



Health and Safety Policy and Guide

The nursery takes the maintenance of health and safety extremely seriously as a matter of both legal and moral importance. All staff will familiarise themselves with the provisions contained within this policy as part of their induction and be expected to act in accordance with them at all times. This policy contains information that affects all of those who are working/attending/visiting Overbury Grasshoppers.

Aim:

To provide a safe environment for all children and adults on the premises.

Responsibilities

The setting has a responsibility to its users to ensure the surrounding environment is safe. All staff working in the setting also has a responsibility for reporting and where possible removing any hazard. Staff should as far as is reasonably practical, carry out their work in a safe and healthy manner both for themselves and others. Wherever possible, children should be given simple explanations about safety, when the need arises (e.g. using tools, cooking). All staff must be aware of the whereabouts of fire extinguishers and the procedure in case of a fire. All staff are expected to familiarise themselves with all policies and procedures.

The Directors recognise their responsibilities to ensure that any significant risks arising from work activities, equipment and premises are assessed, as required under:

- *The Management of Health and Safety at Work Regulations 1999 (amended 2006)*
- *The Control of Substances Hazardous to Health (COSHH) Regulations 2002*
- *The Manual Handling Operations Regulations 1992*
- *The Provision and Use of Work Equipment Regulations 1998 and the Display Screen Equipment Regulations 2002*

Staff who are found to have blatantly disregarded safety instructions or recognised safe practices will be subject to the procedures laid out in the staff disciplinary procedures.

Insurance Cover

We have public liability insurance and employer's liability insurance with NFU Mutual. The certificate is displayed in the hallway and the policy is annually renewed (renewal date 1st April every year)

Risk Assessment

Annual reviews of our risk assessments are carried out with amendments made where required. In addition, individual risk assessments are completed when appropriate e.g. outings, cooking, messy play, new equipment etc.

Environment

The setting has a duty to ensure the premises are maintained for a comfortable working environment. This includes noise, lighting and temperature, spillages etc. all of which can lead to a low standard of safety if not monitored.

The setting aims to involve children in monitoring levels of light, noise, temperature etc with the developments in the internet the business is involved in. **The temperature will be monitored on a daily basis and actions taken to ensure operating between 16 and 22 degrees.**

Lifting

Work within the nursery involves lifting on a regular basis. You must never attempt to lift anything that is beyond your capability. Always ask for help if lifting a heavy item. (See *Lifting and Handling Guideline* <http://www.hse.gov.uk/pubns/indg143.pdf> printed copy follows this policy)

Hazardous substances

Any hazardous substances, i.e. bleach, disinfectant and other cleaning fluids should be used only in strict accordance with the manufacturers instructions and according to COSHH guidelines. All substances must be stored in the original container out of reach of the children. Empty containers should be disposed of safely.

ALL HAZARDOUS SUBSTANCES SHOULD ONLY BE USED FOR THEIR INTENDED PURPOSE.

Cleaning up body fluids or blood spillages

Protective gloves and apron must be worn at all times when dealing with the cleaning up of body fluids or blood spillages. The use of granules may also be used to assist with cleaning up bodily fluids. These are stored on the unit in the bathroom. Wash the area concerned thoroughly with antibacterial solution and dispose of the cloth, gloves and apron safely in a sealed bag. Wash thoroughly the bucket/container used for cleaning with a fresh antibacterial solution afterwards with hot water.

Hygiene

It is important for all staff to maintain a high standard of personal hygiene for your own benefit and the children. Hands (staff's and children's) must always be washed and dried thoroughly after going to the toilet, toileting a child, before handling food and before undertaking any first aid. We have a schedule for cleaning resources and equipment, dressing up clothes and furnishings.

We implement good hygiene practices by :

- Cleaning tables between activities
- Checking toilets regularly
- Wearing protective clothing – such as aprons and disposable gloves – as appropriate
- Providing tissues and wipes

Children's Safety

Only persons who have been checked for criminal records by an enhanced disclosure have unsupervised access to the children, including helping them with toileting. Adults work as a team to supervise all children at all times.

General Health and Safety in the setting

It is the responsibility of all staff to check the environment both inside and out for any issues,

- The first adult to take the children outside is to check that all the gates are securely locked
- No trailing flexes across the floor
- No chemicals, bleach or other cleaning products to be accessible to children
- Toys are safe for use and any that are broken are taken for repair or disposal

Children should be encouraged to learn about keeping themselves healthy :

- To flush the toilet after use
- Wash hands after using the toilet and before cooking
- Blow noses on tissues provided
- Teaching points about eating healthily can be taught when cutting up fruit for snack time, when cooking and when drinking water when thirsty.

Food Handling and Drink

All staff preparing meals for the children will have an appropriate Food Handling qualification. Other staff will be encouraged to undertake such training as part of their personal development. Food will be stored in accordance with the safety and any legal requirements. The kitchens will be inspected at regular intervals by the EHO. Copies of the reports are kept in the EHO file in the office. **All food cooked or reheated for the children must reach a minimum temperature of 75 degrees and be recorded in the safer food book.**

1. Perishable foods will be kept in the fridge.
2. Opened packets will be stored in air tight container ensuring date is labeled and visible to when it is opened and runs out of date.
3. Out of date food and drink will be disposed of.
4. Milk will be stored in the fridge and is delivered by milkman, through the Cool Milk scheme. The milk will be rotated to use the oldest (in date) milk first.
5. Milk and water will be offered to the children at snack times.
6. Water will be freely available for the children during the day.
7. Snack time will be a healthy snack such as toast, fruit, cherry tomatoes, carrots and breadsticks.
8. Cooking ingredients are to be stored in kitchen cupboard. Follow points 1 to 3.
9. Fridge temperatures are checked daily and recorded in the safer food book.
10. Any food reheated is recorded.

Food is a high priority at Grasshoppers. Being at the centre of a farm, children and staff are involved in the whole cycle of food production.

Anaphylactic and Food Allergy

Overbury Grasshoppers is nut-free and all parents are informed of this. Parents of children with specific allergies complete allergy action plans reviewed separately (see also **Allergy and Anaphylaxis Policy, Medicine, Health and Emergency Policy**)

First Aid

Prompt first aid if carried out correctly could save a life. An ambulance must always be called if an injury is serious or if there are any doubts about the person's medical condition. All staff should familiarise themselves with Medicine, Health and Emergency policy of the nursery and should make sure that they are aware of any existing medical conditions. A qualified first aider must always be on site. Use may also be made of qualified first aiders from Overbury First School. All accidents must be recorded and a form completed by staff and signed by a parent. Head injuries are recorded on an additional form and parents informed by telephone. If a child comes in with an injury, parents are requested to complete an 'existing injury' form.

Fire Procedure

All staff should be familiar with the Fire Safety Policy, through instruction during induction and taking part in regular fire drills).

In case of fire:

- Get the children away from any danger.
- Do not leave them at any time unattended.

- Take the register, address list and gate lock combination when you leave the building.
- Do not try to put the fire out (unless very small for example a tea towel in the kitchen)

Smoking

Overbury Grasshoppers operates a **No Smoking Policy**.

Ruth Erwin is our designated Health and Safety Co-ordinator.

This policy was adopted on	Signed on behalf of the nursery	Date for review
September 2025	Laura Barwell	September 2026