



Health & Safety Policy and Procedures

General Statement

Our policy at Tiny Turners Nursery is to provide and maintain safe and healthy work conditions, equipment and systems of work for all our employees, and to provide such information, training and supervision as they need for this purpose.

Responsibilities

Overall and final responsibility for health and safety at Tiny Turners is that of: **Karen Clark and the individual nursery managers, their deputies and nominated room supervisors at the nursery.**

All employees have the responsibility to cooperate with Supervisors and Managers to achieve a healthy and safe workplace. Whenever an employee, supervisor or manager notices a health or safety problem, which they are not able to put right, they must tell the appropriate person named above immediately.

Other responsibilities:

Karen Clark and Nursery Managers - Carrying out safety inspections.

Karen Clark and Nursery Managers - Investigating accidents.

Colin Dey - Monitoring maintenance of plant and equipment.

Tiny Turners Wilton, Wilton Castle, Wilton, Redcar TS10 4QY | 01642 463647 | tinyturnersredcar@gmail.com
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Tiny Turners Darlington, Willow Lodge, 63A Brinkburn Road, Darlington DL3 6DX | 01325 389983 | tinyturnersdarlington@gmail.com

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Proprietors: Karen Clark and Helen Dey



Accidents

There are First Aid boxes **in each room and one in the Office and Kitchen.**

Trained Qualified First Aiders: **All staff.**

Persons responsible for reporting an accident: **Everyone.**

Accident records are kept **in each room and the office.**

General Fire Safety

Escape routes: **checked every day.**

Fire extinguishers: **checked by Fire officers once a year.**

Fire alarms: **Checked every 3 months.**

Each room has instructions on their fire door on how to deal with an Emergency.

Hazards

All of our hazardous substances are kept in the laundry cupboard, which is kept locked.

All floors are kept clear at all times to help prevent any hazards.

Cleanliness

All the staff have cleaning rotas in each room, and they get cleaned regularly along with all the toys and furniture. All the staff regularly check that the toilets are kept clean at all times.

We also have a cleaner who cleans the Nursery for 2 hours every day.

Waste Disposal

All bins are disposed of every day and each time they are full. Nappies, gloves, aprons are disposed of in a sanagenic bin and then put into a bin liner. When disposing of waste gloves must be worn.

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Safe Stacking and Storage

Most rooms have got a storage cupboard, we also have a shed outside which is used for storage. Everything is stacked correctly, and all members of staff ensure that the storage space is not over full.

Making and Keeping Clear Gangways and Exits

All exits are to be kept clear at all times. E.g. pushchairs, toys etc.

Electrical Equipment

At Tiny Turners we have an electrician who carries out PAT testing on all our electrical equipment annually and anytime we purchase any new electrical equipment. If a member of staff notices anything that looks faulty, they must inform the Manager. She replaces the said item immediately.

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Policy

Tiny Turners aim to provide a hygienic, healthy and safe environment for children and adults.

Procedures for Health

In order to avoid risks to health we always follow these health procedures.

- Activities will take in account of children's health needs-dietary and physical exercise.
- No smoking/ Vaping will be allowed on the premises at any time.
- Any animals kept as pets on the premises will be fed and watered each day and cages, tanks will be cleaned weekly.
- Children should be encouraged to handle animals and help to care for them. Protective clothing should always be used, and hands washed after handling.
- Parents will be required to keep their children at home if they are unwell
- If a child has a cut or a sore it must always be covered up with a waterproof plaster.
- Parents will be informed if there is any infection going around the Nursery such as head lice, vomiting, scabies, impetigo, and any other infections.

Procedures for Safety

In order to avoid the risk of accidents we maintain safety by following these procedures.

- Children will always be supervised by a responsible member of staff and will be kept out of the kitchen, storage cupboards, laundry cupboard, and of areas where hazardous materials may be.
- The beginning and the end of sessions will be closely monitored, and children will be marked at the time they arrive and leave. Children will only be allowed to leave with a known authorised adult whose name has been provided by the child's parent.
- Each section should be carefully checked for any hazards before and after each day, this includes the outdoor areas.
- Fire extinguishers are checked once a year by a Fire Officer. All adults should know how to use them.

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- All staff must know the Fire Procedure. There is an instruction on the fire door of each room on how to deal with an emergency. Fire doors will NOT at any time be obstructed.
- Windows, sockets, heaters, potentially dangerous materials and layout of activities and equipment (indoors and outdoors) will be closely supervised to minimise or remove hazards.
- Fire drills will be carried out at least once a term and a record of dates, time taken and the people present will be kept.
- Equipment and activities available to children will take account of safety and the children's age and stage of development.
- At least one member of staff in each section must have their First Aid training for children and babies (minimum appointed person).
- There is a first aid box kept in each room including the office.
- The first aid box should be regularly checked to make sure it has all the appropriate contents. A nominated person should do this.
- The first aid box will contain the following as given in the guidance in The Health and Safety (First Aid) Regulations 1981: - sterilise adhesive dressing (individually wrapped), Eye pad-sterile, triangular bandage, safety pins, scissors, tweezers, medium dressing - sterile, large dressing, non-allergic waterproof adhesive tape, disposable gloves yellow waste disposal bags.
- For Health and safety on trips and outings please refer to the Excursion Policy.

Policy on Medication

- A member of staff can only administer prescribed medicines if a medicine form has been signed by the parent to give permission.
- Only management or qualified staff can administer medicine. All medication will be stored in its original container, clearly labelled and inaccessible to children.
- When medication is administered records will be kept which will include dosage, name of medicine, time of administration, person administering, parents' signature when the child is collected.

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Health & Safety at Work

Anyone working in childcare is advised to attend a first aid course. All employers must have someone with appointed persons First Aid Certificate as a minimum requirement available at all times.

Every employer has a duty to protect employees at work and to keep them informed about Health and Safety. The employer's duties include:

- Making the workplace safe and without risks to health.
- Offering appropriate training to all staff.
- Ensuring that equipment is safely used and stored.
- Providing adequate first aid facilities.

Premises in which children are cared for and taught must be large enough, and should provide separate areas for different age groups, in addition

- Low level glass should be safety glass.
- Sharp corners on low level furniture should be padded.
- Fire exits must be left accessible and unlocked at all times.
- Electric sockets should be covered.
- Floor surfaces should be clean and clear of obstructions.
- Access should be easy for pushchairs and wheelchairs.

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