



# Health and Safety Policy





## Health and Safety Policy

All staff are familiar with the contents of this policy and can access it freely.

Nursery staff work towards developing a safe, caring and stimulating environment in which children can feel happy and secure. Nursery rules have been formulated to ensure a safe environment for the children.

- All staff will undertake a risk assessment for any nursery activity that may carry significant risk. These are stored in the Document Store in the Staff Glow Group in Glow. Examples may include:
  - Preparation of food
  - Taking children out of nursery
  - Using climbing apparatus
  - Visits that include the introduction of animals to nursery
  - Use of parents and volunteers
- Children will always be delivered to and collected from nursery by an adult. If the adult is not known to staff, some proof will be sought. Parents are asked to inform staff of any changes of pick up arrangements.
- All visitors to nursery should sign in at school reception area and wear a visitor badge

## Accident reporting

- First Aid box is stored out of reach of children
- There is an accident book kept in nursery to record any occasions when children are hurt in an accident (minor)
- Parents will be informed of any accidents (especially head injuries) and the action that was taken
- Aberdeenshire advice is followed for any more serious accidents. Copies of this advice and the relevant forms are located in the school office.

## Management of medication

- Medical forms are completed by parents. Any medicine is kept locked in a box in the kitchen area. There is a fridge for medicine that needs to be kept cold.
- If medication is given a form is completed and the parent signs it

## Incident reporting

- There is a logbook for any incidents that occur in nursery. Staff log any important incidents, being sure to date and sign entries



### **Risk assessments: premises / fire**

- Nursery is included in Fire Drills with the rest of the school. We are careful to ensure that each nursery class practises evacuation procedures at least twice a year

### **Smoking policy**

- We operate a no smoking policy in school and in the nursery class at all times