HEALTH AND SAFETY POLICY

At Wibli Wobli Nursery we provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees and a safe early learning environment in which children learn and are cared for. To develop and promote a strong health and safety culture within the nursery for the benefit of all staff, children and parents, we provide information, training and supervision. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

The allocation of duties for safety matters and the particular arrangements which we will make to implement our health and safety procedures are set out within this policy and we make sufficient resources available to provide a safe environment.

Legal framework

We follow all relevant legislation and associated guidance relating to health and safety within the nursery including:

- The National Minimum Standards for Regulated Childcare for children up to the age of 12 years and its associated regulations
- The regulations of the Health & Safety at Work Act 1974 and any other relevant legislation such as Control Of Substances Hazardous to Health Regulation (COSHH)
- Any guidance provided by Public Health Wales, the local health protection unit, the local authority environmental health department, fire authority or the Health and Safety Executive
- We comply with the Regulatory Reform (Fire Safety) Order 2005 and accompanying guidance

Aims and objectives

The aim of this policy statement is to ensure that all reasonably practical steps are taken to ensure the health, safety and welfare of all persons using the premises.

To achieve this we will actively work towards the following objectives:

- Establish and maintain a safe and healthy environment throughout the nursery including outdoor spaces
- Establish and maintain safe working practices amongst staff and children
- Make arrangements for ensuring safety and the minimising of risks to health in connection with the use, handling, storage and transport of hazardous articles and substances
- Ensure the provision of sufficient information, instruction and supervision to enable all people working in or using the nursery, to avoid hazards and contribute positively to their own health and safety and to ensure that staff have access to regular health and safety training
- Maintain a healthy and safe nursery with safe entry and exit routes
- Formulate effective procedures for use in case of fire and other emergencies and for evacuating the nursery premises. Practice this procedure on a regular basis to enable the safe and speedy evacuation of the nursery
- Maintain a safe working environment for pregnant workers or for workers who have recently given birth including undertaking appropriate risk assessments

- Maintain a safe environment for those with additional learning needs and disabilities and ensure all areas of the nursery are accessible (wherever practicable)
- Provide a safe environment for students or trainees to learn in
- Encourage all staff, visitors and parents to report any unsafe working practices or areas to ensure immediate responses by the management.

We believe the risks in the nursery environment are low and we will maintain the maximum protection for children, staff and parents. The nursery will:

- Ensure all entrances and exits from the building, including fire exits are clearly identifiable and remain clear at all times
- Regularly check the premises room by room for structural defects, worn fixtures and fittings or electrical equipment and take the necessary remedial action
- Ensure that all staff, visitors, parents and children are aware of the fire procedures and regular fire drills are carried out
- Have the appropriate fire detection and control equipment checked regularly to make sure it is in working order
- Ensure that all members of staff are aware of the procedure to follow in case of accidents for staff, visitors and children
- Ensure that all members of staff take all reasonable action to control the spread of infectious diseases and wear protective gloves and clothing where appropriate
- Ensure there are suitable hygienic changing facilities (see infection control policy)
- Prohibit smoking on the nursery premises
- Prohibit any contractor from working on the premises without prior discussion with the officer in charge
- Encourage children to manage risks safely and prohibit running inside the premises unless in designated areas
- Risk assess all electrical sockets and take appropriate measures to reduce risks where necessary and ensure no trailing wires are left around the nursery
- Ensure all cleaning materials are placed out of the reach of children and kept in their original containers
- Wear protective clothing when cooking or serving food
- Prohibit certain foods that may relate to children's allergies, e.g. peanuts are not allowed in the nursery
- We follow the EU Food Information for Food Consumers Regulations (EU FIC). These rules are enforced in the UK by the Food Information Regulations 2014 (FIR). We identify the 14 allergens listed by EU Law that we use as ingredients in any of the dishes we provide to children and ensure that all parents are informed
- Follow the allergies and allergic reactions policy for children who have allergies
- Ensure risk assessments are undertaken on the storage and preparation of food produce within the nursery
- Familiarise all staff and visitors with the position of the first aid boxes and ensure all know who the appointed first aiders are
- Provide appropriately stocked first aid boxes and check their contents regularly

- Ensure children are supervised at all times
- Ensure no student or volunteer is left unsupervised at any time.

Responsibilities
A designated Health and Safety Officer is appointed and set out below in the **Schedule – Health and Safety Information**.

All employees have the responsibility to co-operate with senior staff and the manager to achieve a healthy and safe nursery and to take reasonable care of themselves and others. Neglect of health and safety regulations/duties will be regarded as a disciplinary matter (see our disciplinary procedure).

Whenever a member of staff notices a health or safety problem which they are not able to rectify, they must immediately report it to the appropriate person named above. Parents and visitors are requested to report any concerns they may have to the nursery manager.

Daily contact, regular staff meetings and health and safety meetings provide consultation between management and employees, this will include health and safety matters.

Health and safety training
Health and Safety is covered as compulsory training for all staff during their induction. All staff are also required to complete the following as part of their induction :

- Paediatric First Aid
- Safeguarding
- Food Hygiene
- Food Allergens
- Fire Safety
- Health and Safety
- Equality and Diversity
- Manual Handling
- Prevent

There must be at least one member of staff on duty that holds a full Paediatric First Aid certificate in the nursery and when on outings.

Health and safety arrangements

- All staff are responsible for general health and safety in the nursery
- Risk assessments will be conducted on all areas of the nursery, including rooms, activities, outdoor areas, resources and cleaning equipment
- These are reviewed at regular intervals and when arrangements change
- All outings away from the nursery (however short) will include a prior risk assessment – more details are included in our outings policy
- All equipment, rooms and outdoor areas will be checked thoroughly by staff before children access them or the area. These checks will be recorded and initialled by the staff responsible.

Unsafe areas will be made safe/removed from area by this member of staff to promote the safety of children. If this cannot be achieved the manager will be notified immediately

- We provide appropriate facilities for all children, staff, parents and visitors to receive a warm welcome and provide for their basic care needs, e.g. easy to access toilet area and fresh drinking water
- The nursery will adhere to Control Of Substances Hazardous to Health Regulation (COSHH) to ensure all children, staff, parents and visitors are safe in relation to any chemicals we may use on the premises
- We identify and assess any water sources at risk of Legionella and manage these risks including avoiding stagnant water. See https://www.hse.gov.uk/legionnaires/
- Outdoor areas will be regularly checked to ensure that any potentially harmful plants, berries or funghi are identified and managed appropriately, and children will be supervised at all times to prevent ingestion
- All staff and students will receive appropriate training in all areas of health and safety which will include risk assessments, manual handling and fire safety. We may also use benefit risk assessments for particular activities and resources for children
- We have a clear accident and first aid policy to follow in the case of any person in the nursery suffering injury from an accident or incident
- We have a clear fire safety policy and procedure which supports the prevention of fire and the safe evacuation of all persons in the nursery. This is to be shared with all staff, students, parents and visitors to the nursery
- We review accident and incident records to identify any patterns/hazardous areas
- All health and safety matters are reviewed informally on an ongoing basis and formally every six months or when something changes. Staff and parents will receive these updates, as with all policy changes, as and when they happen
- Staff and parents are able to contribute to any policy through the suggestion scheme and during the regular meetings held at nursery.

The policy is kept up to date and reviewed especially when the nursery changes in nature and size. It is revised annually, or as and when required. We therefore welcome any useful comments from members of staff, parents and visitors regarding this policy.

This policy was adopted on	Signed on behalf of the nursery	Date for review
27/10/2026	*L.George*	*10/2027*

SCHEDULE – HEALTH AND SAFETY INFORMATION

Nursery	Health and Safety Officer
Wibli Wobli Cardiff	Lilly Hibbard/ Daisy Owen
Wibli Wobli Newport	Rhiannon Phillips

POLISI IECHYD A DIOGELWCH

Ym Meithrinfa Wibli Wobli rydym yn darparu ac yn cynnal amodau gwaith, offer a systemau gwaith diogel ac iach i'n holl weithwyr ac amgylchedd dysgu cynnar diogel lle mae plant yn dysgu ac yn cael gofal. Er mwyn datblygu a hyrwyddo diwylliant iechyd a diogelwch cryf o fewn y feithrinfa er budd yr holl staff, plant a rhieni, rydym yn darparu gwybodaeth, hyfforddiant a goruchwyliaeth. Rydym hefyd yn derbyn ein cyfrifoldeb dros iechyd a diogelwch pobl eraill a allai gael eu heffeithio gan ein gweithgareddau.

Mae'r dyraniad dyletswyddau ar gyfer materion diogelwch a'r trefniadau penodol y byddwn yn eu gwneud i weithredu ein gweithdrefnau iechyd a diogelwch wedi'u nodi yn y polisi hwn ac rydym yn sicrhau bod digon o adnoddau ar gael i ddarparu amgylchedd diogel.

Fframwaith cyfreithiol

Rydym yn dilyn yr holl ddeddfwriaeth berthnasol a chanllawiau cysylltiedig sy'n ymwneud ag iechyd a diogelwch yn y feithrinfa gan gynnwys:

- Y Safonau Gofynnol Cenedlaethol ar gyfer Gofal Plant Rheoleiddiedig i blant hyd at 12 oed a'i rheoliadau cysylltiedig
- Rheoliadau Deddf Iechyd a Diogelwch yn y Gwaith 1974 ac unrhyw ddeddfwriaeth berthnasol arall megis Rheoliad Rheoli Sylweddau Peryglus i Iechyd (COSHH)
- Unrhyw ganllawiau a ddarperir gan Iechyd Cyhoeddus Cymru, yr uned diogelu iechyd leol, adran iechyd amgylcheddol yr awdurdod lleol, yr awdurdod tân neu'r Awdurdod Gweithredol Iechyd a Diogelwch
- Rydym yn cydymffurfio â Gorchymyn Diwygio Rheoleiddio (Diogelwch Tân) 2005 a'r canllawiau cysylltiedig

Nodau ac amcanion

Nod y datganiad polisi hwn yw sicrhau bod pob cam rhesymol ymarferol yn cael ei gymryd i sicrhau iechyd, diogelwch a lles pob person sy'n defnyddio'r safle.

I gyflawni hyn byddwn yn gweithio'n weithredol tuag at yr amcanion canlynol:

- Sefydlu a chynnal amgylchedd diogel ac iach ledled y feithrinfa gan gynnwys mannau awyr agored
- Sefydlu a chynnal arferion gwaith diogel ymhlith staff a phlant
- Gwneud trefniadau i sicrhau diogelwch a lleihau risgiau i iechyd mewn cysylltiad â defnyddio, trin, storio a chludo erthyglau a sylweddau peryglus
- Sicrhau darparu digon o wybodaeth, cyfarwyddyd a goruchwyliaeth i alluogi pawb sy'n gweithio yn y feithrinfa neu'n ei defnyddio i osgoi peryglon a chyfrannu'n gadarnhaol at eu hiechyd a'u diogelwch eu hunain ac i sicrhau bod gan staff fynediad at hyfforddiant iechyd a diogelwch rheolaidd
- Cynnal meithrinfa iach a diogel gyda llwybrau mynediad ac allanfa diogel

- Llunio gweithdrefnau effeithiol i'w defnyddio rhag ofn tân ac argyfyngau eraill ac ar gyfer gwagio safle'r feithrinfa. Ymarferwch y weithdrefn hon yn rheolaidd i alluogi gwagio'r feithrinfa yn ddiogel ac yn gyflym
- Cynnal amgylchedd gwaith diogel i weithwyr beichiog neu i weithwyr sydd wedi rhoi genedigaeth yn ddiweddar gan gynnwys cynnal asesiadau risg priodol
- Cynnal amgylchedd diogel i'r rhai ag anghenion dysgu ychwanegol ac anableddau a sicrhau bod pob ardal o'r feithrinfa yn hygyrch (lle bynnag y bo'n ymarferol)
- Darparu amgylchedd diogel i fyfyrwyr neu hyfforddeion ddysgu ynddo
- Annog yr holl staff, ymwelwyr a rhieni i roi gwybod am unrhyw arferion neu ardaloedd gwaith anniogel i sicrhau ymatebion ar unwaith gan y rheolwyr.

Credwn fod y risgiau yn amgylchedd y feithrinfa yn isel a byddwn yn cynnal y diogelwch mwyaf posibl i blant, staff a rhieni. Bydd y feithrinfa yn:

Sicrhau bod pob mynedfa ac allanfa o'r adeilad, gan gynnwys yr allanfeydd tân, yn glir eu hadnabod ac yn aros yn glir bob amser

- Gwirio'r safle'n rheolaidd fesul ystafell am ddiffygion strwythurol, gosodiadau a ffitiadau wedi treulio neu offer trydanol a chymryd y camau unioni angenrheidiol
- Sicrhau bod yr holl staff, ymwelwyr, rhieni a phlant yn ymwybodol o'r gweithdrefnau tân a bod ymarferion tân rheolaidd yn cael eu cynnal
- Cael yr offer canfod a rheoli tân priodol wedi'u gwirio'n rheolaidd i wneud yn siŵr ei fod mewn trefn weithio
- Sicrhau bod pob aelod o staff yn ymwybodol o'r weithdrefn i'w dilyn rhag ofn damweiniau i staff, ymwelwyr a phlant
- Sicrhau bod pob aelod o staff yn cymryd pob cam rhesymol i reoli lledaeniad clefydau heintus ac yn gwisgo menig a dillad amddiffynnol lle bo'n briodol
- Sicrhau bod cyfleusterau newid hylendid addas (gweler y polisi rheoli heintiau)
- Gwahardd ysmygu ar safle'r feithrinfa
- Gwahardd unrhyw gontractwr rhag gweithio ar y safle heb drafodaeth ymlaen llaw gyda'r swyddog sy'n gyfrifol
- Annog plant i reoli risgiau'n ddiogel a gwahardd rhedeg y tu mewn i'r safle oni bai mewn ardaloedd dynodedig
- Asesu risg pob soced trydan a chymryd mesurau priodol i leihau risgiau lle bo angen a sicrhau nad oes unrhyw wifrau'n llusgo yn cael eu gadael o gwmpas y feithrinfa
- Sicrhau bod yr holl ddeunyddiau glanhau yn cael eu rhoi allan o gyrraedd plant ac yn cael eu cadw yn eu cynwysyddion gwreiddiol
- Gwisgwch ddillad amddiffynnol wrth goginio neu weini bwyd
- Gwaharddwch rai bwydydd a allai fod yn gysylltiedig ag alergeddau plant, e.e. ni chaniateir cnau daear yn y feithrinfa
- Rydym yn dilyn Rheoliadau Gwybodaeth am Fwyd yr UE ar gyfer Defnyddwyr Bwyd (EU FIC). Mae'r rheolau hyn yn cael eu gorfodi yn y DU gan Reoliadau Gwybodaeth am Fwyd 2014 (FIR). Rydym yn nodi'r 14 alergen a restrir gan Gyfraith yr UE yr ydym yn eu defnyddio fel

cynhwysion yn unrhyw un o'r seigiau a ddarparwn i blant ac yn sicrhau bod pob rhiant yn cael gwybod
- Dilynwch y polisi alergeddau ac adweithiau alergaidd ar gyfer plant sydd ag alergeddau
- Sicrhau bod asesiadau risg yn cael eu cynnal ar storio a pharatoi cynnyrch bwyd yn y feithrinfa
- Ymgyfarwyddo'r holl staff ac ymwelwyr â lleoliad y blychau cymorth cyntaf a sicrhau bod pawb yn gwybod pwy yw'r cymorthwyr cyntaf penodedig
- Darparu blychau cymorth cyntaf wedi'u stocio'n briodol a gwirio eu cynnwys yn rheolaidd
- Sicrhau bod plant yn cael eu goruchwylio bob amser
- Sicrhau nad oes unrhyw fyfyriwr na gwirfoddolwr yn cael ei adael heb oruchwyliaeth ar unrhyw adeg.

Cyfrifoldebau
Penodir Swyddog Iechyd a Diogelwch dynodedig a'i nodi isod yn yr **Atodlen – Gwybodaeth Iechyd a Diogelwch**.

Mae gan bob gweithiwr gyfrifoldeb i gydweithredu â staff uwch a'r rheolwr i sicrhau meithrinfa iach a diogel ac i ofalu'n rhesymol amdanynt eu hunain ac eraill. Bydd esgeuluso rheoliadau/dyletswyddau iechyd a diogelwch yn cael ei ystyried yn fater disgyblu (gweler ein gweithdrefn ddisgyblu).

Pryd bynnag y bydd aelod o staff yn sylwi ar broblem iechyd neu ddiogelwch nad ydynt yn gallu ei datrys, rhaid iddynt ei hadrodd ar unwaith i'r person priodol a enwir uchod. Gofynnir i rieni ac ymwelwyr adrodd am unrhyw bryderon sydd ganddynt i reolwr y feithrinfa.

Mae cyswllt dyddiol, cyfarfodydd staff rheolaidd a chyfarfodydd iechyd a diogelwch yn darparu ymgynghoriad rhwng rheolwyr a gweithwyr, bydd hyn yn cynnwys materion iechyd a diogelwch.

Hyfforddiant iechyd a diogelwch
Mae Iechyd a Diogelwch wedi'i gynnwys fel hyfforddiant gorfodol i bob aelod o staff yn ystod eu cyfnod sefydlu. Mae'n ofynnol i bob aelod o staff hefyd gwblhau'r canlynol fel rhan o'u sesiwn sefydlu:
- Cymorth Cyntaf Pediatrig
- Diogelu
- Hylendid Bwyd
- Alergenau Bwyd
- Diogelwch Tân
- Iechyd a Diogelwch
- Cydraddoldeb ac Amrywiaeth
- Trin â Llaw
- Atal

Rhaid bod o leiaf un aelod o staff ar ddyletswydd sydd â thystysgrif Cymorth Cyntaf Pediatrig lawn yn y feithrinfa a phan fyddant ar deithiau allan.

Trefniadau iechyd a diogelwch

- Mae'r holl staff yn gyfrifol am iechyd a diogelwch cyffredinol yn y feithrinfa
- Cynhelir asesiadau risg ar bob rhan o'r feithrinfa, gan gynnwys ystafelloedd, gweithgareddau, mannau awyr agored, adnoddau ac offer glanhau
- Caiff y rhain eu hadolygu'n rheolaidd a phan fydd trefniadau'n newid
- Bydd pob taith allan o'r feithrinfa (ni waeth pa mor fyr) yn cynnwys asesiad risg ymlaen llaw – mae mwy o fanylion wedi'u cynnwys yn ein polisi teithiau allan
- Bydd yr holl offer, ystafelloedd ac ardaloedd awyr agored yn cael eu gwirio'n drylwyr gan staff cyn i blant fynd i mewn iddynt neu i'r ardal. Bydd y gwiriadau hyn yn cael eu cofnodi a'u llofnodi gan y staff cyfrifol. Bydd ardaloedd anniogel yn cael eu gwneud yn ddiogel/eu tynnu o'r ardal gan yr aelod hwn o staff i hyrwyddo diogelwch plant. Os na ellir cyflawni hyn, bydd y rheolwr yn cael gwybod ar unwaith
- Rydym yn darparu cyfleusterau priodol i bob plentyn, staff, rhiant ac ymwelydd gael croeso cynnes a darparu ar gyfer eu hanghenion gofal sylfaenol, e.e. ardal doiled hawdd ei chyrraedd a dŵr yfed ffres
- Bydd y feithrinfa'n cadw at Reoliad Rheoli Sylweddau Peryglus i Iechyd (COSHH) i sicrhau bod pob plentyn, staff, rhiant ac ymwelydd yn ddiogel mewn perthynas ag unrhyw gemegau y gallwn eu defnyddio ar y safle
- Rydym yn nodi ac yn asesu unrhyw ffynonellau dŵr sydd mewn perygl o Legionella ac yn rheoli'r risgiau hyn gan gynnwys osgoi dŵr llonydd. Gweler https://www.hse.gov.uk/legionnaires/
- Bydd ardaloedd awyr agored yn cael eu gwirio'n rheolaidd i sicrhau bod unrhyw blanhigion, aeron neu ffwng a allai fod yn niweidiol yn cael eu nodi a'u rheoli'n briodol, a bydd plant yn cael eu goruchwylio bob amser i atal llyncu
- Bydd pob aelod o staff a myfyriwr yn derbyn hyfforddiant priodol ym mhob maes iechyd a diogelwch a fydd yn cynnwys asesiadau risg, trin â llaw a diogelwch tân. Efallai y byddwn hefyd yn defnyddio asesiadau risg budd ar gyfer gweithgareddau ac adnoddau penodol i blant
- Mae gennym bolisi damweiniau a chymorth cyntaf clir i'w ddilyn rhag ofn y bydd unrhyw berson yn y feithrinfa'n dioddef anaf o ddamwain neu ddigwyddiad
- Mae gennym bolisi a gweithdrefn diogelwch tân clir sy'n cefnogi atal tân a gwagio pob person yn y feithrinfa'n ddiogel. Mae hwn i'w rannu gyda'r holl staff, myfyrwyr, rhieni ac ymwelwyr â'r feithrinfa.
- Rydym yn adolygu cofnodion damweiniau a digwyddiadau i nodi unrhyw batrymau/ardaloedd peryglus.
- Caiff pob mater iechyd a diogelwch ei adolygu'n anffurfiol yn barhaus ac yn ffurfiol bob chwe mis neu pan fydd rhywbeth yn newid. Bydd staff a rhieni'n derbyn y diweddariadau hyn, fel gyda phob newid polisi, wrth iddynt ddigwydd.
- Gall staff a rhieni gyfrannu at unrhyw bolisi drwy'r cynllun awgrymiadau ac yn ystod y cyfarfodydd rheolaidd a gynhelir yn y feithrinfa.

Caiff y polisi ei gadw'n gyfredol a'i adolygu, yn enwedig pan fydd natur a maint y feithrinfa'n newid. Caiff ei ddiwygio'n flynyddol, neu yn ôl yr angen. Felly, rydym yn croesawu unrhyw sylwadau defnyddiol gan aelodau staff, rhieni ac ymwelwyr ynghylch y polisi hwn.

Mabwysiadwyd y polisi hwn ar	Llofnodwyd ar ran y feithrinfa	Dyddiad adolygiad nesaf
27/10/2026	*L.George*	*10/2027*

ATODLEN – GWYBODAETH IECHYD A DIOGELWCH

Meithrinfa	Swyddog Iechyd a Diogelwch Meithrinfa
Wibli Wobli Caerdydd	Lilly Hibbard/ Daisy Owen
Wibli Wobli Casnewydd	Rhiannon Phillips