



The Granary Nursery School
Hill Farm, Framlingham, Suffolk, IP13 9SA
Tel: 01728 621105
Company No. 07845785

Health and Safety Policy

Reviewed 28.01.15

It is the policy of The Granary Nursery School to:

1. Encourage ways of working which will create a safe and healthy environment for children, employees and all other persons who come into its premises and grounds.
2. The Proprietor is responsible for the general implementation of this policy. Matters concerning Health and Safety should be brought to her attention in the first instance.
3. Teachers, Nursery Nurses and Assistants are responsible for the children under their care. They also have a responsibility to work in a way which will ensure the health and safety of themselves and all other persons with whom they come into contact.
4. All other staff and students are responsible for working in such a way which will ensure their own safety and that of persons with whom they come into contact. Special care to be taken when lifting tables, children and other heavy equipment.
5. Students and apprentices will be supervised at all times and we recognise that inexperience, particularly of younger members of the team, may lead to issues.

6. **Fire**
 - a) The safe evacuation of the building is of prime importance.
 - b) Exits must be kept clear. Outside doors must be locked by top bolt only.
 - c) Fire doors must be kept closed.
 - d) Fire drill: Please familiarize yourself with this.
 - e) Fire appliances: Please familiarize yourself with their location and instructions for use. These are checked annually by Stirling Safety.

7. **Electrical Appliances**
 - a) Any faults must be reported to the Proprietor. If in any doubt, do not use anything electrical if you think it might be dangerous.
 - b) Please switch off and unplug T.V.s computers, video player, stereo etc. when they are not in use.
 - c) Please take care with electrical leads that they do not trail in such a way as to be a hazard.
 - d) All electrical equipment is checked annually by Suffolk Solutions.

8. **Defects to buildings, equipment etc.**

Please report these to the Proprietor. Do not use anything you suspect might be in dangerous condition.

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Proprietors: Mr. and Mrs. M Green
Head Teacher: Mrs Linda Gray B.Ed.Hons



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9. General tidiness and safety

The premises must be kept as tidy as possible so as to reduce the risk of accidents.

- a) Be aware of trip hazards on the carpet area.
- b) Sweep up spilt sand.
- c) Mop up water area with a towel.
- d) Be aware of children in the quiet room, toilet area and home corner.
- e) There will be no running or climbing on equipment inside the Nursery.
- f) Be aware of loose balls and hoops in the playground.
- g) Care must be taken with hot drinks. They must be kept out of reach of children.
- h) Staff to be continually aware of changing or developing hazards during the indoor and outdoor sessions.
- i) Staff should not access the loft area when alone in the building.

10. Supervision of children

- a) Children must be supervised at all times in and out of the building.
- b) Children are not allowed into the kitchen or up the ladder to the store area.
- c) No staff or children are allowed near any of the farm machinery or in any of the farm buildings.
- d) Registers must be kept accurately. A child must be registered as soon as she/he arrives and a record kept of when she/he departs.
- e) Any unusual collection arrangements etc. should be recorded in the diary (entrance hall).
- f) No child is to be handed over to the care of an unfamiliar person. If in doubt check the person's identity by ringing the child's parent/carer or emergency contact number.
- g) Staff should be aware of the number of children present at each session.
- h) Any concerns about a child (however small) should be reported to the staff member in charge.
- i) All accidents, however small, are to be recorded in the Accident book and signed by the parent.
- j) Medicines prescribed by a G.P. may be administered but parents must complete and sign the appropriate form.
- k) After play in the playground/ field staff to oversee removal of outdoor shoes / clothing and hang on pegs.

N.B. Refer to risk assessment for daily walks outside the Nursery.

11. Hygiene

This is extremely important throughout the Nursery. Standards must be kept as high as possible and it is the responsibility of all staff to maintain these standards.

a) Kitchen Area

Please wash hands thoroughly before preparing or serving any food or drink for the children. Wipe surfaces with Dettol after use. Use pink cloths in the kitchen area. **Refer to procedure notices in the kitchen.**

b) The Nursery will ensure that the Nursery cook will be NVQ level 2 trained and follows the appropriate rules and procedures when preparing, cooking and serving snacks and lunchtime meals.

c) During craft activities keep tables clean using blue cloths.

d) Before snacks and lunch clean tables with Dettol.

e) Toilet cleaning bucket and sick bucket kept on high shelf in childrens' washroom.

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- f) Encourage washing hands with soap:
- Before snacks and lunch
 - After a walk outside in the farmyard or in the wood (in light of E.Coli being contracted from farm animals, strict supervision of handwashing following an outdoor walk is essential).
 - After playing in the playground or on the grass.
 - After using the toilet.
 - After messy craft activities
- j) **Staff to use** disposable gloves when dealing with any bodily fluids.

12. Storage of cleaning materials etc.

Any potentially dangerous substances must be kept out of reach of children on a high shelf in staff toilets and Class 1.

13. Accidents and sickness

- a) First Aid materials are kept in the First Aid box in the office and in the First Aid box in Class 1.
N.B. A First Aid kit is also kept in the office to take on walks/outdoor adventures/ trips.
- b) **Medicines**
These are not to be administered to children unless they are prescribed by a G.P. and have parents written permissions and instructions for dosage. Prescribed medicines are stored in a cupboard out of reach or in the fridge as appropriate.
- c) **Reporting**
Accidents/sickness should be reported to the teacher in charge and the event should also be reported to the parent/carer who collects the child.
- d) **Recording**
Sickness should be recorded in the back of the incident book. Any accidents involving Staff or children must be recorded in the Accident Book, which is kept in a locked cabinet in the office. The name, date, time of event, summary of event, any action taken must be recorded. The signature of the person reporting the accident is required as well as that of the parent/guardian collecting the child. **Accidents must be recorded in black ink.**
- e) **Action**
Treatment for minor accidents only should be given. If an accident is more serious, a child should be removed to a Doctor's Surgery or Hospital for treatment and the parents informed immediately.
- f) **Sickness of a child**
Only in cases of minor sickness should a child be kept at the Nursery. Otherwise, the parents or other responsible person should be informed and asked to collect the child.
- g) **E.A.P.**
An Emergency Action Plan for any child with a life threatening condition must be displayed in Class 1 and Class 2.



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14. Food and Drink

All snacks and lunchtime meals are prepared on the Nursery premises. The Nursery cook holds a NVQ level 2 Food Hygiene award and follows the relevant procedures and rules during the preparation, cooking and serving of food.

The dietary requirements of children are always taken into consideration and children are provided for appropriately.

Staff will either have hot drinks in cups with lids, or will take a 5 minute 'coffee break' in the office.

15. Cars

Staff and student cars should be parked in a designated area. It is essential that great care is taken when cars are removed.

16. Smoking

No smoking is permitted in the Nursery building.

17. Amendments

Staff suggestions for the improvement of Health and Safety are welcomed and in the light of these and other considerations, this policy may be amended from time to time.

18. Risk Assessments

These are ongoing and reviewed on a regular basis. (see Risk Assessments for Class 1 and Class 2)