

Health and Safety Policy



Statement of Intent

At Dreamland Nurseries, located at 60 - 62 Chingford Mount Road, E4 9AA, we are committed to ensuring a safe and healthy environment for all children, parents, staff, volunteers, and visitors. Health and safety are fundamental to our operations, and we strive to meet the highest standards of care, complying with all relevant health and safety legislation.

Aim

In the unlikely event that Dreamland has to close at times other than scheduled in the normal opening hours and dates, the policy will be applied to ensure that all involved at Dreamland has a clear understanding of the procedures which will take place.

Scope

- This policy applies to Dreamland Nurseries, located at 60 - 62 Chingford Mount Road, E4 9AA.
- It is applicable to all staff, agency staff, and volunteers associated with Dreamland Nurseries.
- Adherence to this policy is mandatory, and any unauthorised deviation may result in disciplinary action.
- Links to supporting policies, documents, and references are provided throughout.

Introduction

Our general statement of health and safety policy outlines our commitment to maintaining safe working conditions for our employees, children, and others affected by our activities. This policy is communicated to employees during their induction and through ongoing training. It is supported by our health and safety management system, which details our arrangements for managing risks and exposures, including fire safety, first aid, and other specific procedures.

General Statement of Health & Safety Policy

It is the policy of Dreamland Nurseries to:

- Ensure, as far as reasonably practicable, the safety of all employees, children, and other individuals affected by our activities.
- Comply with all legal health and safety requirements.
- Allocate adequate resources to implement this policy effectively.

- Maintain a safe and healthy working environment.
- Eliminate or control significant risks arising from our activities.
- Develop and implement occupational health and safety procedures and safe working practices.
- Involve employees in health and safety decisions through consultation and cooperation.
- Ensure that workplaces under our control are safe and without health risks.
- Regularly review compliance with this policy and update it as necessary.

This policy is signed and dated by the Manager and reviewed regularly to ensure ongoing effectiveness.

Accountability

The hierarchy of responsibilities for health and safety management at Dreamland Nurseries is as follows:

Ultimate Responsibility: The Manager of Dreamland Nurseries has ultimate responsibility for health and safety, including:

- Ensuring necessary arrangements are in place for effective management.
- Allocating sufficient resources to meet objectives.
- Reviewing and updating the policy periodically.
- Monitoring health and safety performance and making necessary amendments.

Day-to-Day Management: The named Health & Safety Officer is responsible for: **Zeliha Bozkina**

- Implementing the objectives of this policy.
- Ensuring suitable policies and procedures are in place and followed.
- Conducting and reviewing risk assessments.
- Providing adequate training, information, and supervision to employees.
- Managing emergency arrangements, including fire safety, first aid, and accident response.
- Ensuring contractors are competent and follow safety procedures.

Additional Responsibilities: all staff and volunteers are responsible for:

- Ensuring risk assessments are completed and communicated.
- Monitoring health and safety standards on site.
- Reporting significant health and safety failures to the Manager.
- Keeping local health and safety records complete and systematically stored.

Key Considerations and Compliance;

Nominated Health & Safety Personnel:

- Nominated personnel: **Zeliha Bozkina**
- Training: All nominated persons have received appropriate training, including competency as described under the Management of Health and Safety at Work Regulations. Training records are regularly updated.

Staff Training and Awareness:

- All staff and volunteers receive induction training covering health and safety issues, e.g safe lifting, storage of dangerous substances, fire safety, and evacuation procedures.
- Regular staff meetings include health and safety discussions.
- Records of training sessions are maintained, and staff sign to confirm participation and understanding of policies.

Premises and Equipment:

- The premises, including floor space and outdoor areas, are fit for purpose and meet the needs of the children and activities provided.
- Compliance with statutory requirements, including fire safety, gas safety, electrical safety, legionella, asbestos management, and pest control, is ensured through regular assessments and inspections.

Supervision and Staffing:

- Adequate staffing arrangements ensure children are supervised at all times, within sight and hearing of staff.
- Staff deployment ensures children's needs are met, adhering to EYFS ratios.

Risk Assessments:

- Comprehensive risk assessments are conducted and documented for all activities and premises.
- Regular updates and reviews of risk assessments include signed and dated action plans.
- Daily, monthly, and annual safety checks are carried out by responsible staff, with records maintained in the Health & Safety Folder.

Insurance:

- Public and employer liability insurance policies cover all activities, including outings and special equipment use.
- Certificates are displayed prominently, and renewal dates are monitored.

Raising Awareness:

- Parents are informed of health and safety issues via the connect app, emails, and notice boards.
- Children's awareness of safety is fostered through planned activities, discussions, and routines.

Security:

- Secure systems are in place for the safe arrival and departure of children.
- Staff and visitor access is controlled, with a secure main entrance and vetting procedures.
- All Visitors must sign in and out using our visitors log and are supervised at all times.
- Security measures include CCTV and risk assessments for the premises and outdoor areas.
- No persons with unauthorised access will be permitted on site.

Kitchen Safety:

- High hygiene standards are maintained in the kitchen, with separate facilities for handwashing and washing up.
- Cleaning materials are stored safely out of children's reach.
- Children participating in cooking activities are supervised at all times and kept away from hot surfaces and equipment.

Electrical Safety:

- Electrical Installation Condition Reports (EICR) are completed every five years or as required.
- Maintenance records and statutory checks ensure electrical safety.
- Portable Appliance Testing (PAT) is conducted regularly to ensure the safety of electrical appliances. Staff are instructed not to bring any personal portable appliances unless they have been tested.
- Appliances are properly guarded, trailing cables are managed, and safety reports are stored in the Health & Safety file.
- Only accredited engineers (e.g., NICEIC) are allowed to undertake electrical work, with certification provided for all work.

Gas Safety:

- Gas appliances and services are inspected annually by Gas Safe-registered engineers.
- Carbon monoxide detectors are installed and regularly checked.

Water Safety:

- A nominated person is trained in Water Safety (Legionella) Awareness.
- Water Risk Assessments are conducted by qualified companies every two years or after system changes.
- Hot water is stored and distributed at safe temperatures to minimise the risk of legionella, and temperatures are monitored monthly.

Asbestos Management:

- An Asbestos Management Survey is conducted for properties built before 2000.
- Contractors are required to review the Asbestos Management Survey before invasive work.

Contractor Management:

- Contractors are vetted to ensure qualifications and suitability.
- Risk assessments are conducted for all on-site work.

Pest Control:

- A pest control policy is in place, supported by regular inspections and agreements with pest control contractors.
- Staff are trained to recognize and report signs of infestation.

Outdoor Play Areas:

- Safety checks and risk assessments are conducted before each use, with concerns rectified promptly.

Sun Safety:

- Sun safety information is shared with parents.
- Protective measures include monitoring sunscreen application and providing shaded areas.

Outings and Visits:

- Outings are conducted following detailed risk assessments and parental consent.
- Enhanced adult-to-child ratios are maintained during outings, with individual supervision plans for children.
- Outings are recorded in outings record book, which includes:
 - The date of the outing.
 - The venue and mode of transport.
 - Names of staff assigned to named children.
 - Time of return.
- Staff take a setting mobile phone on outings, supplies of tissues, wipes, pants, a mini first aid pack, and water as appropriate and consistent with the venue, number of children, and duration of the outing.
- Records are kept of vehicles used to transport children, with named drivers and appropriate insurance cover.

Water Activities:

- Water play activities are closely supervised by staff.
- A clear procedure is in place for water safety and swimming pool use.
- Sun cream is reapplied after wet play as necessary.

Storage:

- Equipment, materials, and resources are stored safely to prevent accidents, including safe stacking of buggies and ensuring shelves are not overburdened.
- Regular checks are conducted to ensure safe storage practices and a tidy environment.

Sleeping Children:

- Sleeping babies are checked regularly, with considerations for Sudden Infant Death Syndrome (SIDS). Rotas and procedures include:
 - Sleeping children are supervised at all times.
 - Who checks sleeping children.
 - How and how often checks are conducted and recorded.
 - Information sharing with parents.
 - Staff deployment and responsibilities for sleep areas.
 - Procedures for emergencies such as a child not breathing.

Hygiene:

- The environment, resources, and equipment are cleaned and checked for safety and hygiene daily.
- Outdoor areas and equipment are regularly inspected for cleanliness and suitability.
- A routine is in place for cleaning resources, furnishings, and nappy-changing areas.
- Systems are implemented to prevent cross-contamination, including sterilizing baby equipment and handling laundry.
- Children are encouraged to learn about personal hygiene through daily routines and activities.
- High standards of hygiene are maintained, including handwashing facilities and proper disposal of nappies.
- Staff receive hygiene training during induction and ongoing sessions.
- Hygiene practices are communicated using posters and meetings.
- A pest control contractor agreement is in place to maintain cleanliness.

Food Preparation and Handling:

- All food preparation areas are regularly cleaned and sanitized to prevent cross-contamination.
- All allergies or dietary requirements are communicated verbally and written in the enrolment process.
- Individual care plans are created for children with specific allergies or intolerances, detailing what foods to avoid and how to manage potential reactions.
- Cross-contamination is minimized through designated equipment and thorough cleaning practices.
- Staff handling food receive food hygiene training and follow strict hygiene protocols.
- Portion sizes are appropriate for age groups and based on nutritional guidelines.
- Menus are communicated to parents through newsletters, meetings, and digital platforms.
- Parents are encouraged to share any dietary changes or new allergies their child may develop.
- Healthy snack options are provided throughout the day with fresh fruits, vegetables, and whole grains.
- Water is available at all times to ensure proper hydration.
- Regular training sessions are held for staff on food safety, allergen awareness, and healthy eating practices.

Equipment:

- Play equipment, furniture, and resources conform to BSEN safety standards or Toys (Safety) Regulation (1995).
- An adequate inventory is maintained, recording purchase dates and prices for insurance purposes.
- Equipment is regularly checked, cleaned, and replaced as necessary.

Missing Children:

- Rigorous sign-in and sign-out procedures are in place for all children, including secure drop-off and collection systems.
- Regular headcounts are conducted at intervals throughout the day, especially during transitions and outdoor play.
- Supervision levels are maintained to ensure all children are always accounted for.
- All staff and volunteers receive induction training covering child safeguarding, awareness of the risk of children going missing, and emergency response procedures.
- Regular staff meetings include discussions on child safeguarding and managing missing children's incidents.

- Records of training sessions are maintained, and staff sign to confirm participation and understanding of policies.
- Premises are regularly checked to ensure all areas are secure, and thorough risk assessments are conducted for all indoor and outdoor spaces.
- Secure perimeter fencing monitored entry/exit points, and safe storage of outdoor play equipment are ensured.
- Adequate staffing arrangements are made to maintain constant supervision of children, including clear protocols for managing large groups or off-site excursions.
- Staff are aware of the procedure for contacting emergency services and parents/guardians in the event a child goes missing.

Premises Maintenance:

- Regular premises checks are conducted and recorded as part of risk assessments.
- Emergency contact procedures are in place for issues like gas leaks, electrical faults, or asbestos damage.
- Compliance monitoring includes asbestos, gas safety, electrical safety, and fire safety

Animals in Setting:

- Any animals on the premises are regularly checked for health and safety, and staff receive training on animal handling and interaction.
- Appropriate risk assessments are conducted before allowing children to engage with animals.
- Clear hygiene practices are followed to prevent any health risks associated with animal interactions.

Medication Storage and Administration:

- Medication is securely stored and accessible only by authorized staff.
- Medications are administered in accordance with EYFS guidelines and require a doctor's recommendation and written consent from parents.
- Staff are trained in the administration of medication, and detailed records are maintained of all medications administered to children.

Safety for Adults:

- Staff safety is a priority, with risk assessments conducted for all adult-focused activities, including lifting and handling, and training sessions provided.
- Health and safety policies are communicated clearly to all adults working in the nursery, and regular checks are performed to ensure compliance.

Slips and Trips:

- Risk assessments are regularly carried out to minimize the risk of slips and trips both indoors and outdoors.
- Safety measures, including anti-slip flooring and visible hazard markings, are implemented to reduce accidents.

Activities and Record Keeping:

- All activities are planned in accordance with the Early Years Foundation Stage (EYFS) to ensure they are age-appropriate and support children's development.

Record Keeping:

- Accurate records are maintained for accidents, incidents, and safeguarding concerns, stored securely in a locked cabinet.
- Nursery registers are filled in daily and stored in a secure location to ensure confidentiality and compliance with regulatory requirements.
- All records are regularly reviewed and audited to maintain high standards of safety and documentation.

Fire Safety:

- A detailed Fire Risk Assessment is conducted annually and reviewed whenever significant changes occur in the premises.
- Fire drills are held at least every six weeks, and records are maintained, including feedback to improve evacuation procedures.
- Fire extinguishers and fire safety equipment are checked regularly, and maintenance records are kept up to date.
- Staff are trained on fire safety protocols, including the use of extinguishers and evacuation plans.
- Emergency exits are clearly marked, free of obstructions, and illuminated as required.

Accident and Incident Management:

- All accidents and incidents are recorded in an Accident/Incident Book and reviewed by the Health & Safety Officer.
- Parents are informed of accidents involving their children, and significant incidents are reported to the appropriate regulatory bodies (e.g., Ofsted, RIDDOR) as required.
- First aid kits are easily accessible, fully stocked, and checked regularly.
- At least one staff member trained in paediatric first aid is present at all times.

Emergency Procedures:

- Comprehensive emergency procedures, including evacuation, lockdown, and first aid, are in place and reviewed regularly.
- Staff are trained on emergency procedures during induction and refresher courses.
- Contact details for emergency services, local authorities, and families are maintained and updated as necessary.

Well-being and Mental Health:

- Staff and children's mental well-being are prioritized, with support mechanisms in place, including access to counselling services if needed.
- Awareness sessions and training on mental health are conducted for staff to recognize and address issues proactively.
- A confidential process is available for staff to raise concerns about their own or others' mental health.

Monitoring and Review:

- The Health and Safety Policy will be reviewed annually or following significant changes in legislation, premises, or operations.
- Feedback from staff, parents, and external audits will be incorporated into updates to ensure continual improvement.
- Health and safety performance will be monitored through regular inspections, audits, and feedback.

Acknowledgment

- We, the undersigned, affirm our commitment to the Health and Safety Policy and pledge to uphold its principles and practices to ensure the safety and well-being of all at Dreamland Nurseries LTD.

Policy Approved By:

- **Name:** Zeliha Bozkina
- **Position:** Nursery Manager
- **Date:** 07/01/2025