



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.

Under normal times, we believe the risks in the nursery environment are low and we will maintain the maximum protection for children, staff and parents. **During the Covid-19 outbreak, additional safety measures will be in place to ensure that the nursery is as safe as possible for the children, their families and the teachers.**

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 displayed 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
- **Children and teachers will be allocated to bubble groups to minimise the risk of cross infection**
- **Ensure that daily cleaning of all toys is made and any non-washable toys, furnishings and resources are removed.**
- **Frequently wash all door handles, toilets, hand rails and ensure this is completed at least three times throughout each day.**
- **Ensure that toileting and hand washing is supervised. Toilets, flushers, taps and door handles in toilets, must be cleaned before and after use by bubble leader.**
- **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). **First aider must wear gloves, apron and a mask when administering first aid.****

Shofar Daycare Nursery Sternberg Centre, East End Road, N3 **Call us: 020 8346 3453**

admin@shofardaycarenursery.org.uk www.shofardaycarenursery.org.uk

Registered office as above. Shofar Daycare Nursery is a company limited by guarantee registered in England and Wales no: 9395603 and registered as a charity in England and Wales no. 1160802



- 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, **staff must wear aprons, gloves and masks when helping children with personal care and bottle feeding.** (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 2020
Next review date September 2021

Sharon Lee
Head teacher of Shofar

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