Tots 2 Toddlers

Health and Safety

Intent of Policy:

Tots 2 Toddlers is committed to ensuring that all setting practices are carried out within the requirements of the Health and Safety and Work Act 1974 and the Management of the Health and

Safety at Work Act 1999.

Implementation of Policy:

Tots 2 Toddlers is committed to:

* Developing the appropriate setting structure and culture, which supports the concept of risk management by all members of the staff team.
* Adequately resourcing health and safety measures including planning and implementation of any health and safety requirements.
* Developing, in all members of the staff team, an understanding of health and safety, through training in health and safety requirements and risk assessment implementation.
* Continual monitoring and evaluation of health and safety requirements in line with current legislation, including the review of all policies and practices to ensure that staff continues to improve standards of performance.

Who is Responsible?

* It is the responsibility of all members of staff to ensure that health and safety regulations are adhered to and that the health and safety of the children and other members of staff are not compromised in any way.
* It is the responsibility of the manager to ensure that the health and safety of the setting as a whole remains within legislative requirements and that the health and safety of all setting users, including children, staff and parents and carers is not compromised in any way.
* The nursery has an appointed health and safety officer, who is named on the ‘Health and Safety Law,’ poster. This is located in the office.

Supervision Requirements

* Children are to be supervised at all times whilst in the setting, Tots 2 Toddlers uses three levels of supervision dependent upon the activities that are taking place:
* Constant Supervision: Being with the children at all times, actively supporting them using a physical presence or playing with them directly. This level of supervision is most often required when the children are playing high-risk games or using equipment or materials that have a high-risk assessment.
* General Supervision: Being in vicinity of the children but not having an active part in their play, being on hand to support if the children require your help or guidance. Being on hand to respond to play cues and observant of the behaviour of the children. This is the most common form of supervision and allows for an overview of the play setting, most commonly used with play activities that have a medium level of risk.
* Low Supervision: Keeping a watchful eye on the children from a distance and making sure that they are playing safely but freely. Keeping an overview of what the children are doing whist not interfering. This is most commonly used with low risk activities.
* Children are required to inform a member of staff if they are leaving the room for any reason. Children must be accompanied by a member of staff, even when going to the toilet. This also applies on trips and visits.
* Parents and carers are required to ensure staff are fully aware that they are taking their child off of the premises.

Risk Assessments

* Risk assessments are carried out regularly across the nursery
* Risk assessments must be reviewed at least every 6 months but some will need to be reviewed more often.
* All completed risk assessments must be filed. The Manager must be informed of any changes or issues to act upon if it is deemed necessary to do so.
* Off-site visits must be undertaken by the lead member of staff who will be attending the outing prior to any children attending and risk assessed.
* The route to the destination must also be undertaken and risk assessed prior to the children making the journey.

Personal Hygiene

* All members of staff and children are encouraged to maintain an acceptable level of personal hygiene.
* Any children that are deemed to have insufficient personal hygiene repeatedly may be the victim of neglect.
* If this is the case, the safeguarding policy is to be referred to.

Maintenance and Storage of Equipment

* Tots 2 Toddlers has a wide variety of equipment and materials that are used by the children in the course of their play and enjoyment at the setting.
* All equipment is checked to ensure compliance with the British Safety Standards.
* All equipment is well maintained and checked on a regular basis to ensure that it presents to risk to the health and safety of the children.
* Equipment and materials which do pose a hazard but which have an evidenced benefit on the development of children are used under constant supervision and stored securely after use.
* If necessary, a replacement will be bought.
* Members of staff check the premises each day to ensure that there are no risks or hazards that would compromise the health and safety of the children, parents and carers or staff.
* At the end of the session members of staff ensure that the premises are left clean, safe and tidy.
* There is a maintenance log which is to be filled in if it is deemed that there are areas in the building which need to be seen to. This is allocated in a file in the office.

Safety and Security

* Tots 2 Toddlers feels that the safety and security of the children, parents and carers and staff are paramount to the running of the setting.
* A secure entry system is in place to ensure that only persons with a legitimate reason for being on the premises have access.
* Visitors, other than parents and carers collecting their children must pre-arrange their visits and carry identification; all visitors must make themselves known to a member of staff upon entry, stating their name and reason for visiting.
* Visitors are required to sign themselves in and out of the building and must be accompanied by a member of staff at all times.
* Our fire procedure is clearly displayed for our visitors to view on signing in.
* Visitors are asked to hand their mobile phone in to the office, to be kept in a draw. If they wish to keep their phone on them, this is accepted, however they will be accompanied by a member of staff.

Smoking

Tots 2 Toddlers operates a strict no smoking policy, this means that there is no smoking:

* On setting premises
* During setting time, including collections from other schools
* During preparation time
* During clear up time
* At staff training days
* At staff meetings
* At any gathering organised by the setting (unless it is a social gathering out with setting time and out with of the premises).
* All staff members are entitled to a 30-minute break for more than 6 hours of work. If a member of staff wishes to smoke during these times they are required to leave the premises and the grounds of the setting and remain out of sight of the children.
* Staff must also remove or cover their uniform while smoking off the premises.
* The no smoking policy also applies to parents, carers and visitors to the setting; Tots 2 Toddlers believes that this is in the best interests of the children and staff.

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| Review Date: | Signed: | Next Review Due: |
| 01/09/2021 | H Waller | 01/09/2022 |