

# EYFS Health and Safety in the Nursery Policy



**Our Mission Statement – the reason our College exists**

## **“Learning & Growing in the Light of the Gospel”**

*With Christ at the centre of our learning, we:*

- *Help young people to achieve their greatest potential*
- *Guide their intellectual growth, nurture their God-given talents, and inspire them to live in service to others*
- *Aim to develop honest, confident, responsible and compassionate members of society, based on the educational values of Blessed Antonio Rosmini*

**Our Vision Statement – the long-term change resulting from our work**

## ***‘Begin Here, Go Anywhere’***

*Ratcliffe’s unique educational offering based on our College motto, “Legis Plenitudo Charitas”, Love is the fulfilment of the Law, provides a perfect context within which young people may acquire the emotional knowledge and interpersonal skills necessary to live happy and purposeful lives. The College’s inclusive Catholic ethos is complemented by the outstanding quality of our College community through which our Mission, “Learning and Growing in the Light of the Gospel”, serves to nurture resilience and develop maturity. Young people leave Ratcliffe with a strong sense of who they are and their purpose in the world, equipped socially, emotionally, morally and spiritually to go forth and make a difference to the communities in which they live and work.*

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<b>Review Date: August 2025</b>	<b>Next Review: September 2026</b>

## **Rationale and Introduction**

Health and Safety rules and guidelines are always followed in Nursery. It is the responsibility of all staff to ensure that they adhere to all Health and Safety guidelines put in place to help minimise danger and keep children safe.

## **Accidents**

- All accidents shall be recorded on Medical Tracker. Parents/carers shall be informed of the accident, any injuries sustained and medical treatment administered via an email alert from Medical Tracker. All serious incidents and accidents will be reported immediately to the Head of EYFS and the Estates Manager for immediate investigation and possible reporting to the HSE under RIDDOR.
- The Head of EYFS shall be informed immediately of any accident which requires the assistance of the School Nurse.
- The Head of EYFS will regularly check reports from Medical Tracker to ensure no playground equipment or classroom resources are causing significant/numerous injury and that all risks are being minimised.
- Ofsted would be notified of any serious illness, accident, injury or death of a child in school care, within 14 days.

## **Awareness**

- Health and Safety issues are explained to the parents, for example, in Information Evenings and before Educational Visits.
- The children are aware of Health and Safety through discussion, planned activities and routines.
- Only persons who have been DBS checked have access to the children.
- Whenever children are on the premises at least two adults are present, one of which is a Paediatric First Aider.
- On going safety training will be undertaken by all staff.

## **Behaviour**

- Any incident concerning unacceptable behaviour shall be reported to the Head of EYFS.

## **Classrooms/Corridors**

- Children are encouraged to walk in school.

## **Animals**

- Animals visiting the Nursery are free from disease, safe to be with children and do not pose a health risk. A Risk assessment will be completed before any animal visit.
- All children will be supervised washing their hands after touching an animal on the Nursery premises.

## **Doors**

- The main entrance door to the Nursery has an alarm on it. This will sound when the door is opened. The sound can be turned off during times when the entrance door is kept open, for example during play times to allow children to use the toilet.

- The last staff member coming in from being on the playground must ensure that the alarm is switched on and that the door is shut. If the alarm sounds, the Head of EYFS, or in her absence, a staff member from the Reception class must immediately go to the front door.
- Staff must ensure that the Nursery gate is shut at all times.
- There is a staff code on the gate. This code must not be known by the children. It is imperative that during collection and pick up times there is always a staff member on the gate to open and close it. The children must not see you type in the code. Staff must alert the Head of EYFS if they are aware that the children know the gate code, whereupon it will be immediately changed.
- Child finger guards are used in all Nursery doors, to prevent children's fingers being trapped.
- All 'staff-only' rooms and exit doors out of Nursery have adult locks on the top of the door. If you are the last person in a room you must turn the adult lock on the door. You must ensure the adult lock is turned on any exit door, having come through it.
- All gates and fencing will be checked on a daily basis for possible breaches.

### **Drinks**

- No hot drinks must be taken onto the playground.
- Hot drinks must not be drunk in classrooms whilst children are present.
- Hot drinks can only be drunk in classrooms before 8am or after 4pm when children are being supervised in different outdoor and Aftercare areas.
- Hot drinks must be carried in a covered cup whenever they are taken out of the kitchen. Staff must take care when walking between the kitchen and the staff room.

### **Electrical Equipment**

- All electrical equipment conforms to safety requirements and is checked regularly.
- Boiler and meter cupboards are not accessible to children.
- Fires, heaters, electric sockets, wire and leads are properly guarded, and the children are taught not to touch them.
- There are sufficient sockets to prevent overloading. Sockets are covered by safety plug socket covers if not in use. Multi blocks must not be used and extension cables must be completely unwound.
- The temperature of hot water is controlled to prevent scalds.
- Lighting and ventilation is adequate in all areas including storage areas.

### **Fire Hazards and Safety**

- All combustible material shall be kept away from electrical switches, lights, and other ignition sources.
- All furniture must be fire retardant and any furniture with exposed foam must be removed.
- Matches will be kept in the staff kitchen.
- There are emergency evacuation procedures in place and a Fire Evacuation is practised at least once a term.

### **Floors**

- All surfaces are checked to ensure they are clean, undamaged and fit for purpose.

**Furniture**

- Children shall be encouraged to push chairs under the table when not in use.
- Chairs shall not be carried around the classroom by children.
- Chairs shall not be stacked or placed on tabletops whilst the children are in the room.
- Children must be discouraged from climbing on the furniture.

**Paper Cutters**

- The paper cutter must be stored and used in the Staffroom, or a classroom if the children are not present.

**Scissors and sellotape dispensers**

- Children shall be taught how to use scissors and sellotape dispensers correctly with regard to the safety of themselves and others.

**Sleeping children**

- Where a child needs to sleep in Nursery, adequate provision is made.
- The door to the classroom is always kept open and the child is frequently visited.

**Security of children**

- Necessary members of staff shall be in the playground to welcome children and parents at the beginning and end of each session. The children are signed in on the fire register in the morning. In the afternoon, the Aftercare register details all children who are signed out from 3:30pm onwards. This becomes the 'Fire Register' after teaching hours.
- After playtimes, all lead teachers will count the children in their class/line to ensure that all children have come off the playground. Playground duty staff are responsible for doing a playground check to ensure no child is left on the playground.
- Where smaller groups of children are formed e.g. outdoor learning or phonics, the teacher in that group is responsible for those children until they are handed back to their class lead teacher. The staff member must ensure they let the class lead teacher know when the child is returning to their normal class and the class lead teacher is again responsible for that child.

**Smoking**

- Visitors and staff are not permitted to smoke on the Nursery site.

**Links to other policies**

EYFS First Aid Policy

EYFS Health and Safety Environmental Policy

First Aid and Medical Arrangements Policy

Health and Safety Policy

**Review**

This policy is annually reviewed by the Head of EYFS and Estates Manager.