

Health and Safety Policy

At Little Steps Nursery, we are committed to providing a safe and healthy environment for all children, staff, parents, and visitors. Our Health and Safety Policy outlines our commitment to maintaining high standards of health and safety in all aspects of our operations.

It is the policy of Little Steps Nursery to:

- Ensure the health, safety, and welfare of all children, staff, parents, and visitors on the premises.
- Comply with all relevant health and safety legislation, regulations, and best practices.
- Provide adequate resources, training, and supervision to ensure the effective implementation of health and safety measures.
- Identify and assess risks to health and safety and take appropriate measures to eliminate or minimize them.
- Encourage the active participation and cooperation of all staff, parents, and visitors in promoting health and safety.
- Continuously monitor and review our health and safety practices to ensure their effectiveness and relevance.

Responsibilities:

Management:

- The management of Little Steps Nursery is ultimately responsible for ensuring the implementation and effectiveness of health and safety measures.
- They will allocate sufficient resources and provide leadership to support health and safety initiatives.

Staff:

- All staff members are responsible for familiarising themselves with health and safety policies and procedures.
- Staff must actively participate in health and safety training and comply with all safety instructions and guidelines.
- Staff should report any hazards, incidents, or concerns regarding health and safety to management immediately.

Parents:

- Parents are encouraged to familiarise themselves with the nursery's health and safety policies and procedures.

- They should inform nursery staff of any relevant medical conditions or allergies their child may have.
- Parents are requested to follow safety instructions provided by nursery staff, especially during drop-off and pick-up times.

Visitors:

- Visitors to the nursery must comply with health and safety instructions provided by staff.
- They should report to reception upon arrival and follow any safety guidelines provided during their visit.

Various elements relating to health and safety have specific separate policies and procedures. These can be obtained from the nursery office:

- Accidents
- Allergies
- Asthma
- Child Protection
- Drugs, alcohol and staff medication
- Lockdown/Emergency closure
- Illness and Infection
- Intimate Care
- Medication
- Smoking
- Risk Assessments
- Safe Collection of Children
- Sun Protection

Risk Assessment:

- Little Steps Nursery will conduct regular risk assessments of the premises and activities to identify potential hazards.
- Measures will be implemented to eliminate or reduce risks to an acceptable level.
- Risk assessments will be reviewed and updated regularly, or whenever significant changes occur.

Emergency Procedures:

- Little Steps Nursery has appropriate emergency procedures in place, including evacuation plans, first aid provisions, and procedures for contacting emergency services.
- Staff will receive training in emergency procedures, and regular drills will be conducted to ensure preparedness.

Health and Hygiene:

- Little Steps Nursery will maintain high standards of cleanliness and hygiene throughout the premises.
- Regular cleaning schedules will be implemented, and appropriate cleaning products will be used.
- Staff and children will be encouraged to practice good hygiene, including handwashing and proper disposal of waste.

Medication and First Aid:

- Parents must provide written consent for nursery staff to administer any necessary medication to their child.
- First aid-trained staff will be available on-site at all times.
- Records of any medication administered and first aid incidents will be maintained.
- First Aid kits will be routinely checked and replenished.

Training and Supervision:

- Little Steps Nursery will provide appropriate health and inductions and training to all staff members.
- Staff will receive regular supervision and support to ensure they are competent in implementing health and safety measures effectively.

Communication:

- Little Steps Nursery will ensure effective communication of health and safety information to all stakeholders, including staff, parents, and visitors.
- Notices, signage, and other communication methods will be used to convey important health and safety messages.

Review and Monitoring:

This Health and Safety Policy will be reviewed annually, or more frequently if necessary, to ensure it remains current and effective.

Any updates or revisions to the policy will be communicated to all staff.

25 April 2024
Ellie Graham, Principal