



Manor Twiglets Nursery Ltd

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Health and Safety Policy

Health and Safety general standards

Health and safety is paramount at Manor Twiglets Nursery making our setting a safe and healthy place for children, parents/carers, staff and volunteers as per The Health and Safety at Work Act 1974.

The member of staff who is responsible for the overall Health and Safety of the nursery is Jill Bray (Childcare Manager) and she is competent to carry out these responsibilities. Jill Bray has carried out Level 2 Health and Safety training. Jill Bray is also the Health and Safety Officer and responsible for risk assessing the nursery. At Manor Twiglets we follow the Statutory Guidance for the Early Years Foundation Stage for all health and safety standards.

Insurance Cover

At Manor Twiglets we have public liability insurance and employer's liability insurance. The public liability insurance certificate is displayed on the wall opposite the front door in the corridor next to the toilet.

Awareness Raising

- Our induction training for staff and volunteers include a clear explanation of health and safety issues. Staff are made aware of the Health and Safety policy, the location and are told to read it. The policy is also emailed to new staff. This ensures that all staff adhere to our policy and understand their shared responsibility for health and safety at Manor Twiglets. Our induction also covers employee well-being, safety, lifting and storage of potentially dangerous substances.
- The Health and Safety at Work Act 1974 poster is displayed on the kitchen notice board. All employees are encouraged to read and familiarise themselves with this information.
- All staff before they start employment access online Health and Safety training on the Atlas portal provided by Citation, our Health and Safety consultants. We also have in house all company training provided by external trainers.
- We have a smoke free policy.
- Health and safety issues are explained when a new child has their settling in session, for example, when a child has been sick or has diarrhoea, the child has to be 48 hours off nursery after the last bout.
- Children are made aware of health and safety issues in discussions at circle time, planned activities and at any other opportunities.

- Children check for health and safety issues: broken toys etc, the children also have a risk assessment tick list with pictures to check our outside area.

Children's safety

- We ensure that all staff, directors and volunteers (who help out on a regular basis) have a clear DBS check and a list of these can be found in the office.
- Children are always supervised and never left unattended.
- Whenever children are on the premises at least 2 qualified adults must be present. The ratios must always be kept and never compromised.
- Our ratio is for: 2 year olds – 1 member of staff to 4 children
 3 – 4 year olds – 1 member of staff to 8 children

Security

- Children's times of arrival and departure are noted in the register.
- Arrivals and Departures are entered into our digital visitor management system, Digigreet for staff, students, visitors and volunteers.
- Our systems are in place to prevent unauthorised access to our premises by a locked door and doorbell. Only management and qualified staff are allowed to open the door to visitors. We ask all parents to wait for a member of staff to let them out of the building, The keys to the door are hung out of reach from children just by the door and not left in the lock.
- Systems are in place to prevent a child leaving on their own or with an unauthorised person. We have a password system in place for children being picked up by someone rather than their parent/carer. This information is stored in the nurseries up to date registration form and index files. When letting children in the building the Manager, Jill Bray or Deputy, Laura Ceylan, is situated at the front door, 2 other qualified members of staff are also situated at both doors in the corridor, this is to ensure the children's safety. When the children leave, the Manager or Deputy and another qualified member of staff let the children out individually to their parents/carers.

Windows

- All windows are secured that children cannot climb out of them.
- Windows are double glazed and made of safety glass.

Doors

- All doors in the corridor are Fire doors, they are heavy and self-closing doors.
- We take precautions to prevent children from getting their fingers trapped by closing the door slowly and making sure the door is shut before walking away. The back door is tied up when left open, as wind can blow it shut.
- Children are reminded only adults are to open and close the doors in the nursery, this is reiterated to the children regularly.

Floors

- All floors are checked for hazards to ensure that they are not uneven or damaged and this is checked daily.
- When floors are wet, the area is cleaned up immediately and a yellow warning sign is displayed.
- Sand and water play are supervised and always swept/mopped up. It is not left on the floor.

Kitchen

- Children do not have access into the kitchen unless they are supervised by a practitioner.
- All surfaces are clean and non-porous.
- Cleaning materials are kept out of childrens reach in a locked cupboard under the sink.
- When children take part in a cooking activity they are supervised at all times and kept away from hot water and hot surfaces. Children do not have unsupervised access to electrical equipment.
- When we need to close the kitchen hatch during a session, a member of staff will close the hatch from the kitchen and another member of staff will stand by the hatch in the nursery room to make sure the children don't put their fingers or hands near the closing hatch.

Electrical/ Gas equipment

- All electrical/gas equipment are checked to safety requirements.
- All electrical equipment is PAT tested yearly.
- Our electric boards are located in a locked cupboard which the children do not have access to.
- Children are taught not to touch or play with electric sockets.

- The sockets are never overloaded.
- Temperatures of the hot taps are monitored daily to prevent scalds. This is recorded in our daily risk assessment check list.
- Lighting in the building is accessed by switches.
- Ventilation is adequate in all areas. Air conditioning units are cleaned on a regular basis.

Outdoor area

- All gates outside in the back garden are locked for security.
- All activities outdoors are supervised at all times and kept to ratio.
- The garden is checked daily for safety and rubbish, poisonous plants, herbicides, pesticides and animal faeces. This is part of our daily risk assessment check list.
- Our garden is fenced securely.

Hygiene

- Our daily routines for the children include good practice of personal hygiene i.e. washing hands before touching food, the use of tissues for runny noses.
- We provide tissues and wipes for children to access throughout the session.
- An employed cleaner comes in everyday after the session and cleans the nursery.
- Practitioners assigned to toilet duty clean both toilet areas throughout the session.
- The toilet areas have a high standard of hygiene with hand washing/drying facilities and the disposal of nappies in a Sengenic nappy wrapper bin and securely disposed of in our hazardous waste bin.
- Practitioners wear protective clothing – gloves and aprons when changing a child.
- We have a supply of clean clothes for the children if they are soiled, wet or dirty from activities and do not have any spare themselves.
- The area used to prepare and eat snack and lunch are cleaned at the appropriate times with hot soapy water. The sandpit is covered up and not used when snack, lunch or cooking activities are out.
- We sterilise toys and equipment on a regular basis which is recorded in a book kept in the kitchen.
- Dressing up clothes and blankets are washed as and when necessary.
- Children who have a sleep after lunch have their own sheets on the mattress, the sheets are kept in bags with names on and these are washed weekly.

Activities

- Before buying equipment, we check it is age appropriate, has the CE mark and is safe for the children to use.
- All equipment is checked for hazards and discarded if it cannot be repaired.
- All equipment is checked for cleanliness and if they are not clean they are taken away and washed and then sterilised.
- Children are encouraged to play with the equipment with care.
- The layout of the play area is safe for the children to move around freely.
- The sand/water play activities are clean and suitable for children. Sand is changed and replaced regularly.
- Playdough is made daily so not to harbour germs.
- All of our creative materials are non-toxic and safe for children to use.
- All activities are well supervised inside and outside.
- Any offsite activities ie, trips to the park, use of Manor School playgrounds, are risk assessed and staffed with the correct ratios.
- Before using tactile ingredients, the allergy list is checked to see if any child is allergic to the ingredients in the activity.

This policy was adopted from the 30th January 2025

Date to be reviewed: January 2026

Signed on the behalf of the directors:

Name of signatory: Mrs J F Bray

Role of signatory: Childcare Manager