



## Health and Safety Policy

At Sandcastle Nursery and Preschool Ltd, we prioritize the health, safety, and well-being of everyone connected to our nursery. This policy outlines the procedures and routines designed to maintain a safe environment for children, staff, and visitors. All designated staff members are responsible for adhering to and promoting these practices on a daily basis.

### General Health and Safety Procedures

- **Supervision:** Children are always supervised by a trained staff member to ensure their safety and well-being at all times.
- **Staff Training:** All staff members are trained to understand and implement health and safety protocols specific to their role and the environment. Ongoing training is provided to ensure staff remain up to date with best practices.
- **Insurance:** The nursery is covered by public liability insurance to protect the nursery, staff, and children in case of unforeseen incidents.

### Hygiene and Infection Control

- **Food Hygiene:** We maintain strict food hygiene practices to prevent cross-contamination. All staff wear protective clothing when handling food. Regular training ensures all staff are aware of the latest guidelines.
- **Illness Prevention:** The manager promotes good health practices and takes active steps to prevent the spread of infection. Staff members follow specific procedures when children are ill to safeguard the health of others.
- **Cleaning and Hygiene:** Premises and equipment are cleaned daily to maintain a safe and healthy environment. All staff members are trained during their induction to understand the importance of hygiene practices, and are regularly updated with hygiene procedures.
- **Personal Hygiene for Children:** Children are encouraged to practice personal hygiene routines as part of their daily activities, such as washing their hands before meals or after using the toilet.
- **Sand:** Sand is regularly cleaned and checked for safety to ensure they remain a hygienic and safe play area.

### Risk Assessment and Safety

- **Regular Risk Assessments:** Both indoor and outdoor areas are risk-assessed daily. Formal risk assessments are conducted every three months to ensure the environment remains safe for children and staff. New apparatus, furniture, or décor introduced to the setting will be highlighted to the management, and a new risk assessment will be completed.
- **Incident Reporting:** A fully stocked first aid box is available in the first aid cupboard, which is checked and replenished regularly to ensure all necessary supplies are available. Incident forms are completed immediately after any incident and are signed by the parent/carers on the same day.
- **First Aid:** All staff members are required to hold a valid first aid certificate, and training is kept up to date to respond effectively to emergencies.
- **Immediate Action on Risks:** If a potential risk to children is identified, staff will address the issue immediately or inform management to take appropriate action. All risks that directly affect the children are managed without delay.