

Busy Bees Health and Safety policy for staff, volunteers and students

It is our policy to provide a healthy and safe environment for the children, staff, volunteers and students.

At all times our employees and volunteers will co-operate fully in implementing health and safety initiatives. They will do everything possible to make sure injuries do not occur to themselves or others.

All staff are aware of the importance of good hygiene practices. Checklists are placed in each classroom with the individual staffs roles and responsibilities for carrying out their cleaning duties, it is the classrooms supervisors responsibility to ensure these are met.

P.P.E equipment is provided for staff and volunteers, who are made aware upon their initial induction that it must be worn at the required occasions at all times.

Staff and volunteers are aware that they must always wash their hands before preparing food and drink for the children and on regular intervals throughout the day.

Children are taught about germs and are constantly reminded of good hygiene practices. They are taught to wash their hands after using the bathroom, before eating, before cooking, after being involved in a messy activity, and after visiting the animals on the farm.

All staff members must keep their First Aid training and Food Safety certification updated, a copy of the certificates are kept in the staff record file.

A first aid box is available in each classroom, the swimming pool and the school run vehicles. We also have a portable first aid box which we take in to the play areas and on trips to the heath etc.

Each classroom supervisor is responsible for ensuring that their classes first aid box is fully equipped at all times.

Upon a child's initial registration, we will request details of any allergies or dietary requirements a child may have. An allergy board is located in each classroom with details of any allergies a child may have, to inform all adults working within the class of the allergies.

All medicines must be handed directly to a member of staff, and only medicine provided by the parents can be given to the children in our care. A medicine form will be available to record details provided by parents, recording the timing and dosage of the medicines to be given to their children as requested by them. The form is to be signed and dated by staff and parents each day and kept in the child's classroom.

If a child becomes ill we will take every step to contact the parents, but if this is not possible, we will take responsible measures to care for the child. We will expect parents/carers to co-operate with us by not bringing children to Busy Bees if they have infectious or contagious illness. If a child, has had diarrhoea or sickness they must not return to school for 48 hours since their last symptom.

If a member of staff , student or volunteer has suffered with diarrhoea or sickness they must not return to work for 48 hours since their last symptom.

An accident report form must be filled in if any child sustains an injury whilst on the premises with details of:

- *How the accident occurred*
- *Where the accident happened*
- *Injuries sustained*
- *Treatment given*
- *At which point the child's parent/carer were contacted*

The member of staff dealing with the accident must then sign and date the accident report form and photocopy another form for the child's parent/carer, which we will then ask them to sign and keep on the day of the accident. A copy of the form will be kept on the premises.

If a member of staff, volunteer or student sustains an injury whilst on the premises they will fill in a report of the accident in the 'staff accident file'. If the accident is serious we will contact their emergency contact person to advise them of the injury and any action which needs to be taken.

We are aware that any serious accidents or illnesses within the nursery are reportable to both Ofsted and Riddor.

Hazards within the nursery have been identified within our risk assessment. All risk assessments should be carried out and reviewed accordingly.

Faulty equipment.

If a member of staff discovers any breakages or damaged equipment either inside the nursery or outdoors, they must fill in a repairs form and hand it to Rachel Dvies or the duty manager, who will then see if it is able to be repaired. Graham Smith is our maintenance man and where possible repairs any breakages. Any items which are beyond repair will be thrown away and replaced.

If a student or volunteer/student discovers any broken equipment, they must report it to the Classroom Supervisor immediately.

Rachel Davies- Operational Manager has overall responsibility for Health and Safety with the nursery.

*This policy was adopted by the managers and staff, and updated on 17th March 2025
Signed on behalf of Busy Bees Nursery School.*

“Our setting is committed to safeguarding and promoting the welfare of children, young people and adults at all times and expects everybody working within this setting to share this commitment”

