



The Nursery is included under the whole school Health and Safety policy which is available from Aberdeenshire Council through the Arcadia website.

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

## **Safe Environment**

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

- A Risk Assessment will be undertaken for any nursery activity that may carry significant risk. Examples may include:
  - Preparation of food - including baking
  - Taking children out of the nursery environment using the Evolve online Risk Assessment
  - Using climbing apparatus
  - Introduction of animals to the nursery
  - Outdoor Learning
- Children will always be delivered to and collected from nursery by an adult.
- If the adult is not known to staff, some proof may be sought. Parents are asked to inform staff of any changes to "pick up" arrangements.
- All visitors to nursery should sign in at the school reception area, and wear a visitor's badge.

## **Accident & Incident Reporting**

- First Aid equipment is stored in a lockable cupboard and available to staff in the nursery area.
- There is an accident book kept in Nursery to record any occasions when children are hurt through an accident (minor) and first aid trained staff will attend to the child.
- Parents will be informed of any accident and the action taken.
- If the accident is a bumped head, a bumped head form is issued, this has to be signed by staff and parent/carer.
- SMT will be involved in more serious incidents, and Aberdeenshire Council advice will be adhered to. Copies of this advice and the relevant forms are located online through Arcadia.
- There is a Day Book for any important incidents that occur in nursery. Staff log any important incidents, being sure to date and sign.

## **Risk Assessment: Premises / fire**

- Aberdeenshire Council has produced Pre-school Centre / Nursery Risk Assessment documentation that can be used in nursery.
- Nursery is included in Fire Drills with the rest of the school. We are careful to ensure that each nursery class practises evacuation procedures twice a year.
- The HT records the date and time taken to complete fire drills.

## **Smoking**

- We operate a no smoking policy in the school at all times.