

# HEALTH & SAFETY POLICY



Liberty Kids Health & Safety Policy supports safe working practises in the nursery to provide a safe, caring, healthy and educational environment for our children, staff, parents/carers and visitors.

Liberty Kids will ensure that all reasonably practical steps are taken to ensure the health, safety and welfare of all persons using/visiting the nursery.

Liberty Kids will:

- Establish and maintain a safe, caring, healthy and educational environment throughout the nursery.
- Establish and maintain safe working practises amongst staff members.
- Designate the Manager as having overall health & safety responsibilities.
- Develop and support the appropriate setting structure and culture, that supports the concept of risk management by all members of the staff team.
- Adequately resourcing health and safety measures including planning and implementation of any health and safety requirements.
- Developing, in all members of the staff team, an understanding of health and safety, through training in health and safety requirements and risk assessment implementation.
- Continual monitoring and evaluation of health and safety requirements in line with current legislation, including the review of all policies and practices to ensure that Liberty Kids continues to improve standards of performance.

Liberty Kids believe that only by adoption of safe working methods of work and good practise by each individual can everyone's personal health and safety be ensured.

Whilst using the nursery and its grounds, we would request that regard is taken to both your own safety and that of all others.

## **General**

Liberty Kids recognises its responsibilities under the Health and Safety at Work Act 1974 and the Management of the Health and Safety at work act 1999, to ensure that arrangements are in place to secure, so far as is reasonably practicable, the health, safety and welfare of the children, parent(s)carer(s), staff and others using or visiting the premises or participating in nursery sponsored activities.

We also hold public liability insurance.

The Manager and staff identify hazards and where these cannot be removed ensure that they are adequately controlled.

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## Who is Responsible?

It is the responsibility of the Manager to ensure that the health and safety of the setting as a whole remains within legislative requirements and that the health and safety of all setting users, including children, staff and parents and carers is not compromised in any way.

Management will ensure:

- They are satisfied that effective arrangements are in place to ensure the health, safety and welfare of all users of the nursery.
- Ensure that quarterly health and safety inspections are carried out.
- Arrange for risk assessments to be carried out by a competent person, signed and dated.
- Put into effect any remedial measures or refer as necessary to the Management.
- Consult with members of staff on health and safety matters particularly any accredited staff safety representative.
- Attend health and safety briefings and training as required.

It is the responsibility of all members of staff to ensure that health and safety regulations are adhered to and that the health and safety of the children and other members of staff are not compromised in any way. Staff will ensure that they:

- Take reasonable care of their own health and safety and that of anyone else
- Co-operate with all health and safety arrangements.
- Report any defect or other health and safety matter that they are aware of.
- Use correct equipment, tools and safety and protective issue.

All staff complete an induction in Health and Safety policies and receive regular training in health and safety requirements.

## Other Nursery Users

Any hirers of the public spaces in Liberty Kids have the responsibility to ensure that they use it correctly. The Management recognises its duties as controller of Liberty Kids and will ensure that: -

- Spaces hired are in a safe condition for the purpose of hire
- Arrangements for emergency evacuation are adequate
- Fire-fighting equipment is in place and in operational condition
- Insurance requirements are met. We hold public liability insurance

## Contractors

Contractors have a legal responsibility to ensure that they carry out their work in a manner that ensures, so far as is reasonably practicable, the health, safety and welfare of themselves and anyone else who may be affected by their acts or omissions. They will, as visitors to Liberty Kids be entitled not to be put at risk by circumstances relating to the nursery that are outside their control.

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The Manager will therefore ensure that where contractors are appointed directly by Liberty Kids: -

- Contract meetings are held to agree health and safety measures prior to works commencing and during the project.
- Contractors are advised of any health and safety related issues or circumstances that may adversely affect their health and safety whilst on the nursery site.

## **Child Protection**

All members of staff will receive training in Child Protection as part of their induction training. All members of staff are instructed in the specific procedure for Liberty Kids, especially as regards to disclosures and suspicions of child abuse. (See Child Protection Policy for further information)

## **Accidents and Incidents**

There is always a first aid trained member of staff in attendance at all times. Staff are sent on external First Aid Training on a rolling basis according to course availability. All staff as part of their induction training are instructed in the correct procedures for dealing with accidents and incidents including completion of documentation. The setting has separate accident and incident folders which are used to document each accident and incident that takes place in the setting. (See Accident and Injury and Incident Policies for further information)

## **Emergency Procedure**

There is a documented procedure for Fire Emergencies/Evacuation Procedures which is displayed in all entrance areas that are accessed by Liberty Kids. All members of staff are trained in the emergency procedure and fire drill evacuations take place once per month. (See Fire and Emergency Policies and Procedures for further information). Liberty Kids nursery has an approved Fire Safety Sprinkler System installed to protect all core fire escape routes.

## **Administration of Medications**

All administration of medications is strictly controlled and done in accordance with the Medicine Administration Policy and Procedure.

## **Illnesses**

In accordance with our Sicknesses and Exclusion Policy, children will not be admitted if they are showing signs of an illness or ailment which may be contagious. Liberty Kids uses guidance from NHS Scotland & Health Protection Scotland to determine the exclusion guidance for contagious illnesses.

If a child becomes unwell during the course of the session, members of staff will ensure that the child is comfortable but does not pose any risk to the other children in the setting.

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The member of staff will contact the child's parent or carer and observe the child closely until they are collected.

In the event of any outbreak or global pandemic, specific policies will be made for these. Please refer to our Infection Control Policy & Covid-19 Safe Operating Procedures Policy.

## **Personal Hygiene**

All members of staff and children are encouraged to maintain an acceptable level of personal hygiene, and procedures are in place to ensure that standards are met. (See 'Hand Washing Policy' for further information)

## **Maintenance and Storage of Equipment**

Liberty Kids has a wide variety of equipment and materials that are used by the children in the course of their play and enjoyment at the setting. All equipment is bought with consultation with the children from approved suppliers and is checked to ensure compliance with the British Safety Standards. All equipment is well maintained and checked on a regular basis to ensure that it presents no risk to the health and safety of the children. Equipment and materials which do pose a hazard, but which have an evidenced benefit on the development of children are used under constant supervision and stored securely after use.

## **Risk Assessments**

The nursery Manager will ensure staff carry out risk assessments daily for the nursery's activities and operations and for nursery related issues. The assessments will be used to identify health and safety hazards and ensure that where they cannot be eliminated the associated risks are reduced or otherwise adequately controlled.

## **Safety and Security**

Liberty Kids feels that the safety and security of the children, parents and carers and staff are paramount to the running of the setting. A secure entry system is in place to ensure that only persons with a legitimate reason for being on the premises have access. Visitors, other than parents and carers collecting their children must pre-arrange their visits and carry identification; all visitors must make themselves known to a member of staff upon entry, stating their name and reason for visiting. Visitors are required to sign themselves in and out of the building and must be accompanied by a member of staff at all times.

## **Communication**

All staff are made aware of communication channels within the nursery for Health and Safety. The Manager will ensure that all health and safety guidance and advice is kept together in the safety file in a place that is easily accessible to all staff. All such advice is communicated to staff where relevant and incorporated into Liberty Kids procedures.