



Health and Safety Policy and Procedure

"Providers must comply with requirements of health and safety legislation (including fire safety and hygiene requirements" (3.54) Page 27 of the Statutory Framework for the EYFS 2014

Objective: A secure, safe and happy childhood is of utmost important, as children learn best when they are healthy, safe and secure; and when their individual needs are met. Learning Ladder Nursery ensures that children are kept healthy and safe at all times. Staff must ensure the premises and equipment used for the purpose of childcare are safe, suitable and age appropriate.

Policy: To create a safe and secure environment for all children attending Learning Ladder Nursery. The health and safety of children is the utmost priority and takes precedence over everything else.

Procedure: To uphold the policy, we must ensure the following:

- The Nursery Nurse is always present on site. In the absence of the Nursery Nurse, a substitute nurse must be arranged
- There is always a complete first aid box available to be used by the nurse or the first aiders
- The Nurse to keep a written record of any accidents or injuries that may take place (Please refer to Accident and Incident Policy and Procedure)
- Parents of all children involved to be informed of any accident or injury which involved their child and they are to sign off on the form
- Staff to ensure that the premises, including floor space, and outdoor space is suitable and safe to be used by the children(Please refer to section on Risk Assessment Policy and Procedure)
- Always have at least 2 staff that are first aid trained
- Always have at least 2 staff that are trained and certified in fire fighting
- Keep premises and equipment clean and disinfected
- All toys and shared equipment to be disinfected at least 2-3 times a week
- Trash to taken out at 12:30 and 5:30 and in between if needed
- Color coded cleaning system to be followed
- Provide hygienic changing station and equipment for children in nappies/diapers
- Ensuring the safety of all children and staff in care of a fire or any other emergency(Please refer to Emergency Evacuation Policy and Procedure)
- Each child has access to clean bedding and spare clothes at all times
- Staff to only release children in the care of parents or to appointed person already notified to by parents in writing
- NO child to leave the premises unsupervised
- NO child to be left un-attended at any time
- No authorized persons to enter the nursery or access area/classrooms where there are children. Visitors must sign in and sign out (Please refer to Visitors Policy and Procedure)
- Have public liability insurance in place at all times
- Have regular maintenance checks carried out by the appointed maintenance company

