



Health and Safety Policy and Procedures

Links to legislation and Key guidance

- Health and safety at work act (1974)
- Management of Health and safety at work regulations (1999)
- Electricity at work regulations (1989)
- Control of substances hazardous to health regulations (COSHH) (2002)
- Manual handling operations regulations (1992 & 2004)
- Health and safety (display screen equipment) regulations (1992)
- Statutory Framework for the Early Years Foundation Stage DfE 2021

Policy Statement

The safety of young children is of paramount importance. In order to ensure the safety of both our children and adults, Busy Bees Nursery and Pre-School will ensure that we follow our health and safety procedures listed below. All staff are responsible for health and safety at Busy Bees and daily risk assessments and checks are carried out.

Insurance Cover

We have public liability insurance and employer's liability insurance. The certificate for public liability insurance is displayed on the notice board in the hallway.

Awareness Raising

- Induction training is given to all staff to understand that health and safety is a shared policy.
- Records of training are kept for employees of Busy Bees.
- We operate a no smoking policy.

- Children are encouraged to be aware of health and safety, for example tucking chairs in and tidying up toys.

Risk Assessment

All staff are required to understand risk within our environment but are also expected to identify the benefits to the environment we have and the activities we have on offer. If the benefit outweighs the risk, then our job is to find ways to reduce that risk whilst maintaining the high quality experiences for our children.

We will carry out risk assessments when we feel a risk is posed.

There are risk assessments for each classroom, kitchen etc, but we shall carry out individual risk assessments for specific activities or outings.

Procedure for risk assessments:

- Name the risk and the risk benefits
- Identify what the risks are and who is at risk
- Control measures to reduce or eliminate risk
- Monitor and review the risk
- Share risk assessment with all relevant staff.
- All staff are responsible for carrying out risk assessments

Adult to child ratios

Busy Bees will always adhere to the Early Years Foundation Stage Statutory Framework, which states that ratios are as follows:

- 1:3 for children under 2.
- 1:4 children aged between 2 and 3.
- 1:8 for children aged 3 and over.
- 1:13 for children aged 3 and over where there is practitioner with a relevant degree and 1 other member of staff present.

There will always be at least 2 members of staff present during Busy Bees operational hours. 8.00-5.30 Monday-Friday.

Outings by Foot

- To carry out an initial risk assessment, to ensure the area is safe.
- To take a nominated mobile phone and register detailing all contact details.
- To tell setting manager of phone number of nominated phone.
- To take a first aid kit and any medical action plans.
- To adhere to the statutory framework child ratios.
- To carry out regular head counts.

Outings by Vehicle Transport

- To follow all instructions as outings by foot
- To ensure that parents have given written consent prior to the outing.
- To ensure that you have written consent for emergency medical treatment by parents prior to the outing.
- To have an adult child ratio of 1:4
- To carry out any relevant risk assessments before the outing to assess optional hazards.
- To carry out a register before leaving and regular head counts during trip i.e., before leaving the venue, on the bus etc.
- Vehicles used for transport will be checked for insurance and licence.

In the Event of an Emergency

- Take the child to hospital.
- Contact the parents.

On return we would contact all the relevant agencies i.e., Ofsted, Insurance, LADO

Missing Child Procedure on an Outing

Head counts and registers must be carried out on a regular basis, however if you discover a missing child, you must:

- Make sure all the other children are safe.
- Check the immediate area.

- Retrace your steps if you were on a walk.
- Find the lost children zone if on a visit.
- Collect all relevant information and contact the police and child's parents' immediately.
- Follow missing child procedure

Electrical Equipment

- PAT testing is carried out annually.
- Plug sockets are covered.
- Electrical cupboard is out of reach of the children.
- The temperature of the water is controlled to prevent scalds.
- Lighting and ventilation are adequate in all areas.
- Computer is turned off daily

Outdoor area

- Out outdoor area is securely fenced.
- Daily checks are carried out to ensure it is free from rubbish and dangers.
- Any sandpits are covered when not in use.
- All outdoor activities are supervised.

Arrivals and departures

- All staff will be made aware of any systems in place for arrivals and departures of children. Staff will see children into the setting upon arrival and see the individual child out upon departure.
- The front door will be locked at all times.
- Parents will need to inform the setting of any changes in arrangements for the collection of their children. Please follow the collection of children policy.

Activities and Resources

- The layout of our classrooms is designed for free flow play but in a safe environment, free from clutter.
- All equipment is checked daily for cleanliness and safety, broken or dangerous items are removed immediately.
- All materials including paint are nontoxic.
- Play sand is suitable for children's play.
- Children are encouraged to use and store tools safely.
- Children who are sleeping are checked regularly.
- Children are taught about health and safety and how to use equipment appropriately.

Fire Safety

- We have a procedure which we would follow in the event of a fire.
- Fire safety checks are carried out monthly.
- A fire drill is carried out at least once a term.
- We have trained fire marshals on site.
- All our fire equipment, including fire panel is serviced annually.
- Fire doors are kept clear.
- A register for both adults and children are completed as people arrive and depart from the nursery.
- Any visitors entering the nursery must fill in the visitor's book, which contains a record of who they are, reasons for visiting, time in and out and name of staff member supervising their visit.

Chemicals

- All chemicals, such as cleaning, will be kept in staff/disabled toilet. Cleaning products shall be kept on the high shelves and the door to the toilet shall be locked from the outside when not in use. COSHH data will be kept for all chemicals and a risk assessment carried out.

NO Smoking Policy

To ensure the health and safety of all our children, staff and families here at Busy Bees Nursery and Pre-School, we operate a strict no smoking policy both indoors and outdoors. It is against the law to smoke anywhere on our premises.

- Smoking is not permitted anywhere within our nursery setting.
- This includes all indoor and outdoor areas of Busy Bees.
- All staff, parents and volunteers are made aware of our NO-smoking policy.
- Staff are not permitted to smoke in their uniform, if they smoke outside of the setting, they are to do so in their own clothes.
- Staff who do not adhere to the smoking policy, may result in disciplinary action.