



HEALTH AND SAFETY

We will always aim to provide a safe play environment for all children in our care. Children must be supervised at all times, with correct staffing ratios of 1 to 3 for children under two, 1 to 4 for children aged 2 to 3, and 1 to 8 for children aged 3 to 5. When going on outings such as trips to the town centre, the correct ratios must be maintained in line with the outings policy.

Regular checks must be made by staff and students to ensure that all play equipment is clean and safe.

Staff must carry out daily checks on their rooms ensuring that all room temperatures are maintained, and that all fire exits are free from obstruction.

Please ensure you are not distracted from the safety of the children in your care by telephone calls, or personal chatting etc. All personal mobile phones must be switched off when in nursery and locked in the nursery office.

Any maintenance work that is required in the nursery and has been reported to the Estates department..

Staff will be advised with regard to health and Safety issues e.g. inoculations, sunscreens, lifting, V.D.U operation etc for your own personal protection and safety. Please adhere to any advice given and let a member of the Management Team know if there are any Health and Safety issues which need bringing to our attention, or if you feel you need more training on specific issues.

All parents/carers must be informed in the event of their child having an accident at nursery e.g. bumps and falls (however minor). A record will be kept informing the parent of the accident, how it was treated and by whom. You must ask parents/carers to read and sign the accident form.

In the event of an emergency situations arising all staff and students can contact security on 01922 657050. If an ambulance is needed security staff will call one for you, also they will notify the police should any incident occur which requires it. Staff must notify parent if a child is taken to hospital. If parents/carers cannot be contacted a qualified member of staff who is Paediatric first aid trained will go with the child until a parent arrives.

Please do not open the door to anyone you are unsure of or do not recognise. In this event please contact a member of the Management Team.

The nursery has a Panic Alarm situated in each room. There are also portable alarms for the staff to take outside during outside activities. All staff are instructed on the use of these alarms as part of their induction.

It is an important part of your induction to Little Professors Nursery that you are made aware of the Health and Safety policy.

PLEASE READ AND DIGEST CAREFULLY YOU WILL BE ASKED TO SIGN TO SAY YOU HAVE DONE SO.

PLEASE REMEMBER YOU'RE SAFETY AND THE SAFETY OF THE CHILDREN IN YOUR CARE IS OF PARAMOUNT IMPORTANCE TO US.

Little Professors



Nursery

Reviewed July 2019

