

# Health and Safety policy

## General

### Policy Statement

Children's health and safety are of utmost significance at Kidzone Nursery. In addition to ensuring the children, parents, staff, and guests are safe, we also ensure that our environment is conducive to learning. We regularly convey any issues to ensure proper comprehension and application of the rules and policies pertaining to a hazard-free environment.

### Aim

Our goal is to raise awareness of health and safety issues among kids, parents, and staff members in order to reduce risks and hazards and enable kids to grow in a secure environment. This policy statement aims to guarantee that all practical measures are taken to protect the health, safety, and welfare of everyone who enters the building. We shall strive diligently to accomplish the following goals in order to do this:

- To create and keep the setting's environment safe and healthy.
- To establish and uphold safe working practices for kids and staff.
- To establish plans to guarantee safety and the absence of health concerns associated with the use, handling, storage, and transportation of items and substances.
- To guarantee the provision of sufficient knowledge, training, and supervision to enable everyone working in or using the setting to avoid risks and positively contribute to their own safety and health at work and to ensure that they have access to health and safety training when and as it is offered.
- To create efficient plans for evacuating the building in the event of a fire or other emergency.
- To identify key personnel
- To outline staff / governor roles and responsibilities
- To outline arrangements for carrying out risk assessments
- To outline procedures for recording information on accidents and incidents
- To outline communication systems
- To outline procedures for recording violent incidents
- To outline procedures for carrying out first aid
- To record staff / governor training
- To outline procedures for field visits and activities
- To outline fire and evacuation procedures
- To identify activities that require Personal Protective Equipment (PPE)

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## Risk Assessment and Responsibilities

KidZone nursery has a responsibility to provide a safe environment for your child.

The Branch Manager is responsible for health and safety matters concerning the nursery premises. All staff are trained and aware of potential hazards within the nursery and surrounding environment and actively protect the children from hazards and potential risk. We aim to provide all staff with pediatric first aid training. All accidents and any incidents are recorded in the Accident Report Data Form. All accidents are accurately notified to the parent/carer as soon as possible. Hygiene rules relating to bodily fluids are followed with particular care and all staff are aware of how infections can be transmitted.

We recognize that a systematic approach to health and safety, based on a systematic risk assessment procedure can minimize injury and ill health to staff and children.

Day to day responsibility for ensuring this policy is put into practice is delegated to:

Branch nurse -for health and safety matters

Risk Assessment Team – For daily whole nursery risk assessment

## Risk Assessment Procedures

It is every staff member's responsibility to do risk assessment of the areas assigned daily, update risk assessment daily checklist and report any potential hazard or concern to the risk assessment head.

It is the responsibility of Risk Assessment Team to:

- ensure that whole nursery risk assessment is done on daily basis,
- Report the findings of the risk assessments to the branch manager
- Take action required to remove/control risks after approval from the branch manager
- Ensure that the action required is implemented
- Daily risk assessment record is maintained for each area of the nursery (indoors and outdoors)
- Any reported potential hazard or concern is closed or attended to as soon as possible

Risk assessments forms will be reviewed every MONTH, or when the activity changes, whichever is soonest.

**RELATED FORMS:**      Daily Classroom Risk Assessment Checklist  
                                 Daily Common Areas Risk Assessment Checklist  
                                 Whole Nursery Risk Assessment

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### Awareness Raising

- To ensure that all adults can adhere to our policy and comprehend their shared duty for health and safety, our orientation for staff and parents includes a thorough discussion of health and safety issues.
- Parents of new children are informed about health and safety issues so that they may comprehend the role that these issues play in the setting's day-to-day operations. T
- Health and safety issues are brought to the attention of children. Children are informed about health and safety through conversations, organized activities, and routines
- Health and Safety guidelines and risk assessment procedures are revised and reinforced every term and as required during staff meetings.

### Staff Guidelines

The UAE's Health and Safety Policy must be followed to implement this statement:

- No child or children should ever be left unattended through his time inside the nursery.
- On-site smoking is prohibited.
- Dress code: uniform top with practical lower dress and sensible shoes.
- Do not run inside the building.
- Never leave scissors or other potentially harmful items lying where kids can find them.
- All electrical sockets should be protected by safety plugs, no trailing wires,
- Keep all cleaning supplies and toilet cleaners out of children's reach.
- All fire extinguishers must be correctly labeled, and all fire exits must be well marked and unblocked.
- When serving meals, disposable food gloves must be worn.
- When cleaning, disposable gloves must be worn, and when changing a baby's diaper, disposable sheets must also be used.
- Any accident involving body fluid must be cleaned immediately and reported to the supervisor/manager.
- Every staff should become familiar with the First Aid kits.
- One staff must carry disposable gloves and tissues in the outdoor play area
- Only licensed nurses and trained teachers are permitted to give medicine to a kid. No medication is to be administered without a parent/carer first completing the "Administration of Medication Request" form.
- A staff member is not permitted to take a child from the facility unless the parent of the listed child has given written approval.

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### 1. Kitchen

- Children are not permitted in the kitchen at any time.
- In the kitchen, only electrical ovens are permitted.
- Cleaning supplies and other hazardous materials are kept in a secured location, out of reach of children at all times
- Every substance is periodically examined for an expiration date.
- Children can participate in cooking activities that does not require use of heat or electricity in class with adult supervision.
- If the activity needs heat or electricity, it is the staff's responsibility to do the same in the nursery kitchen.
- Disposable gloves and hair net used all time when handling food.
- All surfaces must be clean all times.
- Unless it is used, all power sources must be kept switched off.
- Maintenance check list must be update regularly

### 2. HOUSEKEEPING

All work areas will be kept reasonably clean and free from clutter to allow safe use of the area and movement within the school. All emergency exits and escape routes will be kept clean and clear at all times. Staff should report inadequately cleaned areas and blocked exits or escape routes to the Head Teacher

### 3. Storage in Classroom

- Materials used by teachers should all be kept out of children's reach.
- Lock up any cleaning supplies to keep out of reach of children
- Only child friendly cleaning material to be used.
- Age-appropriate toys should be cleaned, labeled, and placed within reach of children.
- All of the children's items must be labeled.

### 4. Storage In Storeroom

- Children are not permitted in the store room.
- Everything needs to be organized and labeled.

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- Daily cleaned.
- After using the stuff return to its place.

Keep place clean

### 5. CORRIDORS:

- ensure corridors and walkways are clear
- flooring is in good condition and ALWAYS DRY
- steps, ramps and uneven areas of flooring are visible and highlighted
- trailing leads and cables are prevented wherever possible, and taped/covered to avoid trip hazards if not
- lighting is bright enough to allow safe movement around the school and classrooms
- measures are in place to deal quickly with spillages and slip hazards
- Access stairs and ramps are properly maintained with handrails in place.

### 6. ELECTRICAL EQUIPMENT (FIXED AND PORTABLE):

- Cables are in good condition
- Wall plugs and electrical fittings are in good condition
- Damaged equipment has been removed from classrooms and common areas.

### 7. FURNITURE AND FIXTURES:

- Wall-mounted furniture is securely attached e.g. cupboards, shelves and display boards, etc.
- Desks, seats and stools are in good condition and are the appropriate size for the user (e.g. adult or child)
- Portable equipment e.g. trolleys are in good working order
- Hot surfaces like radiators are covered to prevent burns
- Window restrictors on upper floor windows are in good working order

### 8. MANUAL HANDLING:

- Suitable trolleys and lifting equipment is available for heavy objects
- Correct training has been provided to the appropriate staff

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### 9. FIRE

- Fire exits and routes are clearly marked, unlocked, unobstructed, and easy to open from the inside
- Maps of exit routes and floor plans are visible across the site
- Fire fighting equipment such as fire extinguishers and fire blankets are present and in good working order across the site

### 10. EMERGENCY EVACUATION PROCEDURES:

- Please refer to the KidZone Crisis Management Policy and Plan for Emergency Evacuation Procedures

### 10. OUTDOOR AREA

- Outdoor space is safely fenced, inspected for security, and cleaned of any trash prior to use.
- When there are children on the property during the week, no pesticides are applied.
- Depending on how it is used, the entire region is subject to daily, weekly and monthly risk assessments.
- All outside activities are always under adult supervision and outdoor sand pit is covered when not in use and constantly cleaned.

### 11. ACCIDENTS and INCIDENTS:

- All accidents, dangerous occurrences and near misses will be recorded on the appropriate form and reported to the Head (please refer accident and incident policy)  
Please refer to these KidZone policies:
  - Accident and Incident Policy
  - Emergency Policy- and Procedures Incident and Illness

### 12. FIRST AID:

- While First Aid may be administered by any person in an emergency, First Aid will normally only be administered by a nominated First Aider with a current First Aid at Work Certificate.

### 13. CHECK IN AND OUT POLICY

- Children must be dropped off and picked up by their parents or legal guardians on their registration time.

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- Authorized people form for drop-off and pick-up of children should be filled out completely by parents.
- If a parent must be unacceptably late due to events beyond their control, they should try to call the nursery to let them know
- Parents must provide all the information about the person who will pick up their child in case of any unexpected situation
- For any unauthorized person pick-up of any child, Child-Pick up policy must be adhered to
- Parents who have not collected their child by his registered time will incur a charge. This will be under the decision of the management. Please ensure that your child / children are collected on time so that we do not have to take this action.

The staff procedures if parents / carers have not arrived at the nursery by required time are as follows:

- Parents are phoned and requested to collect their child immediately.
- If no contact has been made with the parents for 10 minutes after approved time the emergency contact persons are phoned.

#### 14. CONTRACTORS MAINTAINANCE WORKER:

Special arrangements may be necessary for contractors who start work before the nursery day begins, but these arrangements must be agreed by nursery management in advance and must be monitored to ensure they are complied with.

#### 15. VISITORS:

All visitors must report to KidZone reception on entering the site. They will not be allowed into the nursery until staff are satisfied that their visit presents no risks to staff, children or others on the site, or has been otherwise approved by school management.

**RELATED FORM:**          **Visitors Record**

Reviewed by: Jaya Mishra

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Approved by: Anoud Fahad

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