

Health and Safety – General Policy

At Wood St 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. We provide information, training and supervision to all staff in order to develop and promote a strong health and safety culture within the nursery, for the benefit of all staff, children and parents. 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 requirements of the Statutory Framework for the Early Years Foundation Stage (EYFS) 2017
- 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 England, the local health protection unit, the local authority environmental health department, fire authority or the Health and Safety Executive.

Responsibilities

The designated Health and Safety Officer in the nursery is **Beth Oliver (owner/manager Wood St Nursery)**.

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

Wood St Nursery, St Gabriel's Church and Family Centre, Havant Road, Walthamstow, E17 3JF.

Naomi Hillman (owner/manager Wood St Nursery) will be responsible in her absence.

All employees have the responsibility to cooperate with senior staff and the managers 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 separate policy on disciplinary procedures).

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

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

Health and Safety Officer Job Description

- Ensuring Health and Safety Policy is in place and that staff and visitors are aware of their responsibilities.
- Ensuring that Risk Assessments are in place.
- Ensuring that daily and weekly safety checks are carried out.
- Reviewing accidents and incidents and making necessary changes as a result to maintain a healthy and safe nursery environment.
- Investigating serious accidents and incidents and informing outside agencies if required.

- Monitoring staff training in Health and Safety. All staff and students will receive appropriate training in all areas of health and safety that will include risk assessments, manual handling, food hygiene and fire safety. Health and safety is covered in all induction training for new staff and updated as required through in-house training. Specific training is arranged for those carrying out additional duties such as Fire Warden.
- Monitoring health and safety requirements for LA compliance.

Policy Aims

- Establish and maintain a safe and healthy environment throughout the nursery including outdoor spaces
- Establish and maintain safe working practices amongst staff and children
- Ensure the provision of sufficient information, instruction, supervision and training to enable all people working in or using the nursery to avoid hazards and contribute positively to their own health and safety
- 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
- 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
- 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 special educational 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 response by the management.

Policy Objectives

- 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 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 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 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 parents are informed and appropriate information on children's allergies is available to all staff
- Ensure risk assessments are undertaken on the storage and preparation of food produce within the nursery
- Familiarise all staff 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
- Ensure staff paediatric first aid certificates are on display.

Health and safety arrangements

- All staff are responsible for general health and safety in the nursery
- 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
- Risk assessments will be conducted on all areas of the nursery, including rooms, activities, outdoor areas, resources and cleaning equipment. We may also use benefit-risk assessments for particular activities and resources for children. Risk assessments are reviewed at regular intervals and when arrangements change
- All outings away from the nursery have a prior risk assessment
- Staff will check all equipment, rooms and outdoor areas thoroughly before children access them or the area. These checks will be recorded and initialled by the staff responsible. Unsafe areas/items will be made safe/removed from the area 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 accidents and incidents 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 shared with all staff and students through induction, and is available to all parents and visitors to the nursery via our website
- 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 during the regular meetings held at nursery, or by contacting the managers.

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

Updated 9.1.2025