

Kiddy Academy Health & Safety Policy

This policy is to help provide and maintain a safe and healthy environment, equipment and methods of work/rest for all the children staff and visitors within Kiddy Academy Day Nurseries.

At **Kiddy Academy Day Nurseries** we make the claim that the -

Health and Safety of the children in our care underpins our practice. We endeavour to provide an outstanding service that allows the children to take reasonable risks within their play. “To avoid the grazes, stings and bumps of childhood would be avoid learning how to manage ourselves”

- The building has been robustly fire risk assessed and is reviewed annually
- The emergency evacuations are practised 3 monthly, which is above the recommended guidelines
- We endeavour to ensure our Environmental health certificate is a high grade

There is a no smoking policy attached to the Nurseries. This includes inside and outside of the settings and car park.

Any hazardous substances that are kept on site are kept in clearly marked containers in locked cupboards in areas that are not accessed by children parents or visitors.

- All cleanable toys are sterilised and cleaned on a scheduled cleaning rota.
- The cleaning system is in place for all the cleaning of the play areas and toilets during the course of the day.
- All staff have specific jobs as part of their daily routine. It is their responsibility to keep work areas clean.
- The main areas such as floors, baby milk/food prep areas, nappy changing room and the staff area will be thoroughly cleaned at the end of each day.
- The kitchen area is the sole responsibility of the cook.

The children are encouraged to wash their hands after every visit to the toilet, after playing with art materials and before every snack and meal time.

Hands and face washing takes place, and wipes are available if necessary.

All equipment that the children play with will be checked as its put out and regularly checked as part of a daily routine. Any damaged or faulty equipment is reported to the management

All electrical equipment is pat tested annually and all fire safety equipment is maintained.

The outside play area is checked daily before the children will be allowed outside. All gates are checked and locked and the areas checked for deposits from animals and other harmful objects.

The main entrance has an intercom system. This allows the manager/staff to control who will be allowed to enter each nursery as strangers can be challenged without opening the door.

Staff are the only people who are permitted to allow parents or visitors into the nursery.

All staff will have adequate training in the preparation and handling of food, preferably holding current food hygiene/ handling certificate.

All staff will attend internal health and safety training.

Both sites have adequate fencing encasing the perimeter of the outside areas.

When children are playing outside, the correct ratios will be adhered to at all times. **Head counts should be done prior to going outside, during the play outside and again on returning into building**

All main exits are kept closed and locked while children and staff are within the nursery. If a member of staff is unsure of a visitor, then they will inform the Manager or Deputy who will then deal with the situation. All visitors to the nursery will complete the visitor's log, located in the office. This includes the date, time, reason for visit and departure time.

Nursery pets at such as fish and occasionally chicks are fed, watered and cleaned regularly, all children who handle the pets will then wash their hands and face using soap.

Appropriate and suitable clothing will be worn by all members of staff; volunteers and students Disposable gloves and aprons are provided for all nappy changes and spillages. For safety reasons staff are asked not to wear dangly jewellery and adhere to the company uniform and flat comfortable shoes.

We also ask the parents do not send their children to nursery wearing jewellery or earrings as these are potentially dangerous. We do respect that certain cultures request jewellery to be worn, we ask for discretion and for these items to be tucked safely within the children's clothing,

If any children are ill during the day or have any accidents, then the areas are cleaned thoroughly using the correct cleaning fluids and staff wear correct aprons and gloves.

All areas have defined colour coded cleaning cloths.

Disposable gloves and aprons are worn by all staff during every nappy change; the changing area will also be anti backed after every single nappy change.

- Training, supervision and information will be given regarding manual handling and correct use of equipment. All staff will be given an induction during the course of their 1st days, weeks and months This identifies where all the first aid boxes are. The correct use of all the equipment and how to complete accident forms correctly.
- All equipment where possible will be stored correctly in boxes, and not piled on top of each other.
- Every employee is responsible for their own welfare and for the health and safety of others including the children.
- All serious injury or dangerous occurrence should and will be reported to the deputy or manager immediately.

All food is prepared and cooked on a daily basis.

To help staff fully understand and appreciate this policy we try to provide health and safety training to the level appropriate to their duties.

Insurance - Both sites have public liability insurance. Copies of the document can be located on the walls close to the entrance.

Buildings and contents insurance are also valid and copies of these are contained within the insurance/risk assessment file within the office. We are not covered for any staff member who starts a shift knowingly, after being signed off sick. Staff will not be allowed to start shifts if deemed unfit by either the manager or deputy.

Senior members of staff are responsible for their departments and Nursery practitioners for their areas of work.



Childcare at its Best

Review date: 16.01.18	Date of next review: 16.01.19