tiny toes day nursery

Health and Safety Policy October 2025 (No Updates)

The Management of the Nursery recognises and accepts the responsibility to provide and maintain safe working conditions and a healthy environment for all staff, children and visitors. The Health and Safety lead for the Nursery is Elias Xenophontos. It is the responsibility of the SMT and the Health and Safety Lead to:

- Provide toys, equipment and systems of work that are safe and free from risks to health.
- Provide and maintain furniture & fittings that are safe and suitable for their intended use.
- Provide adequate heating, lighting and sanitation.
- To store medicines safely and securely, and to dispense and administer medication to children in strict accordance with documented procedures.
- Provide and maintain domestic and kitchen equipment to appropriate Appliance Safety/ Food Hygiene standards.
- Ensure that all staff have the necessary experience and capability to carry out the tasks they will be expected to undertake. This will be supported by continuous staff training programmes.
- Ensure the absence of risks to health in connection with the use, storage and handling of substances by carrying out an assessment of their effects, as required by the COSHH Regulations, and implementing all control measures found to be necessary.
- Provide such information, instruction, training and supervision as may be necessary to ensure the health and safety of all children, staff, and visitors within the Nursery setting.
- To ensure that all staff receive the appropriate training relative to their job duties and are fully aware of any hazards which may arise whilst undertaking them and the precautions to be adopted.
- To regularly test the fire safety equipment and carry out regular fire drills.
- To maintain an adequate level of first aid equipment and carry out checks to see they are in date.
- To comply with regulations relating to the inspection and maintenance of electrical, gas and fire safety equipment.
- To ensure that cover is in place for employee and public liability insurance.

It is also recognised that each employee has a responsibility for the personal safety and a duty of care to their fellow employees. The employee's responsibility will therefore include duties to:

- Comply with all safety instructions and directions laid out.
- Use properly the facilities provided for Health and Safety within the Nursery.
- Refrain from the wilful misuse of, or interference with, anything provided in the interests of health, safety and welfare and any action that might endanger any person within the Nursery.
- Report any health and safety breeches to the Health & Safety Lead.
- Report any accident or incident witnessed.
- To keep any dangerous materials, including medicines and cleaning materials out of reach of children.
- To sign in and out of the building.
- To not carry out new or unfamiliar tasks for which they have not been trained, without first carrying out a full risk assessment.
- To refer to the Health & Safety Lead, if they have any issues or doubts about health and safety and risk assessments.

The Nursery will monitor health and safety by:

- Reporting, tracking and analysing accidents involving children through Eylog/Eyman
- Reporting, tracking and analysing accidents involving adults through an accident book
- Carrying out an annual safety inspection of the setting
- Reporting, tracking and analysing incidents and complaints through an incident app
- Obtaining feedback from parents, staff, partners and Health and Safety specialists
- Reviewing risk assessments and policies annually

.