



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

Pippins Day Care will make all reasonable efforts to protect the health, safety and well-being 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 ;
- regularly re-assess and add Risk Assessments to ensure that the environment, equipment and activities are as safe as possible;
- use, maintain and store our equipment safely, using appropriate signage where necessary;
- ensure that all staff are competent in the work in which they are engaged;
- manage the H&S policy and ensure it is available for parents to view on our website;
- have appropriate Fire procedures and Evacuation procedures.

The setting manager will be responsible for the day to day implementation and monitoring of the health and safety policy. At least one member of staff will hold a current Health and Safety qualification.

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.

Due diligence: All employees should follow training and guidance, reporting anything untoward and acting in everyone's best interest.

Risk Assessment

Pippins Day Care will ensure we take all reasonable steps to ensure staff and children are not exposed to risks. Our Risk Assessments identify aspects of the environment that need to be checked. These are reviewed on a regular basis and when need arises. This may well be daily as the activities require. The risk assessment will identify high, medium and low risks to children and adults. Our written Risk Assessments can be found in the Red Folder in the office cupboard. All staff can refer to this when they wish and are encouraged to suggest the writing of new Risk Assessments

they consider necessary. Informal Risk Assessments should be undertaken continuously throughout the day.

Daily Checks

To ensure all reasonable steps are taken to ensure hazards to children both indoors and outdoors are kept to a minimum, a daily Checklist will be kept outlining when checks are made and by whom. These checks should not become a 'ticklist.' All staff are encouraged to be involved in the checks by reporting any new, daily identified risks. All risks relevant to the Church Property team, should be referred by the Manager to Trinity Church on the same day the risk is identified.

Persons Responsible

The Trinity Methodist Facilities and Safeguarding Manager and setting Manager/Deputy Manager are responsible for:

- Carrying out regular safety checks and updating their logs;
- 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
- Undertake adequate training to fulfil their role
- Ensure 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.

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 Facilities 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;
- Increase children's awareness of safety issues through daily routine/planned activities and the curriculum.

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

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. Pippins has a policy in place for the well being of children, parents and staff.

Standard Health and Safety Guidance

Kitchen area :

- A cleaning schedule is available in the small kitchen to show dates and times of kitchen cleaning procedures;
- Children should not be allowed into the kitchen area unless supervised and the activity is risk assessed;
- All cleaning products and knives are stored out of reach of the children;
- COSHH reports are available in the kitchen for all cleaning products;
- All staff are food hygiene trained.

Hazardous substances :

- Bleach, sterilising fluids, detergents and air fresheners should be stored in locked cupboards and should not be used in near proximity to children. PPE is available to be used.
- Medicines should be stored in locked cupboards or the fridge. Prescribed medication is only to be administered by the Manager or Deputy Manager following completion of Medicine Form.
- Used nappies (faecal matter) : PPE and clinical waste bin must be used. Clinical waste bin must be emptied at the end of every session and contents disposed of appropriately.
- Food poisoning (bugs) – good hand hygiene should be practised at all times. All staff to hold current Food Hygiene certificate. Cleaning schedule should be visible at all times.
- Fumes : Carbon monoxide monitor/alarm to be used each session in the small room.
- Poisonous berries and fungi – garden checks must ensure it is free of all berries and fungi before children go outdoors.

Nursery environment :

Our Risk Assessments are written and adhered to, to ensure that all reasonable effort is made to reduce injuries arising from :

- Choking;
- Strangulation;
- Suffocation;
- Drowning;
- Falling;
- Crushing;
- Electrocuting;
- Burns and Scalds;
- Poisoning;
- Cuts, stabs and punctures;
- Bites and assaults;
- Communicable diseases.

First Aid:

All Pippins full time staff are trained in Paediatric First Aid. A First Aid Box is located in the Office and is replaced every year or when necessary.

Accident Reporting :

All accidents (whether staff or children) should be recorded in the Accidents Folder by using the appropriate Accident Form. A copy should be given to the parent, following obtaining their signature. The parents MUST be called following a head injury or serious injury. Any First Aid given, should be included on the form. Medical Records should be retained for 24 years or according to current guidance.

Serious accidents and injuries must be reported to the local child protection agency and Ofsted as soon as reasonably possible or with 14 days.

Manual Handling:

All staff should be aware of how to protect themselves from injuries arising from manual handling. All staff should follow the five steps which are : planning, positioning, lifting, moving and reflecting.

Security :

Pippins Day Care has a policy in place for Protective Security and Preparedness. This policy ensures we work in a safe and secure environment inside our 'RED ZONE.' This policy is available for parents to view on our Pippins Daycare website.

Procedures are in place for the arrival and exit of children and visitors when the external door is open.

All exits should be clear from clutter and all fire exit doors should be checked regularly.

Other H&S essentials :

Lighting - suitable lighting must be made available and in the event of light being compromised due to broken bulbs etc. the Church Property Team should be notified.

Temperature – the room temperature should not fall below 16 degrees Celsius and should not also become unreasonably warm in hot weather (no higher than 26 degrees is advised for the wellbeing and safety of children).

Water – temperatures are checked by Pippins Daycare weekly to ensure temperatures do not exceed 38 degrees Celsius in the bathroom sinks. Trinity Methodist Church carry out checks for Legionella every two years

This policy was updated May 2025