

# Cherrytree Nursery School Ltd

## Health and Safety Policy

The owners/managers are ultimately responsible for safety within the setting and the safety of the children is paramount.

The Nursery undertakes to maintain the required adult/child ratios as required by Ofsted (i.e. 1:4 for 2 yr olds and 1:8 for 3-8 yr olds).

All equipment is checked on a daily basis before use and defective items are removed from use until repaired.

Fire exits are kept clear at all times.

All leads are tidied away out of children's reach.

The first aid box is located in the staff kitchen and checked regularly. Out of date or used items are replaced. There are a minimum of two staff on duty per day who hold current first aid certificates.

Children requiring medication will be dealt with in line with our First Aid and Medicines Policy. No child is allowed in the kitchen, except with an adult for first aid treatment.

An accident/incident sheet for each child records all injuries/incidents, however minor, and parents are asked to sign to acknowledge receipt of information about each incident.

Any accidents / incidents of concern are reported to a senior supervisor for checking and any possible follow up.

Fire drills are held regularly.

Regular inspections are made by Ashford Borough Council's Environmental Health Department. Our current 'scores on the doors' rating certificate is displayed in each branch. KCC check fire extinguishers annually and electrical circuits every five years. Electrical equipment is checked annually for safety.

Visitors are asked to sign the Visitors book on arrival, and to sign out on departure.

Bins are emptied, toilets and toilet areas are cleaned daily. Nappy bins are used for nappy waste and are emptied daily by staff into an external sealed bin, from where they are collected by a hygiene company.

All changing mats are disinfected after use.

Disposable gloves and aprons are available for staff to use when changing nappies or dealing with injuries.

Cleaning materials are kept in a locked cupboard in the toilet area.

All children and parents will be admitted and released from the Nursery by a member of staff who will operate the door security system. The door remains on a quick release locking system at all other times (except in an emergency).

A register is taken on entry, and every morning and afternoon in class, detailing children and adults in the room. All children are signed out as they leave. A separate register of staff attendance is kept.

In extreme weather conditions, a risk assessment will be made as to whether it is safe to operate the Nursery. Information on closure will be found on [www.kentclosures.co.uk](http://www.kentclosures.co.uk) website or from local radio stations.

All tables are wiped with diluted disinfectant before meal / snack times.

On the job training is given regularly and updated as necessary.

No-one, whether staff, parent or visitor, is allowed to smoke on any part of the Nursery premises.

The nursery has a zero tolerance policy towards violent, threatening or abusive behaviour, please see the full statement in the Behaviour Management Policy.