

[Link to Statutory Framework for the Early Years Foundation Stage.](#)

Section 3. Suitable people. Staff taking medication. Staff qualifications, training, support and skills. Health. Safety and suitability of premises, environment and equipment.

Health and Safety Policy

CHILDREN

Topsham House Day Nursery has a Health and Safety Policy which provides a clean, safe and hygienic environment for all who work and attend there.

We are committed to comply with the regulations required by Environmental Health Department Fire regulations and COSHH.

Risk assessments are carried out as necessary and are available when requested.

Topsham House will -

1. Appoint a Health and Safety officer. KAREN HAYLETT
2. Appoint a first aid officer. KAREN HAYLETT /PAULA HUNT
3. Provide first aid kits that are regularly inspected.
4. Ensure that all accidents/incidents are recorded in the Accident Book and that parents are notified.
5. Ensure that children are always supervised.
6. Ensure that all sleeping children are checked at regular intervals.
7. Ensure that plastic bags are not present in group rooms.
8. Prevent children from entering the kitchen.
9. Ensure that all electric sockets are covered when not in use.
10. Ensure that staff does not take hot drinks into group rooms/ corridors.
11. Ensure all medications are stored safely and administration is recorded.
12. Ensure that all children wash their hands after toileting and before meals. They will also be encouraged to be socially independent.
13. Ensure that all broken or damaged equipment is reported to the Health and Safety officer and removed from the premises.
14. Encourage children to walk around the nursery and treat it and the equipment with respect.

15. Ensure that regular fire drills are carried out.

16. Ensure all group rooms maintain the temperature of 60-70 degrees Fahrenheit throughout the day.

STAFF AND VISITORS

The staff at Topsham House Day Nursery are highly experienced and trained nursery practitioners. They are committed to creating a safe and stimulating day care setting. The quality of the premises and equipment is kept to a high standard and any parents, staff and visitors observing that this is not the case should report it to the Health and Safety Officer or Manager, and it will be dealt with promptly.

1. Smoking is prohibited on the premises.
2. Suitable footwear and uniform is worn at all times.
3. Staff will not take hot drinks into group rooms.
4. All staff handling food will ensure that their hands have been washed thoroughly.
5. Staff will ensure a high standard of cleanliness.
6. All staff equipment will be stored safely and out of the reach of children.
7. All free standing equipment will be secured.
8. All cleaning materials will be stored in a locked cupboard. Bleach is not stored on the premises.
9. Work requiring the use of ladders or standing on furniture will not be carried out in the presence of children.
10. All group room doors are kept closed.
11. Students will not be given sole charge of children.
12. Visitors and contractors are accompanied at all times by a member of staff.
13. Staff will ensure that all children on changing mats will not be left unattended.
14. Staff must wear disposable gloves when dealing with any bodily fluids.
15. Staff must wear disposable gloves and a tabard when changing a child's nappy. The tabards are washed daily.
16. The Health and Safety officer will carry out regular inspections in all group rooms and report to the Manager.

17. A full inspection of the nursery and equipment will be made by the Health and Safety officer on a monthly basis.

Please Note

The policies of Topsham House are under continual review in the light of team discussions and its effectiveness. Policies may be amended at any date and any revisions are handed to staff accordingly.

The annual review takes place in June. This policy was updated November 2014 PH