

MALDWYN NURSERY & FAMILY CENTRE

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Park lane \* Newtown \* Powys \* SY16 1DE \* Tel 01686622191

**Health and Safety Policy and Procedure**

**See also the premises and equipment safety checklist**

**It is the policy of Maldwyn Nursery to place the safety of anyone who uses our provisions as the highest priority and that the safety of children in our care is paramount.**

**We do this by:**

* Operating a system of regular and written risk assessments of the premises, equipment and activities and recording actions taken as a result
* Ensuring access to and egress of our premises are secure and children are always supervised
* Recognising that health and safety Is the responsibility of each individual. Health and safety is included in each trainee/new member of staffs’ induction programme. All staff will be aware of the health and safety policy. Management liaises with staff members regarding any health and safety issue on a day to day basis through verbal feedback
* Maldwyn Nursery will fulfil the statutory requirements to provide Employers’ Liability Insurance and Public Liability Insurance
* Management is the nursery’s safety officer/co-ordinator, who is responsible for bringing the safety policy to the attention of everyone. This includes maintaining compliance with the Regulatory Reform (fire safety) Order 2005, including 6 monthly as a minimum – drills and logs
* Ensuring the appointed safety officer/co-ordinator develops and maintains a professional relationship with the relevant fire safety officer and ensuring their recommendations are implemented
* We operate a no smoking policy throughout the building and also throughout the grounds
* Asking that all concerns are brought to the attention of the PIC, manager, chairperson or RI
* Carrying out regular safety checks on premises, both indoor and outdoor
* Using, maintaining and storing any specialist equipment according to relevant legislation and manufacturer’s instructions
* Carrying out a full written risk assessment of operational practice at least annually or in response to an event or incident
* Making available at all time the means of reporting and recording any accidents, incidents or near misses
* Regularly monitoring and reviewing the accident and incident logs and reports of finding and actions taken
* Informing parents/carers, staff, student and visitors of safety procedures
* Maintaining a register of both adults and children as they arrive and leave which is kept accessible in case of an emergency
* Maintaining the regulatory adults: child ratios at all times
* Ensuring that at least one member of staff has a current first aid qualification in first aid for infants and young children and is present during operational hours.
* Ensuring that as an employer Maldwyn Nursery meets the relevant first aid at work requirements [www.hse.gov.uk](http://www.hse.gov.uk)
* Maintaining first aid equipment that is available and accessible for staff during operational hours
* Monitoring children who are sleeping on the premises
* Maintaining a minimum presence of two adults on the premises when only /any child is present
* Taking account of the health and safety arrangements as each child is admitted and as each member of staff is recruited
* Operating an effective admissions and collection policy, including a lost or missing child policy
* Operate a staff recruitment policy
* Operating an effective emergency evacuation and reverse evacuation policy and procedure
* Maintain an effective outing risk assessment
* Operating an effective child protection policy and procedure
* Implementing an effective outdoor play and sun policy and procedure
* Operating an effective confidentiality policy and procedure
* Operating an effective use of electronic equipment policy and procedure

This Health and Safety Policy and Procedure was passed for use at Maldwyn Nursery and Family Centre.

On: May 2024