



Health and Safety Policy

Wales: NMS
10.13, 13.9, 15.16, 24.1 - 24.27

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

The designated Health and Safety Officer in the nursery manager.

The manager has overall and final responsibility for this policy being carried out at:

Wibli Wobli Nursery
1st Floor Wern House, Rogerstone, Newport, NP10 9FQ

The deputy nursery manager will be responsible in his/her absence.

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

Health and safety training

The person responsible for monitoring staff training is the nursery manager.

Health and safety is covered in all induction training for new staff.

Training table :

Area	Training required	Who
Paediatric First aid	Course	All staff
Dealing with blood	In house training/course	All staff and students
Safeguarding policy	In house training/course	All staff and students
Care of babies	In house training/course	Half of the staff working with under 2's
Risk assessment	In house training/course	All staff
Fire safety procedures	In house training	All staff and students
Use of fire extinguisher	In house training/course	All staff where possible
Food hygiene	In house training/course	All staff and students
Allergy awareness	In house training/course	All staff and students
Manual handling	In house training/course	All staff and students



Stress awareness and management	In house training/course	All staff
Changing of nappies	In house training	All staff and students
Fire warden duties	External course	Fire Warden
Medication requiring technical or medical knowledge e.g. Epi Pen	External course	As required
SENCO/ALNCO	External course	SENCO/ALNCO
Supervision and appraisal	External course	Manager, deputy and room supervisor

At least one member of staff on duty MUST hold a full paediatric First Aid certificate in the nursery and when on outings. Our trained first aiders are listed in the first aid policy.

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 Legionella¹ and manage these risks including avoiding stagnant water.

¹ <https://www.hse.gov.uk/legionnaires/>



- 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
23/6/2023	<small>DocuSigned by:</small> M. Newrens	June 2024

E4102C63D87D431...



Polisi Iechyd a Diogelwch

Cymru: SGC
10.13, 13.9, 15.16, 24.1 - 24.27

Ym Meithrinfa Wibli Wobli rydym yn darparu ac yn cynnal amodau gweithio, offer a systemau diogel ac iach ar gyfer ein holl weithwyr ac amgylchedd dysgu diogel ble mae'r plant yn dysgu a derbyn gofal. I ddatblygu a hyrwyddo diwylliant iechyd a diogelwch cryf o fewn y feithrinfa er lles ein 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 dyrannu dyletswyddau ar gyfer materion diogelwch a threfniadau penodol y byddwn yn eu gwneud i weithredu ein gweithdrefnau iechyd a diogelwch wedi eu nodi yn y polisi hwn a byddwn yn sicrhau bod adnoddau digonol ar gael i ddarparu amgylchedd diogel.

Fframwaith cyfreithiol

Rydym yn dilyn yr holl ddeddfwriaeth berthnasol a'r canllawiau cysylltiol sy'n ymwneud ag iechyd a diogelwch o fewn y feithrinfa gan gynnwys:

- Y Safonau Gofynnol Cenedlaethol ar gyfer Gofal Plant a Reoleiddir ar gyfer plant hyd at 12 mlwydd oed
- Rheoliadau'r Ddeddf 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 amddiffyn iechyd lleol, adran iechyd yr amgylchedd yr awdurdod lleol, yr awdurdod tân neu'r Awdurdod Gweithredol Iechyd a Diogelwch
- Rydym yn cydymffurfio gyda Regulatory Reform (Fore Safety) Order 2005 a'r canllawiau cysylltiedig.

Nodau ac amcanion

Nod y datganiad polisi yma yw sicrhau bod pob cam sy'n ymarferol bosib yn cael eu cymryd i sicrhau iechyd, diogelwch a lles pob person sy'n defnyddio'r adeilad.

I gyflawni hyn byddwn yn gweithio tuag at yr amcanion dilynol:

- Sefydlu a chynnal amgylchedd diogel ac iach ym mhob rhan o'r feithrinfa gan gynnwys mannau awyr agored
- Sefydlu a chynnal arferion gweithio diogel ymysg staff a phlant



- Gwneud trefniadau i sicrhau diogelwch a lleihau peryglon i iechyd mewn cysylltiad â defnyddio, trafod, storio a chludo nwyddau a sylweddau peryglus
- Sicrhau bod gwybodaeth, cyfarwyddyd a goruchwyliaeth ddigonol yn cael eu darparu i alluogi pawb sy'n gweithio neu sy'n defnyddio'r feithrinfa i osgoi peryglon ac i gyfrannu'n bositif i'w 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 a gadael diogel
- Llunio gweithdrefnau effeithiol i'w defnyddio yn achos tân ac argyfyngau eraill ac i wagio adeilad y feithrinfa. Ymarfer y weithdrefn hon yn rheolaidd fel bo modd gwagio'r feithrinfa yn ddiogel a chyflym
- Cynnal amgylchedd gweithio diogel ar gyfer gweithwyr beichiog neu weithwyr roddodd enedigaeth yn ddiweddar gan gynnwys cynnal asesiadau risg priodol
- Cynnal amgylchedd diogel i'r rhai sydd ag anghenion dysgu ychwanegol i sicrhau bod pob ardal o'r feithrinfa yn hygyrch (ble bynnag y bo hynny'n ymarferol)
- Darparu amgylchedd diogel ar gyfer myfyrwyr neu hyfforddeion
- Annog staff, ymwelwyr a rhieni i adrodd am unrhyw ardal anniogel neu arferion gweithio anniogel er mwyn i'r rheolwyr fedru ymateb yn ddi-oed.

Rydym o'r farn bod y peryglon yn amgylchedd y feithrinfa yn isel a byddwn yn cynnal yr amddiffyniad uchaf ar gyfer plant, staff a rhieni. Bydd y feithrinfa yn:

- Sicrhau bod pob mynediad ac allanfa o'r adeilad, gan gynnwys allanfeydd tân, wedi ei nodi'n amlwg a'u bod yn ddi-rwystr bob tro
- Cynnal gwiriadau rheolaidd o'r adeilad fesul ystafell am ddiffygion adeileddol, gosodiadau a ffitiadau neu offer trydanol sydd wedi treulio a byddwn yn gweithredu fel sydd angen i'w hunioni
- Sicrhau bod pob staff, ymwelwyr, rheini a phlant yn ymwybodol o'r weithdrefn tân a bod ymarfer tân yn cael eu cynnal yn rheolaidd
- Trefnu bod offer canfod a rheoli tân priodol yn y feithrinfa a'u bod yn cael eu gwirio'n rheolaidd i sicrhau eu bod yn gweithio
- Sicrhau bod holl aelodau staff yn ymwybodol o'r weithdrefn i'w dilyn yn achos damweiniau i staff, ymwelwyr a phlant
- Sicrhau bod pob aelod o staff yn gwneud yr hyn sy'n rhesymol i reoli lledaeniad afiechydon heintus a'u bod yn gwisgo menig a dillad amddiffynnol ble bo hynny'n briodol
- Sicrhau bod cyfleusterau newid hylan priodol ar gael (gweler y polisi rheoli haint)
- Gwahardd unrhyw ysmegu ar dir y feithrinfa



- Gwahardd unrhyw gontractwr rhag gweithio ar dir y feithrinfa heb drafod ymlaen llaw gyda'r swyddog â gofal
- Annog plant i reoli peryglon yn ddiogel a gwahardd rhedeg yn yr adeilad heblaw mewn ardaloedd dynodedig
- Cynnal asesiadau risg ar bob soced drydanol a chymryd camau priodol i leihau perygl ble bo angen a sicrhau nad oes unrhyw wifrau blêr o amgylch y feithrinfa
- Sicrhau bod deunyddiau glanhau yn cael eu cadw o afael plant ac yn eu cynhwysyddion gwreiddiol
- Gwisgo dillad amddiffynnol wrth goginio neu weini bwyd
- Gwahardd rhai bwydydd sy'n gysylltiedig ag alergeddau plant, ee ni chaniateir cnau daear yn y feithrinfa
- Rydym yn dilyn Rheoliadau Gwybodaeth am Fwyd ar gyfer Defnyddwyr Bwyd yr UE (UEFIC). Mae'r rheolau yma yn cael eu gorfodi yn y DU gan Reoliadau Gwybodaeth am Fwyd 2014 (RhGF). Rydym yn adnabod yr 14 alergen a restrir gan gyfraith yr UE sy'n cael eu defnyddio gennym fel cynhwysion mewn unrhyw brydau a ddarparwn ar gyfer plant, ac yn sicrhau ein bod yn hysbysu pob rhiant
- Dilyn y polisi alergedd ac ymateb alergol ar gyfer plant sydd ag alergeddau
- Sicrhau bod asesiadau risg yn cael eu cynnal ar storio a pharatoi cynnyrch bwyd yn y feithrinfa
- Sicrhau bod pob staff ac ymwelwyr yn gwybod ble mae'r blychau cymorth cyntaf a'u bod yn gwybod pwy yw'r person cymorth cyntaf
- Darparu blychau cymorth cyntaf gyda'r eitemau priodol ynddynt a gwirio eu cynnwys yn rheolaidd
- Sicrhau bod plant yn cael eu goruchwyllo ar bob achlysur
- Sicrhau nad yw'r un myfyriwr neu wirfoddolwr yn cael eu gadael heb eu goruchwyllo ar unrhyw adeg.

Cyfrifoldebau

Y swyddog lechyd a Diogelwch dynodedig yn y feithrinfa yw Rheolwr y Feithrinfa

Y rheolwr sydd â'r cyfrifoldeb cyffredinol a therfynol dros gynnal y polisi yma yn :

Meithrinfa Wibli Wobli

1st Floor Wern House, Ty-Du, Casnewydd, NP10 9FQ

Cynorthwyol reolwr y feithrinfa fydd yn gyfrifol yn ei absenoldeb/habsenoldeb.



Mae gan holl weithwyr cyflogedig gyfrifoldeb i gydymffurfio ag uwch staff a'r rheolwr i gynnal meithrinfa iach a diogel ac i gymryd gofal rhesymol o'u hunain ac o eraill. Ystyrir esgeuluso rheolaethau/cyfrifoldebau iechyd a diogelwch i fod yn fater disgyblu (gweler ein gweithdrefn ddisgyblu).

Pan fydd aelod o staff yn sylwi ar broblem iechyd a diogelwch, nad oes modd iddynt ei gywiro, rhaid iddynt hysbysu'r person priodol a enwir uchod. Gofynnir i ymwelwyr a rhieni gyfeirio unrhyw bryderon sydd ganddynt i rheolwr y feithrinfa.

Mae cyswllt dyddiol, cyfarfodydd staff misol a chyfarfodydd iechyd a diogelwch yn fodd i reolwyr a gweithwyr ymgynghori, a bydd hyn yn cynnwys materion iechyd a diogelwch.

Hyfforddiant iechyd a diogelwch

Y person sy'n gyfrifol am fonitro hyfforddiant staff yw Rheolwr y Feithrinfa.

Mae iechyd a diogelwch yn cael sylw yn yr hyfforddiant sefydlu ar gyfer holl staff newydd.

Tabl hyfforddi :

Maes	Hyfforddiant sydd ei angen	Pwy
Cymorth Cyntaf Pediatrig	Cwrs	Pob staff
Ymdrin â gwaed	Hyfforddiant/cwrs mewnlol	Pob staff a myfyrwyr
*Polisi diogelu	Hyfforddiant/cwrs mewnlol	Pob staff a myfyrwyr
Gofalu am fabanod	Hyfforddiant/cwrs mewnlol	Hanner y staff sy'n gweithio gyda phlant dan 2 oed
Asesu Risg	Hyfforddiant/cwrs mewnlol	Pob staff
Gweithdrefnau diogelwch tân	Hyfforddiant mewnlol	Pob staff a myfyrwyr
Hylendid bwyd	Hyfforddiant/cwrs mewnlol	Pob staff a myfyriwr
Ymwybyddiaeth alergedd	Hyfforddiant/cwrs mewnlol	Pob staff a myfyriwr
Defnyddio diffoddwyr tân	Hyfforddiant/cwrs mewnlol	Pob staff ble bo hynny'n bosib
Codi a chario	Hyfforddiant/cwrs mewnlol	Pob staff a myfyrwyr



Ymwybyddiaeth a rheoli straen	Hyfforddiant/cwrs mewnol	Pob staff
Newid cewynnau	Hyfforddiant mewnol	Pob staff a myfyrwyr
Dyletswyddau warden tân	Cwrs allanol	Warden tân
Meddyginiaeth sy'n gofyn am wybodaeth feddygol neu dechnegol, e.e. EpiPen	Cwrs allanol	Fel sydd angen
CAAA/CADY	Cwrs allanol	CAAA/CADY
Goruchwylio a gwerthuso	Cwrs allanol	Y Rheolwr, is-reolwr a goruchwyliwr ystafell

RHAID i o leiaf un aelod o staff ar ddyletswydd fod â thystysgrif Cymorth Cyntaf Pediatrig llawn yn y feithrinfa ac allan ar wibdeithiau. Mae'r staff sydd wedi eu hyfforddi i roi cymorth cyntaf yn cael eu rhestru yn y polisi cymorth cyntaf.

Trefniadau iechyd a diogelwch

- Mae pob staff yn gyfrifol am iechyd a diogelwch cyffredinol yn y feithrinfa
- Bydd asesiadau risg yn cael eu cynnal ar bob rhan o'r feithrinfa, gan gynnwys ystafelloedd, gweithgareddau, ardaloedd awyr agored, adnoddau ac offer glanhau
- Mae'r rhain yn cael eu hadolygu'n rheolaidd a phan fo trefniadau yn newid
- Mae pob gwibdaith o'r feithrinfa (pa bynnag fyr) i gynnwys asesiad risg blaenorol – mae mwy o fanylion i'w cael yn y polisi gwibdeithiau
- Bydd pob offer, ystafell ac ardal awyr agored yn cael eu gwirio'n drwyadl gan staff cyn i blant fynd iddynt. Bydd y gwiriadau yma yn cael eu cofnodi a'u llofnodi gan y staff sy'n gyfrifol amdanynt. Bydd ardaloedd/offer sy'n beryglus yn cael eu gwneud yn ddiogel/symud ymaith gan yr aelod yma o staff er diogelwch y plant. Os nad oes modd gwneud hyn byddent yn hysbysu'r rheolwr yn syth
- Rydym yn darparu cyfleusterau priodol i blant, staff, rhieni ac ymwelwyr dderbyn croeso cynnes a darparu ar gyfer eu hanghenion gofal sylfaenol ee ardal doiled hygyrch a dŵr yfed ffres
- Bydd y feithrinfa yn cadw at Reoliad Rheoli Sylweddau Peryglus i Iechyd (COSHH) i sicrhau bod pob plentyn, staff, rhieni ac ymwelwyr yn ddiogel mewn perthynas ag unrhyw gemegau sy'n cael eu defnyddio yn yr adeilad



- Rydym yn adnabod ac yn asesu unrhyw ffynhonnell ddŵr rhag perygl Clefyd y Llengfilwyr² (Legionella) ac yn rheoli'r peryglon yma gan osgoi dŵr llonydd.
- Bydd pob staff a myfyrwyr yn derbyn hyfforddiant priodol ar bob agwedd o iechyd a diogelwch gan gynnwys asesiadau risg, codi a chario a diogelwch tân. Mae'n bosib y byddwn hefyd yn defnyddio asesiadau risg-budd ar gyfer gweithgareddau ac adnoddau penodol ar gyfer plant
- Mae gennym bolisi damweiniau a chymorth cyntaf eglur i'w ddilyn pan fo unrhyw berson yn y feithrinfa yn dioddef anaf wedi damwain neu ddigwyddiad
- Mae gennym bolisi a gweithdrefn tân eglur i atal tân a gwagio'r feithrinfa mewn modd diogel. Mae hwn i'w rannu gyda phob staff, myfyrwyr, rheini ac ymwelwyr i'r feithrinfa
- Rydym yn adolygu cofnodion damweiniau a digwyddiadau i adnabod unrhyw batrymau/ardaloedd peryglus
- Mae pob mater iechyd a diogelwch yn cael eu hadolygu'n anffurfiol ar sail gyfredol ac yn ffurfiol bob chwe mis neu pan fo rhywbeth yn newid. Bydd staff a rhieni yn derbyn y diweddariadau yma fel gyda phob newid i bolisiâu wrth iddynt ddigwydd
- Gall staff a rhieni gyfrannu i unrhyw bolisi drwy'r cynllun gwneud awgrymiadau a thrwy gyfarfodydd a gynhelir yn rheolaidd yn y feithrinfa.

Bydd y polisi hwn yn cael ei ddiweddarau, yn enwedig wrth i'r feithrinfa newid yn ei natur a'i maint. Fe'i hadolygir yn flynyddol, neu fel bo'r angen. Rydym felly'n croesawu sylwadau defnyddiol gan aelodau staff, rhieni ac ymwelwyr ynglŷn â'r polisi yma.

Mabwysiadwyd y polisi hwn ar	Llofnodwyd ar ran y feithrinfa	Dyddiad adolygu
23/6/2023	<small>DocuSigned by:</small> M. Neerws	Mehefin

E4102C63D87D431...

² <https://www.hse.gov.uk/legionnaires/>