



# HEALTH AND SAFETY PRACTICE AND POLICY

Welfare Requirements: Safety 3.54 - 3.64

Amended by Rachel Traczyk  
24<sup>th</sup> December 2024

## Guidance

- Health and Safety at work Act 1974 (HSWA)

## HEALTH AND SAFETY POLICY STATEMENT

The nursery believes that the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, parents, staff, students and volunteers.

The Health and Safety at Work Act 1974 requires all staff, including emergency, work experience students, volunteer workers, visitors and any other contractor, to conduct themselves in a manner in which they pose no risk to their own or any other person's health or safety. We are committed to promoting a healthy and safe environment for all.

The policy itself cannot prevent accidents or ensure safe and healthy working conditions. Only good working practice will ensure safety.

## 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;
- Establish and maintain safe working procedures amongst staff and children;
- Make arrangements for ensuring safety and the absence 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 maintain a healthy and safe nursery and safe entry and exit from it;
- 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.
- Follow the regulations of the Health & Safety at Work Act 1974 and any other relevant legislation
- 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 disabilities and ensure all areas of the nursery are accessible (wherever practicable)
- Provide a safe environment for students or trainees to learn in, and
- Encourage all staff, visitors and parents to report any unsafe working practices or areas to ensure immediate responses by the management.

## Health and Safety Act 1974

This act requires everyone working in an early years settings, volunteers, students, employers and employees, to take responsibility to keep themselves and others in the premises safe from harm or risk of danger.

It sets out the general duties which:

- Employers have towards employees and members of the public
- Employees have to themselves and to each other
- Certain self-employed have towards themselves and others

## RESPONSIBILITIES

We believe the risks in the nursery environment to be low and we will maintain the maximum protection for children, parents, staff and visitors.

## EMPLOYERS

Employers must, as far as is reasonably practicable:

- Ensure the health and safety and welfare of employees
- Provide suitable welfare facilities
- Carry out regular risk assessments and keep them up to date
- Provide a safe environment
- Ensure safe access to and from the workplace

## MANAGEMENT RESPONSIBILITIES

Managers are responsible for:

## TRAINING

Management must

- Ensure all staff and students receive the thorough Health and safety training during their induction training and given updated additional training during their employment at the Company
- Ensure all staff and students have a good understanding of health and safety practices, including risk assessments, manual handling, fire safety and working away from the nursery.
- Provide the majority of staff with first aid training and familiarise all staff with the position of the first aid boxes.

## PROCEDURES

Management must

- Ensure health and safety practices take place and actively remind staff and students of these procedures and practices.
- Carry out annual Risk Assessments, complying with the Risk Assessment Policy
- Conducts regular fire alarm drills and carry out tests for the fire alarms box, extinguishes and emergency lighting
- Ensure that all staff, parents and children (where appropriate) are aware of the fire procedures
- Adhere to Control Of Hazardous Substances to Health Regulation (COSHH) to ensure all children, staff, parents and visitors are safe around any chemicals we may use on the premises
- Prohibit smoking on the nursery premises
- 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
- Appoint a person responsible for the first aid box who will ensure a correctly stocked first aid box is available at all times
- Not permit students to open the front door, and new staff will only be allowed to do so once they have become familiar with parents
- If a small group goes out, there will be sufficient adults to maintain appropriate ratios for staff and children remaining on the premises.
- Ensure parents, staff, visitors and children understand their role in maintaining health and safety.

## STAFF & MANAGEMENT RESPONSIBILITIES

All employees are responsible for the health and safety of themselves, the environment of Little Sparrows as well as the children, other staff, parents, students and visitors.

You have a responsibility to co-operate with the company 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.

## TRAINING

Staff must

- Complete the online Health & Safety training course
- Complete and understand the Health & Safety induction training and any additional training requested by Management
- Read and understand the nurseries Risk Assessments. This includes play, equipment, environment, fire, personal and kitchen.
- Understand and implement this policy and other policies that relate such as slips, trips and falls, risk assessments, manual handling and emergency evacuation procedures.

## SECURITY

### Staff must

- Ensure the front gate is always securely closed when opening the front door.
- Actively explain to parents not to let other adults enter the premises and take immediate action if this is seen by reminding them of this policy.
- Actively instruct and remind all parents and visitors to keep the front door and gate closed at all times.
- Prohibit any persons entering the building without permission to do so from the Manager
- Prohibit any contractor from working on the premises without prior discussion with the manager
- All visitors must be signed in
- Inform the manager any official visitors such as teachers, Ofsted and Food & Safety inspectors. They must always show I.D before entering.

## EMERGENCY & SAFETY PROCEDURES

### Staff must

- Ensure a register of children is completed as they arrive so that a complete record of all that are present is available in any emergency
- Ensure you know the daily total number of children in attendance in their care each day
- Ensure all entrances and exits from the building, including fire exit and the garden & playground gates remain clear at all times – this includes obstacles such as furniture, toys and resources.

## ENVIRONMENT

### Staff must

- Regularly check and risk assess the environment throughout the day to ensure it remains safe. For example:
  - Are the floors trip and slip free from sand, food, water and other toys & resources?
  - Are the bathroom and playroom floor dry?
  - Is the furniture and climbing equipment correctly being used?
  - Are doors closed where appropriate to ensure the children can all be seen?
  - Are hot drinks out of reach. Hot drinks must have their lids on to prevent spillages?
    - Have the outside spaces been checks in the morning and afternoon?
- Regularly check the premises, room by room for structural defects, worn fixtures and fittings or electrical equipment and take the necessary remedial action
- Risk assess all electrical sockets and take appropriate measures to reduce risks where necessary and ensure no trailing wires are left around the nursery
- Continue to risk assess and check the environment when taking the children on a local walk. Staff members must ensure children wear high visibility jackets and have a mobile phone on them and any necessary children's medication.

## EQUIPMENT

### Staff must

- Ensure all equipment is stored safely and toys are not stacked on shelves or too full that could cause a fall from height
- Ensure equipment offered to children is developmentally appropriate; recognising that material suitable for an older child may pose a risk to younger or less mature children.
- Ensure equipment that is offered to children which may be a choking hazard is strictly supervised at all time and out for a limited time only. When put away – all items checked and accounted for and the environment vigilantly searched.
- Ensure equipment which could be a hazard such as sharp knives are supervised at all times
- Check all equipment and areas before children access the area. These checks are recorded and initialled by the staff responsible on the Daily Attendance form. Any unsafe areas must be rectified by this member of staff to ensure the safety of children, if this cannot be achieved the manager must be notified immediately
- Remind parents not let children come into nursery with toys, food or other items which could be a danger to other children

## OFFICE EQUIPMENT

- Stable gun must be used with safety glassed and when there are no children in the room.
- Sharp tools such as knives and scissors must be used with care.

## PERSONS

### Staff must

- Understand the procedure to follow in case of accidents or incidents for staff, students visitors and especially children

- Ensure accidents and incidents are recorded with accurate and in depth detail (e.g. left or right hand, which finger) and with the child's full name.
- Ensure bumped head forms are given when head injuries occur.
- Prohibit running inside the premises unless in designated areas

## WHEN CHILDREN SLEEP

Staff must

- Ensure children who are sleeping are checked regularly to ensure they are breathing and sleeping in a safe position without their faces covered
- Ensure babies are not wearing hoods
- Ensure any calming music played is at a low level which cannot damage hearing or cause distress
- Ensure shoes are put in the shoe box to avoid trips and falls
- Ensure when children are put to bed they are:
  - Suitably dressed i.e. taking layers off in the summer. It is not recommended children sleep in just a nappy.
  - Covered appropriately depending on the temperature – for example: a light blanket or sheet in the summer and a warm blanket when it is cold.

## SUPERVISION

Staff must:

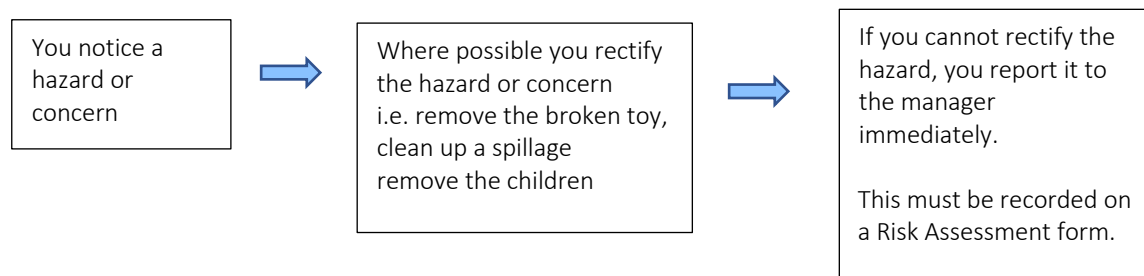
- Ensure children are supervised at all times
- Ensure no student is left unsupervised at any time
- Ensure no staff member without a passed DBS is left unsupervised at any time

## CLEANING MATERIALS

Staff must

- Ensure all cleaning materials are placed out of the reach of children and kept in their original containers.
- Ensure cleaning chemicals are only used in accordance of the label instructions
- Ensure cleaning chemicals are never mixed
- Ensure the correct PPE is worn as instructed by the label

## REPORTING HAZARDS AND HEALTH AND SAFETY CONCERNS



Parents and visitors are requested to report any concerns they may have to a member of staff who in turn will report it to the manager.

## Health and safety arrangements

- Risk assessments will be conducted on all areas of the nursery, including rooms, activities, outdoor areas, resources and cleaning equipment.
- We provide facilities for all children, staff, parents and visitors to receive a warm welcome and basic care needs, e.g. easy to access toilet area and fresh drinking water.
- 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 emergency policy and procedure which supports the prevention of fire and the safe evacuation of all persons in the nursery. This is shared with all staff, students, parents and visitors to the nursery.
- All health and safety matters are reviewed informally on an ongoing basis and formally every year or when something changes. Staff and parents will receive these updates as with all policy changes as and when they happen.

Co-operation of parents and visitors is important in implementing this policy. Parents and visitors are expected to have an awareness of the other people's children as well as their own. This is especially important when leaving or collecting their child.

Parents should not let other adults enter the premises, even if they recognise them as a parent of a child at the nursery. They must ensure that both the door and inner gate is closed when arriving and leaving the nursery.

## **DESIGNATED PERSONS**

### **Health and Safety**

The designated person for Health and Safety is Rachel Traczyk

Responsibilities:

- Reminding staff of health and safety practices
- Overseeing the health and safety of the building and environment  
Including checking toys are safely stored on shelves, the stairs are hazard free
- Maintaining and providing appropriate training

### **Fire Safety**

The designated person for Fire Safety is Rachel Traczyk

Responsibilities:

- Conducting monthly fire alarm box checks
- Conducting termly fire alarm drills at different times of the day
- Ensuring all fire exits are free from obstacles such as furniture or equipment
- Documenting the above

### **First Aid Equipment**

The designated person for First Aid Equipment is Emily Lewthwaite

Responsibilities:

- Checking all the equipment and medicine including epi pens and asthma pumps are in date
- Ensuring all first aid equipment is there i.e. plasters, burns gel, tape
- Ensuring the cupboard is tidy and medicine easily assessable with children's pictures and names clearly displayed.
- Documenting the above

### **Associated documents**

- Health & Safety at Work Act 1974
- Risk Assessment Policy
- Control Of Substances Hazardous to Health Regulation (COSHH)
- Infection Guidance and Control Policy