



HEALTH & SAFETY

GENERAL ARRANGEMENTS

ACCIDENTS

FIRST AID

The First Aid Boxes are located in Baby Change Area and the kitchen.

Trained First Aiders are listed on the Important Information board located in the staff room/managers office. If any accidents happens in the garden and there is only two members of staff in the garden at that time a member of staff should take steps to ensure another member of staff comes out to help or a member of management. Please make sure the children are safe when doing this.

ACCIDENT SHEETS

Any accidents will be recorded on an accident/incident book which can be found in the office.

RIDDOR 95

The Nursery Manager will report any incidents in accordance with the current regulations. Accidents and incidents will also be reported to Ofsted.

Policy Adopted by St Pauls Walden Nursery

Signature

Signature

Review Date

January 2017

Position: Committee Chair

Position: Manager

January 2018

GENERAL FIRE SAFETY

A copy of our Fire and Emergency procedures are given to all staff who are instructed to read and sign to indicated they fully understand the procedures. (A copy is attached to this Health and Safety policy) Fire drills are held regularly and records of this are kept.

The Fire Alarm, Fire Doors and Emergency Lights are checked weekly on a rotation basis by the Nursery Manager. A record is held in the Fire and Emergency procedures file.

Maintenance agreements are in place for the Fire Alarm System and the Fire Extinguishers. Details of which can be found in the Fire and Emergency Procedures file.

ADVICE AND CONSULTANCY

Local Inspectors

Tel: 01462 474484

Policy Adopted by St Pauls Walden Nursery

Signature

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Review Date

January 2017

Position: Committee Chair

Position: Manager

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TRAINING

The Nursery Manager is responsible for ensuring that all members of staff receive training necessary to ensure that they are able to do their jobs safely.

CONTRACTORS AND VISITORS

All contractors must ensure that every job they do is performed in such a manner so as not to endanger themselves or their fellow workers. They must observe all Laws, Company Policies and Rules relating to Health and Safety and MUST comply with all reasonable instructions from nursery staff.

VISITORS

All visitors must ensure that they do not act in a manner so as to endanger themselves or others. They must observe all Laws, Company Policies and Rules relating to Health and Safety and must comply with all reasonable instructions from nursery staff.

HAZARDS

HOUSEKEEPING AND PREMISES

All staff are responsible for ensuring the general cleanliness within the nursery at all times and that waste is disposed of in the correct bins provided.

Policy Adopted by St Pauls Walden Nursery

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January 2017

Position: Committee Chair

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ELECTRICAL EQUIPMENT

Before any electrical appliance is plugged in a visual inspection must be made to ensure that there are no loose connections or cable faults.

All portable electrical appliances will be inspected annually by a qualified electrical contractor and certified in accordance with current regulations.

Policy Adopted by St Pauls Walden Nursery

Signature

Signature

Review Date

January 2017

Position: Committee Chair

Position: Manager

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