



Health and safety

At Shofar we provide and maintain safe and healthy conditions, equipment and systems of work for our employees and a safe learning environment in which children can learn and are cared for.

Aims and objectives:

This policy is to outline that all persons who enter our premises are aware of the steps to take to ensure the health, safety and wellbeing of all.

We believe the risks in the nursery environment are low and we will maintain the maximum protection for children, staff and parents. The nursery will:

- Ensure all entrances and exits to and from the building are clearly marked, including fire exits which must remain clear at all times
- Ensure that all staff, visitors, parents and children are aware of the fire procedures and that regular fire drills are carried out
- Have the appropriate fire detection and control equipment which is checked regularly to make sure it is in working order
- Make visitors and members of staff aware of what to do in the event of a fire.
- Follow the evacuation procedure which is up around the building
- Regularly check the premises room by room for structural defects, worn fixtures and fittings or electrical equipment for all potential risks but be notified in the risk assessments which will be completed at the beginning and the end of each day by members of staff as instructed to do so by the room leaders
- Ensure that all members of staff are aware of the procedure to follow in case of accidents for staff, visitors and children (see accident and first aid procedure)
- Ensure that all members of staff take all reasonable action to control the spread of infectious diseases and wear protective gloves and clothing where appropriate
- Ensure there are suitable hygienic changing facilities (see nappy and toilet training policy)
- Prohibit smoking on the nursery premises
- Prohibit any contractor from working on the premises without prior discussion with the person in charge
- Encourage children to manage risks safely and prohibit running inside the premises unless in designated areas
- Risk assess all electrical sockets and take appropriate measures to reduce risks where necessary and ensure no trailing wires are left around the nursery
- Ensure all cleaning materials are placed out of the reach of children and kept in their original containers
- Wear protective clothing when cooking or serving food
- Prohibit certain foods that may relate to children's allergies, e.g. peanuts are not allowed in the nursery
- Follow the allergies and allergic reactions policy for children who have allergies

- Ensure risk assessments are undertaken on the storage and preparation of food produce within the nursery
- Familiarise all staff and visitors with the position of the first aid boxes and ensure all know who the appointed first aiders are
- Provide appropriately stocked first aid boxes and check their contents regularly
- Ensure children are supervised at all times
- Ensure no student or volunteer is left unsupervised at any time.

All employees have the responsibility to co-operate with senior staff and the manager to achieve a healthy and safe nursery and to take reasonable care of themselves and others.

Whenever a member of staff notices a health or safety problem which they are not able to rectify, they must immediately report it to the head teacher or deputy head teacher in her absence.

We will endeavour to keep our staff updated on the health and safety laws and procedures and make sure any training related to health and safety is kept up to date.

Policy reviewed September 2018

Next review date September 2019



Sharon Lee

Head teacher of Shofar



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