

Health and Safety Nursery Appendix

Policy

Our nursery believes that the health and safety of children is of paramount importance. The Head of nursery Caroline Farley has overall responsibility for health and safety within the nursery, the designated health and safety officer is Deputy Manager Sue Hart.

We aim to make our nursery a safe and healthy place for children, parents, staff and volunteers and minimise the hazards and risks to enable children to thrive in a healthy and safe environment. Our play provision aims to offer children the chance to encounter acceptable risks as part of a stimulating, challenging, adventurous and controlled learning environment.

The nursery adhere the LSU Health and Safety policy. This appendix identifies additional procedures that are required to ensure the safety of young children. The appendix needs to read in conjunction with the LSU Health and Safety policy.

Procedure

2.1 Accidents 2.4 COSHH

Accidents are recorded in the room accident book, sign by the practitioner, senior room office and the by a manger with 30 minutes of the accident happening if practical. Any actions identified are completed immediately e.g. removing unsafe equipment.

- The parent on collection of their child signs accidents report.
- H&S officer monitors the accident books half-termly to identify any trends, risks or issues. This is recorded on the Accident Book monitoring form and shared with the Senior EYE at the management meeting.
- Staff accidents form, [\\users1\users1\everyone\Template and Important Documents\Health & Safety\Report forms\ACCIDENT form 2 sided NEW.docx](#)
- Nursery accident form, [\\users1\users1\nursery\Health & Safety inc first aid\Accident Forms\Accident Form with body map.docx](#)

2.4 COSHH

- COSHH records books are kept in the group rooms, office, laundry and kitchen, which are read and signed by staff annually or on induction of new staff.
- COSHH records are review and updated annually by the Health and Safety Officer who liaises with Premises and Catering team to ensure all product information is available..
- new COSHH sheets are obtained as and when necessary and added to the book

2.6 Evacuation

- A minimum of 4 practice evacuation drills per year are undertaken by the nursery.
- Evacuation drills are recorded in the Fire Assessment File, monitoring staff present, and numbers of children evacuated, time taken to evacuate any problems and actions points. The Health and Safety Officer has responsibility to resolve any actions identified.

- All evacuation reports are shared and reviewed with Jane Turner.

2.7 First aid

- Nursery staff are all paediatric first aid qualified. New staff must be qualified with 3 months of appointment to the role.

2.14 Risk assessment

- All staff at least a minimum of 3 yearly complete on line risk assessment training.
- Due to the nature of the needs of young children risks assessments are organic. Staff who have received training and are deemed capable and competent can author risk assessments as the need arises for example if introducing new sensory materials.
- All new risk assessments must be signed off by the management team once completed
- A medical risk assessment will be completed as part of the Health Care plan for children with additional needs or disability as and when needed.
- Risk assessments books are available for staff in group rooms and office.
- Risk assessments are read and signed by the staff annually
- Risk assessments are reviewed and updated annually by the Health and Safety officers

Manager's signature

July 2019

Ashby Rd, Loughborough, Leicestershire LE11 3TE

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Training

Health and Safety

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Caroline Farley

Charmaine Ludlam
Chloe Sutton
Debi Oswell
Gemma Hillman
Gemma Sunman
Gill Robinson
Jaqueline Barradell
Jenine Nelson
Jo Bell
Judy Osborne
Julie Bolton
Karen Robinson
Karen Walker
Katie Wortley
Kelly Seaman
Lauren Griffin
Linda Marshall
Liz Burford
Melisa Chauraya
Ming Lin
Nichola Hanson
Nicola Cripps
Nicola Downs
Rita Romano
Sarah Yendall
Stephanie Heighton
Stuart Ost
Sue Hart
Susan Sharpe
Tetyana Dyachenko
Tomas Tibbenham
Tomomi Puttick
Tracy Middleton
Caitlin Wilson

Risk assessment

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Caroline Farley

Charmaine Ludlam
Chloe Sutton
Debi Oswell
Gemma Hillman
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Jaqueline Barradell
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Manual handling

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Caroline Farley

Charmaine Ludlam
Chloe Sutton
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Food hygiene

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Caroline Farley

Charmaine Ludlam
Chloe Sutton
Debi Oswell
Gemma Hillman
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Gill Robinson
Jaqueline Barradell
Jenine Nelson
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Food Allergy

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Infection Control

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Tracy Middleton

COSHH

Caroline Farley

Sue Hart

Karen Walker

First aid at work

Sue Hart

Ashby Rd, Loughborough, Leicestershire LE11 3TE

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Paediatric First Aid

Caitlin Wilson	October 2015
Caroline Farley	
Charmaine Ludlam	October 2015
Chloe Sutton	March 2016
Debi Oswell	November 2016
Gemma Hillman	October 2015
Gemma Sunman	March 2016
Gill Robinson	October 2015
Jaqueline Barradell	June 2015
Jenine Nelson	October 2015
Jo Bell	February 2015
Judy Osborne	February 2015
Julie Bolton	October 2014
Karen Robinson	February 2015
Karen Walker	February 2015
Katie Wortley	October 2015
Kelly Seaman	October 2015
Lauren Griffin	October 2015
Linda Marshall	July 2015
Liz Burford	February 2015
Melisa Chauraya	February 2015
Ming Lin	October 2015
Nichola Hanson	June 2015
Nicola Cripps	October 2015
Nicola Downs	October 2015
Rita Romano	February 2015
Sarah Yendall	September 2017
Stephanie Heighton	February 2015
Stuart Ost	November 2016
Sue Hart	February 2015
Susan Sharpe	March 2016
Tetyana Dyachenko	September 2016
Tomas Tibbenham	February 2015
Tomomi Puttick	March 2016
Tracy Middleton	February 2015

Manager's signature

July 2017

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