



Health and Safety Policy

It is essential that we provide at all times a safe and secure environment for the children in our care. We also have an obligation to ensure the safety of staff, parents, and visitors. It is the employee's responsibility to ensure they are familiar with all safety procedures and adhere to them at all times. Employees must inform the designated person as soon as possible if they identify any health and safety hazards within the nursery.

The staff ensure that all rooms in the nursery are clean, adequately ventilated, and well lit. These checks are constantly monitored throughout the day, and any issues arising are dealt with accordingly, daily checks happen each morning. Room temperatures are also monitored to ensure the comfort of the children and staff, including non-mobile children.

Children are separated into three rooms – Baby, Toddler and Pre-school, and are equipped appropriately to the stages of development. Each room has provision for quiet/sleep time, either in cots, buggies or on floor cushions. Bedding is provided for each individual child, to prevent any cross contamination. Sleeping children are checked at regular 10 minutes intervals.

Smoking is not permitted in the nursery or the surrounding areas. Staff are not permitted to smoke in their work uniform. Any person in breach of this will be asked to leave the premises.

Regular inspections of the kitchen areas within the nursery are carried out by the Environmental Health team.

Accidents

Please see Accidents and Injury Policy.

Faulty Equipment

If a piece of equipment is faulty, please remove it or inform the manager or deputy manager immediately, they will then contact premises. All electrical equipment is PAT tested annually.

Manual Handling

All staff are able to undertake training in manual handling procedures if they would like to. The aim is to protect staff against the risk of injury to any part of the body during moving and handling operations.

Security

It is imperative that we maintain a secure environment for the children in our care. Children should only ever be released into the care of individuals named by the parents / carer. When a child is to be collected by a person unknown to the nursery staff, this must be arranged in advance and a password agreed. All visitors including students must sign in and out of the premises. The door entry system prevents intruders entering. No child is able to leave the nursery without supervision.

We have CCTV on the outside of the property overlooking the front and back of the building, this can only be accessed by a password.

Pets

We currently do not have any pets at the moment.

Staff Health and Wellbeing

We have an information pack on the staff noticeboard in the office. Please also see the college intranet for information on supporting your health and wellbeing whilst at work as well as speaking to management if needed.

Sun Care

At Truro College Day Nursery our first priority is the children's safety so when the sun is shining, we will ensure all the children are protected from the sun.

We will apply sun cream to all the children unless stated by the parent in writing that their child is not to have sun cream applied. Please ensure your child has sun cream and hat in their bag. All children will have the opportunity to play outside at least once a day, so it is important sun protection is supplied. If the sun appears unexpected then we will use the nursery sun cream again unless stated in writing by parents.

We will avoid the sun at the hottest part of the day and will ensure there is shade at all times when children are outside. Drinking water will also be available for the children to access.

We Have Public Liability insurance

Designated person: Health and Safety – The Manager K Keen

Signed on behalf of the Nursery: K Keen and K Smith
Updated Dec 2023 Review Date Dec 2024