



Pippins Day Care – Health and Safety Policy

This policy is in conjunction with Health and Safety and Fire Precautions of Trinity Methodist church and Pippins Day Care risk assessments.

Pippins Day care will at all times comply with The Health and Safety at Work Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992 and their associated Approved Code of Practice (AOCP) guidelines at all times.

Pippins Day Care will ensure the health, safety and welfare of all staff, children and visitors who attend the nursery setting.

At Pippins Day Care, we:

- create an environment that is safe and without risk to health
- Prevent accidents and cases of work-related ill health
- Use, maintain and store our equipment safely
- Ensure that all staff are competent in the work in which they are engaged

The setting manager will be responsible for the day to day implementation and monitoring of the health and safety policy. Any matters of concern regarding health and safety will be reported to the Health and Safety Officer at Trinity Methodist Church and the directors of Little Pippins Ltd.

The directors will be jointly responsible with the manager for the health and safety and risk assessment and a copy of Pippins Day Care risk assessment will be given to Trinity Methodist Church.

The setting displays the relevant health and safety posters and staff are made aware of their health and safety responsibilities and reminded at staff meetings and daily briefings.

Risk Assessment

Pippins Day Care will conduct a risk assessment and review it on a regular basis, annually or when need arises. The risk assessment will identify high, medium and low risks to children and adults.

The risk assessment will identify will identify aspects that need to be checked on a regular basis. A log will be kept outlining when checks are made and by whom. The regularity of such checks are according to the assessment of individual risks.

All reasonable steps are taken to ensure hazards to children both indoors and outdoors are kept to a minimum.

The Role of the Health and Safety Officer

The Trinity Methodist Health and Safety Officer and setting Manager are responsible for:

- Carrying out regular safety checks and updating the log
- Taking any action required as a result of a health and safety check as quickly as possible

- Sharing information received on health and safety matters to all staff, volunteers or students
- Provide adequate training to fulfil their role
- Ensuring all staff have basic first aid training and the setting has a qualified paediatric first aid practitioner on site with the children at all times (setting manager)

Wellbeing

Pippins day Care appreciates the need for individuals (both staff and children) to have the opportunity to raise and discuss concerns regarding their well-being in a pastoral environment and confidential manner. Pippins day Care has an appointed Well-being champion and network of support to ensure staff have access to advice and care.

Role of Staff

All staff are responsible for ensuring that the provisions of the health and safety policy are adhered to at all times. Staff are required to:

- Have regard for health and safety guidance issued by the setting manager/Trinity Health and Safety officer and act upon it whenever appropriate
- Take responsibility for their personal health and safety as well as that of other individuals who may be affected by their acts or omissions at work
- Take all reasonable care to ensure that the equipment and premises used by the children and the activities that are carried out at Pippins Day Care are safe
- Report any incidents, dangerous situations that have led to or may lead to possible injury or damage, and assist in the investigation of any such events/situations
- Undergo any relevant health and safety training when instructed to do so by the setting manager
- Inform parents/carers of safety issues through discussion, newsletters Facebook posts and website
- Increase children's awareness of safety issues through daily routine/planned activities and the curriculum

Both the setting manager and Trinity Methodist Health and Safety Officer are responsible for assessing risks to health and safety arising out of Pippins day Care activities and introducing steps to eliminate or control any identified risk.

Trinity Methodist Church hold responsibility for ensuring Pippins Day Care operate in a safe and hazard free manner. The setting manager and Health and Safety Officer both understand and accept their responsibilities in relation to health and safety procedures.

Pippins day Care will meet with Trinity Methodist on a regular basis (at least annually) to discuss any issues arising. Pippins Day Care will support and share information with Trinity Methodist.

Insurance/Liability

Pippins day Care has appropriate Employer's Liability and public liability insurance with a leading EYFS provider; both certificates are displayed in the setting for public view.

Standard Health and Safety Guidance

Pippins Day care will ensure the following requirements are met as a minimum:

- Rooms will be kept free of stacked chairs or other items that children could pull over on them
- Any trailing flex is secure and made safe
- Hot radiators or pipes are guarded or have furniture in front of them
- Everyday hazards on the floor, pins, drawing pins, used staples, pen lids are checked for (small children put things in their mouths)
- The rooms are warm, well ventilated and draught free
- The Red Zone is not accessible to children unless being accompanied to the toilet
- The door to the garden area is opened and closed carefully when children are outside
- All electric sockets at child height have a protective cap
- A non-slip step is provided in adult toilets
- Toilets are only used with adult supervision
- Hot taps are not accessible to the children; hand washing is adult supervised
- Toilet areas and toilet handles are frequently checked. If any concern is raised at the beginning of a session, the setting manager will contact Trinity Methodist and raise a report – the area must be cleaned before use
- Bins must have a secure lid and be emptied at the end of each session
- Potties are cleaned and sprayed with anti-bacterial spray after each use
- Gloves/aprons and baby wipes are to be used when a potty is used, then disposed of in a secure nappy bag
- No children are to go in the kitchen/food preparation area – Red Zone
- The door to the rear of the church is to remain locked during sessions
- All spillages are to be cleaned up immediately
- No hot drinks are to be taken in the areas where children are based
- Fire doors and exits are to remain free of clutter
- All gas and electric appliances and fittings conform to safety standards

This policy was updated October 2022 and will be reviewed annually or earlier if required.