



Health and Safety: General Policy

The aim of this policy 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 team or for team who have recently given birth, including undertaking appropriate risk assessments.
- 🌻 Maintain a safe environment for those with special educational needs and disabilities and ensure all areas of the nursery are accessible and reasonable adjustments made (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 response by the management.

To ensure the risks in the nursery environment are low the nursery will maintain the maximum protection for children, staff and parents as detailed below:

- 🌻 Ensure all entrances and exits from the building, including fire exits are clearly identifiable and always remain clear
- 🌻 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 fire drills are carried out.
- 🌻 Have the appropriate fire detection and control equipment which is 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 (PPE) where appropriate.
- 🌻 Ensure there are suitable hygienic changing facilities (see Nappy Changing and Toilet Training policy).
- 🌻 Prohibit smoking on the nursery premises.
- 🌻 Prohibit any contractor from working on the premises without prior discussion with the duty manager.
- 🌻 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 (we do not use plug socket covers)
- 🌻 Ensure all cleaning materials are placed out of the reach of children and kept in their original containers.
- 🌻 Wear protective clothing (PPE) when cooking or serving food.
- 🌻 Prohibit certain foods that may relate to children's allergies, for example nuts.
- 🌻 Follow the Medication and Illness 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.
- 🌻 Always follow a 'no lone working' policy.
- 🌻 Ensure no student or volunteer is left unsupervised at any time.



- ✿ Ensure the lead teacher (or if not from that room) a team member familiar with the children's dietary needs serves food and gives children with allergies or intolerances their food first

Responsibilities

The nursery owner is ultimately responsible for the health and safety of the nursery. The Nursery Manager is the designated person responsible for the management of Health and Safety at the nursery.

All employees have the responsibility to ensure the nursery meets health and safety regulation, and to take reasonable care of themselves and others. Neglect of health and safety regulations/duties will be regarded as a disciplinary matter.

Staff have a duty to report health and safety concerns immediately to the designated health and safety officer or manager.

First Aid and Health & Safety training

Person responsible for monitoring staff training is the Manager.

Health and safety is covered in all inductions for new team.

The Health and Safety lead will undertake Fire Marshal Training, Fire Safety Awareness, Health and Safety and Health and Safety Walks, these will be dated every 3 years.

All team members and students will receive appropriate training in all areas of health and safety which will include risk assessments, manual handling and fire safety.

Minis aims to have all team qualified as paediatric first aiders, and runs regular first aid training; we ensure that this is kept relevant and up to date.

There should be two team per nursery with a first aid at work qualification, normally the manager and one other, additionally, a minimum one per room must hold a full paediatric first aid qualification. A first aid trained team member must attend every outing.

Minis will ensure that any newly qualified team receive paediatric first aid training within three months.

Health and safety in the nursery environment

- ✿ 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 by this member of staff to promote the safety of children. If this cannot be achieved the manager will be notified immediately.
- 🌸 The nursery will adhere to the 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 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. Team will receive these updates, as with all policy changes, as and when they happen.
- 🌸 Team will ensure that the environments are free of tripping hazards and emergency exits are clear.

Health and safety in the office environment

We take the welfare of our employees seriously and put safeguards in place to help protect the health and safety of all employees. This includes any staff who are required to undertake office duties as part of their role including those that may involve sitting at a computer.

We carry out risk assessments to assess any health and safety risks to employees carrying out office duties and provide appropriate equipment for their role.

Team using computers can help to prevent health problems in the office by:

- 🌸 Sitting comfortably at the correct height with forearms parallel to the surface of the desktop and eyes level with the top of the screen.
- 🌸 Maintaining a good posture.
- 🌸 Changing position regularly.
- 🌸 Using a good keyboard and mouse technique with wrists straight and not using excessive force.
- 🌸 Making sure there are no reflections or glare on screens by carefully positioning them in relation to sources of light.



- ✿ Adjusting the screen controls to prevent eyestrain.
- ✿ Keeping the screen clean.
- ✿ Reporting to their manager any problems associated with use of the equipment.
- ✿ Planning work so that there are breaks away from the workstation.

Manual Handling

We recognise that team need to carry out manual handling especially in relation to lifting children and equipment, see Manual Handling Policy.

Legal framework

The requirements of the Statutory Framework for the Early Years Foundation Stage (EYFS)

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 UK Health Security Agency, the local health protection unit, the local authority environmental health department, fire authority or the Health and Safety Executive.

This policy was updated:	Signed on behalf of the nursery:	Date for Review:
Aug 2024	Julie Coackley Childcare Director	2025