



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

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 LSU health and Safety Officer

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

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