culture within the ELC for the benefit of all staff, children, and parents we provide information, training, and supervision. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

The allocation of duties for safety matters and the arrangements which we will make to implement our health and safety procedures are set out within this policy and we make sufficient resources available to provide a safe environment.

### **Aims and objectives:**

The aim of this policy statement is to ensure that all reasonably practical steps are taken to ensure the health, safety and welfare of all persons using the ELC premises.

To achieve this, we will actively work towards the following objectives:

- Establish and maintain a safe and healthy environment throughout the setting including the outdoor spaces.
- Establish and maintain safe working practices amongst staff and children.
- Plan for ensuring safety and the minimizing of risks to health in connection with the use, handling, storage and transport of hazardous articles and substances.
- Ensure the provision of sufficient information, instruction, and supervision to enable all people working in or using the ELC to avoid hazards and contribute positively to their own health and safety and to ensure that staff have access to regular health and safety training.
- Maintain a healthy and safe nursery with safe entry and exit routes.
- Formulate effective procedures for use in case of fire and other emergencies and for evacuating the nursery premises. Practice this procedure on a regular basis to enable the safe and speedy evacuation of the ELC.
- Maintain a safe working environment for pregnant workers or for workers who have recently given birth, including undertaking appropriate risk assessments.
- Maintain a safe environment for those with special educational needs and disabilities and ensure all areas of the ELC are accessible (wherever practicable).
- Provide a safe environment for children to learn in.
- Encourage all staff, visitors, and parents to report any unsafe working practices or areas to ensure an immediate response by the management.

We believe the risks in the ELC environment are low and we will maintain the maximum protection for children, staff, and parents. To achieve this, we will:

- Ensure all entrances and exits from the building, including fire exits are clearly identifiable and always remain clear.
- Regularly check the premises room by room for structural defects, worn fixtures and fittings or electrical equipment and take the necessary remedial action.
- Ensure that all staff, visitors, parents, and children are aware of the fire procedures and regular fire drills are carried out once in each term and an annual fire drill in partnership with the Civil Defence.
- Have the appropriate fire detection and control equipment which is checked regularly to make sure it is in working order.
- Ensure that all members of the staff are aware of the procedure to follow in case of accidents for staff, visitors, and children.
- Ensure that all members of the staff take all reasonable action to control the spread of infectious diseases and wear protective gloves and clothing where appropriate. (The setting will have an Infection Control policy in place.)
- Ensure there are suitable hygienic changing facilities.
- Prohibit smoking on the setting's premises. (The setting will have a No Smoking policy in place.)
- Prohibit any contractor from working on the premises without prior discussion and approval of the Nursery Manager/ Nurse of the ELC.
- Encourage children to manage risks safely and prohibit running inside the premises unless in the designated areas.
- Risk assess all electrical sockets and take appropriate measures to reduce risks where necessary and ensure no trailing wires are left around the setting.
- Ensure all cleaning materials are placed out of the reach of children and kept in their original containers.
- Wear protective clothing when serving food.
- Prohibit certain foods that may relate to children's allergies, e.g., peanuts are not allowed in the setting.
- Follow the allergies and allergic reactions policy and procedures for children who have allergies. (The ELC will have an allergy policy in place.)
- Ensure risk assessments are undertaken on the storage and preparation of food within the nursery.
- Familiarize all staff and visitors with the position of the first aid boxes and ensure all know who the appointed first aiders are.
- Provide appropriately stocked first aid boxes and check their contents regularly.
- Ensure children are always supervised.
- Ensure no child or volunteer is left unsupervised at any time.
- Ensure the ELC staff's Paediatric first aid certificates are made available to the parents/ carers.

**Responsibilities:**

Responsibility for Health and Safety in the ELC will be that of the Nursery Manager and

the Nursery Nurse.

The ELC owner has the overall and final responsibility for this policy being carried out at Belinay Early Learning Centre.

All employees have the responsibility to co-operate with senior staff and the nursery manager to achieve a healthy and safe nursery and to take reasonable care of themselves and others. Neglect of health and safety regulations/duties will be regarded as a disciplinary matter. (In compliance with the ELC Disciplinary Policy.)

Whenever a member of a staff notices a health or safety problem which they are not able to rectify, they must immediately report it to the nursery manager/ school nurse. Parents and visitors are requested to report any concerns they may have to the nursery manager.

Daily contact, periodic staff meetings and health and safety meetings shall provide consultation between management and employees. This will include health and safety matters.

#### **Health and safety training:**

Health and safety training on First Aid, Dealing with Blood, Safeguarding/Child Protection, Fire Safety Procedures, Use of Fire extinguisher, Changing of Nappies, Hygiene, Allergy awareness, Administration of medication, Supervision and Appraisal will be covered in all induction training for the new staff.

#### **Health and safety arrangements:**

- All staff are responsible for general health and safety in the setting.
- Risk assessments will be conducted on all areas of the ELC, including rooms, activities, outdoor areas, resources, and cleaning equipment. (The setting will have an in-depth Risk Assessment policy in place.)
- These are reviewed at regular intervals and when arrangements change.
- All outings away from the ELC (however short) will include a prior risk assessment – more details are included in the ELC's outings policy.
- All equipment, rooms and outdoor areas will be checked thoroughly by staff before children access them or the area. These checks will be recorded and initialled by the staff responsible. Unsafe areas will be made safe/removed from the area by this member of the staff to promote the safety of children. If this cannot be achieved, the nursery manager will be notified immediately.
- We provide appropriate facilities for all children, staff, parents, and visitors to receive a warm welcome and provide for their basic care needs, e.g., easy to access toilet area and fresh drinking water.
- The ELC will adhere to the Control of Substances Hazardous to Health Regulation (COSHH) to ensure all children, staff, parents, and visitors are safe in relation to any chemicals we may use on the premises. (In compliance with the ELC's Handling of Hazardous Materials policy).
- All staff and children will receive appropriate training in all areas of health and safety which will include risk assessments, manual handling, and fire safety. We may also use

benefit risk assessments for particular activities and resources for children.

- We have a clear accident and first aid policy to follow in the case of any person in the ELC suffering injury from an accident or incident.
- We have a clear fire safety policy and procedure which supports the prevention of fire and the safe evacuation of all persons in the setting. This is to be shared with all staff, students, parents, and visitors to the ELC.
- We will review accident and incident records to identify any patterns/hazardous areas.
- All health and safety matters are reviewed informally on an ongoing basis and formally every six months or when something changes.
- Staff and parents can contribute to any policy through the suggestion scheme and during the regular meetings held at the setting.

### **Health and Safety in the Office:**

At BELC, we take the welfare of our employees seriously and put safeguards in place to help protect the health and safety of all employees. This includes any staff who are required to undertake office duties as part of their role including sitting at a computer.

We carry out risk assessments to assess any health and safety risks to employees carrying out office duties and provide appropriate equipment for their role. If an employee requires additional support, they will let the manager know as soon as possible.

WHERE  
LITTLE MINDS  
BLOSSOM

