



This policy is made available to all parents, prospective parents, staff and prospective employees of Burgh Wood Montessori Nursery School and The Orchard Pre-School on our websites, and a hard copy can also be viewed upon request.

### Introduction to policy

Burgh Wood Montessori Nursery School and The Orchard Pre-School (*hereafter the "Nursery Schools"*) have a responsibility to provide a safe environment for everyone on premises. The Principal at Burgh Wood Montessori Nursery School and Sarah Davies, Manager at The Orchard Pre-School, are responsible for health and safety matters concerning the Nursery Schools' premises. The team are aware of potential hazards within the Nursery Schools and the surrounding environment and actively protect children, staff and visitors from hazards.

All members of the team have Paediatric and First Aid training. All accidents and any incidents are recorded in the Accident Report Book. All accidents are accurately notified to the Parent/Guardians as soon as possible.

Hygiene rules relating to bodily fluids are followed with particular care and all staff are aware of how infections can be transmitted.

We recognise the importance of delivering the curriculum to our children in a safe and secure environment both within our Schools and on outings. Our curriculum itself plays a vital role in educating the children how to behave in a safe and healthy manner. Our behaviour policy aims to ensure that children learn how they are expected to behave.

This policy should be read in conjunction with the Nursery Schools' other policies with particular regards to the following:

- Safeguarding and Child Protection Policy
- Behaviour Management and Anti-Bullying Policy
- Risk Assessment Policy
- First Aid Policy and Medical Treatment
- Fire and Evacuation Policy

### Summary of procedures

#### General

The Nursery Schools ensure that the premises, including overall floor space and outdoor space, is fit for purpose by carrying out daily risk assessments. We do this by:

1. Completing daily risk assessments of both the indoor and outdoor environment.
2. Reporting any hazards and faulty equipment to the Parish Committee of St Ann's Church on 01737 353724 and All Saints Church on 01737 379289.
3. Reporting an accident or an incident to Parents/Guardians on the same day before the end of a session.
4. Reporting and notifying Ofsted of any serious accident, illness, or injury - 0300 123 1231.
5. Report to Surrey Children's Services Local Area Contact Details: South East: 0300 123 1620
6. The Nursery School's overall objective within this Policy is to make the contents of this document intrinsic to our working practices on a day to day basis by:
  - To involve and motivate the nursery staff in all matters concerning Health & Safety.
  - To provide adequate control of the health and safety risks arising from our work activities.
  - To regularly review any risks and check that control measures remain adequate.
  - To consult with all employees on all matters affecting their health and safety.
  - To provide and maintain safe toys and equipment.
  - To ensure safe handling use and storage of any substances.



## **Health & Safety Policy**

- To provide the necessary instruction, training, information and supervision for all staff, to ensure the competence of all staff.
  - To achieve a high standard of occupational health, safety, welfare and hygiene.
  - To provide a healthy environment.
  - To eliminate hazardous situations.
  - To prevent accidents/ill health through good risk assessment processes.
  - To create a culture of thinking safety where staff regularly bring forward any observations and concerns.
  - To provide adequate funds to rectify any health and safety issues.
  - To review and revise this Policy as necessary at regular intervals.
  - To regularly check and clean all toys and equipment both indoors and outdoors.
  - To ensure toys containing small parts are kept away from younger children.
  - To keep all medicines and hazardous substances out of reach.
  - To ensure the door to the kitchen is locked at all times.
  - To encourage children to develop good hygiene practice.
  - To ensure children hold hands or use Walkodile when outside the school premises..
  - To check for broken glass or dog/fox faeces when visiting parks.
  - To wear high-viz jackets on outings.
7. All relevant and complete Health and Safety posters are displayed in the store room for staff, student and volunteer reference.
  8. Parents and carers are informed about health and safety issues through emails and newsletters.

### **Vehicles**

Car parking at the beginning and end of the day at Burgh Wood Montessori School is monitored by staff. We would like to restrict the movement of cars in the church premises, however the current conditions on the slip road are out of the school's control due to a large building site next to the school. We aim to ensure the safety of all children walking to and from the Burgh Wood Montessori School and we remind the parents regularly and driving as slowly as possible and being careful and parking or coming out of the parking spaces.

### **Fire Prevention**

1. All members of staff are responsible to keep fire routes and exits clear.
2. Electrical Safety Testing. Both buildings have current electrical installation certificates.
3. Regular portable appliance testing.
4. All gas appliances are regularly maintained and serviced.
5. Termly fire practices.

### **Sun Safety**

1. Parents/carers are regularly reminded through newsletters and emails to ensure that they have applied sun cream to their child before attending the Nursery Schools. We also ask parents/carers for permission to reapply sun cream if needed and ask parents to provide their own brand of sun cream.
2. Parents are also asked to provide sun hats. If a child does not have a sun hat, the team will ensure that the child remains in the shady part of the outdoor environment.
3. Water is always available for children.

### **Water activities**

Water play activities are closely supervised by a team member at all times. Children are not left unsupervised with water play activities.



## Hygiene

1. The play areas, kitchen, toilets and nappy changing areas are all checked before, during and after closing to ensure that they are clean.
2. Deep cleans of the nursery school are carried out once a term.
3. Role play clothes and cushion covers are washed three times per term.
4. Cloths are washed weekly.
5. Children are taught how to wash their hands as part of their personal hygiene.
6. Children are required to wash their hands before eating their snack or lunch and when they come in from the outdoor environment.
7. Children are encouraged to use tissues which are readily available in the School and to dispose of them in the bins provided.
8. With regard to nappy changing, the team wear gloves and dispose of nappies in the nappy disposal unit. The baby changing mat is disinfected after each nappy change.
9. Cloths are colour coded dependent upon their use.

A list of notifiable diseases is provided to Parents/Guardians and the team is regularly reminded to be aware of the signs and symptoms of communicable diseases.

## Staff

The Schools staffing arrangements meet the needs of all children and ensure their safety (EYFS 2017; 3:28):

*'Staffing arrangements must meet the needs of all children and ensure their safety. Providers must ensure that children are adequately supervised and decide how to deploy staff to ensure children's needs are met. Providers must inform parents and/or carers about staff deployment, and, when relevant and practical, aim to involve them in these decisions. Children must usually be within sight and hearing of staff and always within sight or hearing.'*

*Children aged two years:*

1. There is one member of staff for every four children.
2. Each member of staff will have a full and relevant Level 2/3 Qualification.

*Children aged 3 and 4:*

1. A member of staff with Qualified Teacher Status or Early Years Professional Status, or Level 6 Qualification provides 1:13 adult-child ratio.
2. A full and relevant Level 3 qualified member of staff for every 8 children.

## Further reading/contacts

Reporting Accidents and Incidents at Work:

[www.hse.gov.uk](http://www.hse.gov.uk)

Department of Health:

[www.doh.gov.uk](http://www.doh.gov.uk)

NHS Online:

[www.nhsdirect.nhs.uk](http://www.nhsdirect.nhs.uk)

The Royal Society for the Prevention of Accidents:

[www.rosipa.com/homesafety/adviceandinformation](http://www.rosipa.com/homesafety/adviceandinformation)