



POLICY STATEMENT ON HEALTH AND SAFETY

The context in which this sample is to be used is described on page 51. A Health and Safety Policy is required under the 1989 Children Act. We give two different sample policies, either of which could be used as a model for your nursery.

HEALTH AND SAFETY POLICY

All Health and Safety documents must at all times be available for inspection.

- A. No smoking on the premises.
 - B. No hot drinks in any room occupied by a child/children.
 - C. No inappropriate jewelry to be worn. One pair of stud earrings and a wedding ring is acceptable.
 - D. Dress code: smart and practical with sensible shoes.
 - E. No running inside the premises.
 - F. Children should be encouraged to run outside in a safe environment.
 - G. All electrical sockets should be protected by safety plugs, no trailing wires.
 - H. All cleaning materials / toilet cleaner to be placed out of the reach of children.
 - I. All fire exits to be clearly marked and free from obstruction.
 - J. All fire extinguishers to be clearly labelled.
 - K. A copy of the fire drill should be clearly visible at all fire exits.
 - L. Protective clothing shall be worn when serving food.
 - M. Never leave scissors or potentially dangerous objects lying within reach of children.
 - N. Nuts, e.g. peanuts, are not allowed in the Nursery.
 - O. Any accident involving body fluid must be reported to the Senior First Aider on duty.
 - P. Telephone calls must be received before 8:00 AM if a member of staff is not well enough to attend work. This includes all gastric problems and high temperatures.
 - Q. All staff should familiarize themselves with the First Aid Cabinet.
 - R. The appointed First Aider must carry disposable gloves and tissues in the garden.
 - S. No pills or medication to be administered by the Management.
 - T. Only qualified Nursery Nurses or Nurses are allowed to administer medicine to a child.
 - U. No student should be left unsupervised at any time, and children must be supervised at all times.
 - V. Under no circumstances may a member of staff take a child from the Nursery unless written consent has been obtained from the parent of the named child.
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