

Health and Safety at work act 1974
Safety policy

- * General Statement of policy**
- * Organization**
- * Arrangements**

The employers at THE LITTLE WENDY HOUSE DAY Nursery are committed to ensure the health and safety of all employees. Resources, as necessary will be provided to maintain safe and healthy work and working conditions. Training and supervision will be given. An accident book is provided where personal injury to health and accidents are collected and analyzed consultation with all staff is encouraged to ensure an effective participation. The employer is aware of the responsibility under sections 7 and 8 of the health & safety at work act. The health and safety is a 'mutual objective' of the management and staff. The final responsibility for the above is with DAVID MIDDLETON; general responsibility will be with the manager DONNA MIDDLETON.

In the absence of David Middleton responsibility for health and safety will fall to the following:

**Donna Middleton
Gemma Middleton
Julie Barnes
Helen Mcgeough**

1 Housekeeping

Maintenance of floors and tidiness are the responsibility of each and every staff member in addition to the staff who are specifically employed for the same.

2 Protective Clothing

Staff have a uniform to wear. Separate plastic disposable aprons and gloves are supplied for nappy changing and food handling preparations and cleaning duties.

3 Fire Drills

Instructions as to the action to be taken on the outbreak of fire or upon hearing the fire alarm on these premises are posted at all main fire exits, doors and adjacent to the fire push button points situated at recommended points around nursery premises. Every employee/student must be familiar with them.

In the event of a fire drill, all children will be evacuated to the outside area through the back gate and to the car park opposite where staff will check call children have been evacuated and manager to check that all staff are present as well.

4 Fire Alarms

The fire alarm will be tested on a weekly basis on Wednesday morning at 10.30am. A record of every drill will be recorded by fire marsal in the fire log folder. A fire drill will be carried out every 3months or every time a new member of staff starts the setting.

5 Fire Appliances

A full inspection of fire appliances is made annually by GUARDIAN FIRE SERVICES. (Due in AUGUST of each year)

6 First Aid Boxes

These are situated in all childrens rooms and one on each floor in hallways, and the qualified First Aid Certificate holder is responsible for restocking and for overall checking of the first aid equipment

- 1. Samantha Mcdonald**
- 2. Donna Middleton**
- 3. Gemma Middleton**

7 Accident Injuries

In the event of accidental injury to any person/child or student whilst on the premises, the accident must be notified to employer and manager or senior member of staff on duty at all times. Details must be recorded in accident book situated in Toddler changing room. For major injuries 'Riddor' instructions will be followed by the manager. All childrens accidents need to notified to parents on day of injury and signature obtained and filed if it was to be a serious accident then parents will be notified immediately.

8 Handling of Food

DEBI MIDDLETON Holds the certificate in basic food and hygiene along with all other staff members, aprons are provided. All staff who assists in reheating and supervision at lunch times/tea times must wear disposable aprons and strict hand washing regulation applies, using correct hand washing sinks

9 Working With Children

Maintain safe, tidy play areas at all times. Use equipment only for recommended age groups. Report damaged broken equipment immediately. Toys are washed periodically and sterilized as and when applicable. Follow recommended guidelines for:

- 1 Food Handling**
- 2 Nappy Changing**
- 3 Outdoor Plays**
- 4 Cleaning as necessary**

10 Rubber gloves and aprons

Rubber gloves are provided in each area for cleaning procedures. Staff are requested to wear them for any cleaning duty.

11 C.O.S.H.H

Control of Substances Hazardous to Health - All staff who accidentally come into contact with chemicals must seek assistance and obtain appropriate treatment.

12 Risk Assessments

Safety is manual handling/lifting/safety tips for each section of the nursery from kitchen, playrooms to office is explained to staff on induction. Manager/staff check toys/carpets for safety and constant assessment and improvement undertaken by manager/owner with a review of risk assessments every 12months or at an earlier stage if required.

13 RIDDOR '95

Reporting of injuries, Diseases and dangerous occurrences regulation 1995. Major and recurrent minor accidents, poisonings, skin disease, hepatitis, tuberculosis and dangerous occurrence to all concerned should

be reported to the manager/owner for prevention action to be taken and for notifying the appropriate authority as per regulation.

*This document has been issued to all employees at:
THE LITTLE WENDY HOUSE DAY NURSERY and will be issued to new employees.*