

# Health and safety policy for Ladybird Montessori Nursery

## Policy statement

This setting believes that the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, parents, staff and volunteers.

- **Our member of staff responsible for health and safety is: Charlotte Henderson**
- **Day to day responsibility for ensuring this policy is put into practice is delegated to the member of staff in charge on the day.**
- We display the health and safety law poster in **the classroom cupboard.**

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## Insurance cover

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed on our notice board.

## General policy

Our induction training for staff includes an explanation of health and safety issues so that all adults are able to adhere to our policy and procedures as they understand their shared responsibility for health and safety. The induction training covers matters of employee well-being, including safe lifting. Records are kept of these induction training sessions and new staff and volunteers are asked to sign the records to confirm that they have taken part.

- Health and safety issues are explained to the parents of new children so that they understand the part played by these issues in the daily life of the setting. Eg infection and illness policy and collection and drop off to nursery.
- As necessary, health and safety training/topics are included in the annual training plans of staff, and health and safety is discussed regularly at staff meetings.
- We operate a no smoking policy.
- Children are made aware of health and safety issues through discussions, planned activities and routines. Eg walking in the classroom, carefully carrying scissors etc

### First aid

All staff are aware of how to locate the first aid box and accident book.

Accidents and ill health at work reported under RIDDOR WHEN REQUIRED.

## Safety of staff

- Adults are provided with guidance about the safe storage, movement and lifting of large pieces of equipment eg, the sandpit and packing away furniture..
- The sickness of staff and their involvement in accidents is recorded. The records are reviewed every term by the head teacher to identify any issues that need to be addressed.
- Staff are made aware of fire procedures during induction.

## Doors and Floors

- We take precautions to prevent children's fingers from being trapped in doors by carefully watching the children when opening and closing doors.
- Floor surfaces are checked daily to ensure they are clean and not wet or damaged.

## Electrical equipment

- Our boiler/electrical switch gear/meter cupboard is not accessible to the children.
- Heaters and plug sockets are properly guarded and the children are taught not to touch them.
- There are sufficient sockets to prevent overloading.
- The temperature of hot water in the classroom is controlled to prevent scalds.
- Lighting and ventilation is adequate in the classroom.

## Outdoor area

- Our outdoor area is checked for safety and cleared of rubbish before it is used.
- Adults and children are alerted to the dangers of poisonous plants, stinging nettles on walks.
- All outdoor activities are supervised at all times.

## Hygiene

- Our daily routines encourage the children to learn about personal hygiene.
- We have a daily cleaning routine for the setting which includes cleaning the tables, kitchen, and nappy changing mat. We wear disposable gloves as appropriate;
- The layout of play equipment allows adults and children to move safely and freely between activities.
- All equipment is regularly checked for cleanliness and safety and any dangerous items are repaired or discarded. All materials, including paint and glue, are non-toxic.
- Sand is clean and suitable for children's play.
- Physical play is constantly supervised.
- Children are taught to handle and store tools safely.
- Children who are sleeping are checked regularly.
- Any faulty equipment is removed from use and is repaired. If it cannot be repaired it is discarded.

Signed updated by c.henderson

Date 01/09/17

Subject to review

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