



## **Health & Safety Policy**

### **Statement**

At Holland Park Pre-Prep and 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 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.

### **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.

Aims:

- **Child Safety:** The primary aim is to provide a safe and secure environment for all children attending the nursery, minimizing the risk of accidents, injuries, or harm. This can include making reasonable adjustments for children with special education needs.
- **Staff welfare:** To ensure the health, safety and well being of all nursery staff by providing them with a safe working environment and appropriate training on health and safety procedures.
- **Compliance with regulations:** To comply with all relevant health and safety laws, regulations, and guidelines applicable to nurseries, ensuring the nursery meets all legal requirements.
- **Parental confidence:** To build confidence among parents and guardians that their children are attending a nursery where safety is a top priority.
- **Prevention:** To proactively identify and assess potential hazards and risks within the nursery environment and take all necessary measures to prevent accidents and injuries.
- **Emergency preparedness:** To have effective emergency plans in place, including fire drills and evacuation procedures to handle any unforeseen incidents efficiently and safely.

- Hygiene and sanitation: To maintain high standards of hygiene and sanitation to reduce the risk of infectious diseases and promote a healthy environment
- Learning and awareness: To educate staff, parents, and visitors about the health and safety practices in the nursery. Empowering everyone to play an active role in maintaining a safe environment.

#### Objectives:

- Conduct daily risk assessments of the nursery premises and activities to identify potential hazards and implement appropriate control measures.
- Provide ongoing health and safety training for all nursery staff ensuring they are aware of procedures.
- Maintain well-equipped and up to date first aid kits and ensure that all staff members are trained in paediatric first aid.
- Establish clear guidelines for safe handling and storage of hazardous substances and materials.
- Monitor and maintain all nursery equipment to ensure it is safe and suitable for use.
- Implement robust security measures to control access to the nursery and prevent unauthorized entry
- Develop and practice emergency evacuation plans, ensuring that all staff members and children are familiar with the procedures.
- Regularly review and update the health and safety policy to incorporate changes in regulations or improvements in best practices.
- Encourage open communication between staff, parents, and management to report safety concerns or incidents promptly.
- Encourage open communication between staff parents and management to report safety concerns.
- Foster a safety conscious culture within the nursery where everyone feels responsible for promoting health and safety.
- Maintain up to date gas and electric checks and ensure we have certificates as evidence.
- Ensure all hygiene practices are always in implementation in the kitchen.
- 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.
- Ensure risk assessments are undertaken on the storage and preparation of food produce within the nursery.
- Prohibit certain foods that may relate to children's allergies; for example, nuts are not allowed in the nursery.

## 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) 2023
- The regulations of Health and 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 **Danny Webb and/or Nathan Blee**.

The employer has overall and final responsibility for this policy being carried out at 5&9 Holland Road, W14 8HJ. The nursery's Managers or Deputy Manager will be responsible in the absence of the employer and Health and Safety Officer.

All employees have the responsibility to cooperate 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.

Whenever a member of staff notices a health and safety problem which they are not able to rectify they should automatically report it to the appropriate person named above. Parents and visitors are requested to report any concerns that they may have to a member of the Leadership Team. Daily contact, weekly staff and Leadership Team meetings provide consultation between the Leadership Team and employees. This will include health and safety matters.

## Risk assessments

The health and safety officer or manager will carry out a regular risk assessment of the premises including indoors and outdoors (please refer to risk assessment folder). The main body of risk assessments are reviewed annually. However, if there have been any reported risks or accidents identified by the staff team then the risk assessments will be reviewed, and actions will be implemented to ensure that the nursery is always kept safe.

If there is any work being carried out in the building, then a risk assessment will be carried out and shared with the staff team. The parents need to be kept informed. All staff must always be aware of any risks to the children to themselves. If there is a risk, then this should be reported to the manager immediately. Risk assessments of the indoor and outdoor learning environments are carried out every day by the health and safety officer. However, during the day many potential hazards may arise, and it is important that they are recognised to prevent accidents. It is the health and safety officers responsibility to complete at the end of each day checklist to ensure that their environment is left safe and secure

before leaving the premises. The checklists are completed by staff on the Atlas by Citation platform. For more information, please see our risk assessment 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 initiated by the staff responsible. Unsafe areas will be made safe / equipment 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.
- 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 the Control Of Substances Hazardous to Health (COSHH) Regulations to ensure that all children, staff, parents and visitors are safe in relation to any chemicals we may use on the premises.
- 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 specific, ad hoc, 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 regular meetings held at nursery.

### **Supervision requirements**

At least two adults will be present when there are children on the premises. There will always be a qualified and paediatric first aid trained member of staff. The Leadership Team will ensure that the staff to child ratio set out by Ofsted and the Department for Education is always adhered to. Children are always to be supervised whilst in the setting. There may be some experiences which require higher levels of direct supervision than others, including learning experiences that require greater risk to the children such as taking on challenges with the outdoor equipment or learning how to use scissors for the first time. Teachers should

use their professional judgements to assess this. Children will not have unsupervised access to kitchens, cookers or any cupboards storing hazardous materials.

When going on outings a full risk assessment will be carried out in advance considering the nature of the outing, and appropriate staff ratios. This will be reviewed before each outing. Essential records and equipment will be taken and at least one qualified first aider will be present. Any transport used will be adequately insured. Parents will give consent to whether their children can attend outings before they start, and this will be found in the child's file. If the outing is pre-planned, then parents will be informed beforehand.

Please see Outings Policy.

### **Security**

At HPPN there is a security coded entry system that changes monthly. In addition to the main security door there is a secondary coded entrance gate. Both front gates should always remain closed and locked. Failure of a gate to shut and lock properly must be reported immediately to management who will arrange for it to be repaired. All areas of the outdoor property, entrance area and every classroom are covered by CCTV cameras which record 24 hours a day. No unauthorised person will have access to the building.

Please see Safeguarding Policy.

### **Maintenance**

There will be times throughout the course of the day or week when we will have visitors at the nursery. This will include prospective parents, guests from other schools, other professionals, builders, and contractors. Mr Adolfo is responsible for our school maintenance and will work on varying maintenance tasks and projects throughout the school during school hours. If the teachers notice that there are any repairs that are needed, such as a loose carpet or broken gate, then they should let a member of the Leadership Team know, and the member of the Leadership Team will arrange for the repairs to be completed. No building works that impose any risk to the children will take place in the same room or location as the children. If there are any outside contractors in the building, then they will not be left in the nursery premises unattended unless it has been agreed by the Headmistress that they can work in the evening or at the weekend. If there are building works that are taking place, then the nursery will inform parents. We will also make any visitors aware.

### **External contractors**

Site-specific Risk Assessments and method statements will be requested from all external contractors. Should the work change from what was originally agreed, revised versions will be requested from the contractor.

Please see Safeguarding Policy.

### **Equipment including electrical appliances**

All equipment is bought from approved suppliers and is checked to ensure compliance with British Safety Standards. All equipment is well maintained and checked on a regular basis to ensure that it presents no risk to the health and safety of the children. Equipment and materials which do pose a hazard, but which have an evidenced benefit on the development of children are used under constant supervision and stored securely after use. Checks on electrical equipment such as plugs and leads are completed annually. Any member of staff that notices a deterioration in electrical equipment should report this immediately to a member of the Leadership Team.

### **Cleaning and hygiene**

Maintaining a clean and hygienic environment is of high importance. The standards and expectations are made clear to each member of staff. The staff are responsible for their classroom environments, and maintaining a clean, safe and stimulating environment is part of their job role. The staff need to ensure that the floors are swept throughout the day and that paint and other materials are cleaned from table tops etc. when an activity has finished. We have coded cloths for the tables and floors. Each classroom has a cleaning rota so that all toys and resources are cleaned on a regular basis. We have two cleaners who clean the school daily and the nursery is deep cleaned once a term.

The children's bed sheets are named and allocated to individuals, and washed at least weekly, and more frequently as required, usually daily.

Hygiene is part of the curriculum taught to the children and the following guidelines are to be embedded:

- All children will be encouraged to wash their hands each time they consume food, use the potty or toilet, and at other appropriate times (after playing in the garden, touching animals, painting, cooking etc.).
- Individual hand towels/dryers are available and used. The hand towels are disposed of appropriately.
- Tissues are kept in each room and the children are encouraged to blow and wipe their noses when necessary. All soiled tissues are disposed of hygienically.
- All children are encouraged to shield their mouths when coughing.
- Any spills of blood, vomit or excrement must be wiped up and suitably disposed of. Protective clothing including gloves is always used when cleaning up spills of bodily fluids. Floors and other affected areas are disinfected. Fabrics contaminated with bodily fluids are disposed of.
- Spare laundered pants and other clothing are kept available in case of accidents. Nappy bags are available, in which to place soiled garments.
- When children are potty training staff must ensure that the potty is sterilised after each use using sterilising spray.

## **First aid (simplified)**

It is important that all accidents (children and adults) are treated in the correct way and recorded accordingly.

- First Aid equipment is checked regularly and will always be available, always kept clean, replenished and replaced as necessary. Sterile items will be kept sealed in their packages until needed.
- If the child is in danger, then they should be removed to a safe place.
- Cuts or open sores, whether on adults or children, will be covered with a suitable dressing. Treatment recommendations as follows:
  - Cuts and grazes – wash with soap and water
  - Bruises or bumps – cold water compress
  - Bandages, plasters and triangular bandages can be found in the first aid boxes. Plasters should only be used after checking that the child is not allergic to them.
- Gloves should always be worn when dealing with blood or other bodily fluids.
- All accidents and resulting treatment will be recorded and signed by the staff member who dealt with the accident, a witness and a parent. All records are filed and kept until the child's 25<sup>th</sup> birthday.
- If the child sustains an injury to the head, then the parents should be informed via telephone. This needs to be recorded on the accident form. A 'head injury advice' form will also be given to the parents/carers when they collect their child that day.
- In the unlikely event that a serious illness, injury or death of a child occurs, Ofsted and local child protection agencies will be notified as soon as possible but within 14 days.

For detail please see full first aid policy.

## **Medical Emergencies**

- In the case of a child suffering an unexplained medical emergency e.g., fitting, suspicious rash etc. whilst in our care, an ambulance will be called by the most senior member of staff present as a matter of priority, and then the parents advised accordingly.
- All medical emergencies require the Manager to complete a full investigation and report.
- Records are kept of all accidents and these are checked by the Health and Safety Officer.

## **Children's health and wellbeing**

At HPPN we promote healthy lifestyles for children. Staff support the children in learning about how to stay healthy. We promote healthy eating and good hygiene throughout the nursery. All staff have food safety and allergy training and comply with food handling regulations. All dietary needs and allergies are communicated to us by the parents before the child starts at nursery. Dietary needs and allergy information is shared with every classroom. This

includes the child's name and days of attendance. This is also clearly displayed in the nursery kitchen.

Please see Food and Nutrition Policy.

If we notice that a child does not appear to be their normal self, for example appears more tired, does not feel well, complains of tummy ache or headache, a rash appears etc. then we will monitor them for 15-20 minutes. If they remain the same, then we will contact the parents to keep them informed. If we feel that the child is not well enough to be at nursery or we think that they need medical attention, then we will ask for them to be collected from nursery.

The children are taught about keeping themselves safe and looking after one another; however, there will be times when accidents do occur. All classrooms have their own first aid box which the health safety officer is responsible for replenishing and parents are kept informed of accidents that occur. It is the responsibility of the classroom staff to ensure that accident reports are completed immediately after the accident or incident. Accident reports are completed on the nursery's Family nursery management software platform.

### **Pest Control**

- If the presence of pests becomes apparent, then the appropriate measures will be taken to deal with the problem sensitively but without delay.
- This will involve outside agencies as necessary.
- The presence of pests should be reported to the Health and Safety Officer.

### **Hazardous Substances**

This policy is developed in conjunction with the following Health and Safety regulations:

Control of Substances Hazardous to Health (COSHH)

The main requirements are that a risk assessment is carried out to identify the hazards and the risks.

- Monitoring and health surveillance is undertaken as required;
- Adequate precautions are provided to prevent or control the risks; and
- Workers are informed, instructed and trained.

### **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)**

Any accident must be reported to the manager and entered in the Serious Accident Book.

- In the event of death, major injury, gas accident or dangerous occurrence the HSE must be informed immediately.
- A statutory notification form must follow within 10 days of notification.



- Where an employee is off work for more than 3 days due to an accident at work the HSE must be informed within 10 days of the accident occurring.
- Contact details: 0345 300 9923, or via completion of online form.

## **Emergencies**

Other emergencies which would result in our emergency procedures being put into place would be:

*Bomb or terrorist threat* – Children and staff would be located in one classroom and remain there until emergency services had given clearance for all children to be collected and staff to leave.

*Gas leak* – Following the emergency evacuation procedure children and staff would immediately locate to the local church (St. Barnabas, Addison Road) or any other venue as advised by the emergency services. Parents would be contacted and told where to collect their children.

*Water disruption* – Where possible water would be collected prior to the water being switched off. Drinking water will be provided in bottles.

*Power cut* – All children and adults would safely evacuate if needed.

*Chemical leak* – All children and adults are to remain in the building and close all windows and doors and await instructions from the emergency services.

Please see Evacuation and lockdown procedures.

## **Health and safety training**

The person responsible for monitoring staff training is Alex Dickinson.

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

All members of staff will have paediatric first aid training within their first 3 months of employment, and this will be updated every three years. Our staff board indicates the staff members who have paediatric first aid training so that parents and visitors are aware.

At present at least one member of staff on duty MUST hold a full paediatric First Aid certificate in the nursery and when on outings. In addition to this, all newly qualified entrants to the early years workforce who have completed a level 2 and/or level 3 qualification on or after 30 June 2016, must also have either a full PFA or an emergency PFA certificate within three months of starting work in order to be included in the required staff: child ratios at level 2 or level 3 in an early years setting.

Area	Training required	Who
Paediatric First aid	External Course	All staff
Safeguarding/Child protection	Internal Course	All staff and students
Care for babies	Internal Course	Half of the staff working with the under two's
Risk Assessment	In house training	All staff
Fire safety procedures	In house training	All staff and students
Food Safety L2	Internal Course	All staff and students
Allergy awareness	Internal Course	All staff and students
Manual handling	In house training	All staff and students
Fire Marshal training	Internal Course	Fire wardens/ Room leaders/ Management
Fire safety	Internal course	All staff and students
GDPR	Internal course	All staff and students
Prevent & FGM	Internal course	All staff and students
Medication requiring technical or medical knowledge	Internal or external course	As required or all staff where possible
SENDCO	External course	SENDCO
Supervision and appraisal	External course	Manager, deputy, and room leaders

**Date:** September 2023  
**By:** Danny Webb  
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