



Holland Park Pre-Prep & Nursery

Health and 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 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.

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 our 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. We will 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 special educational needs and disabilities and ensure all areas of the nursery are accessible (wherever practicable).
- Provide a safe environment in which students or trainees are able to learn.
- Encourage all staff, visitors and parents to report any unsafe working practices or areas to ensure immediate response by a member of the Leadership Team.

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.



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- 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 a member of the Senior Leadership Team.
- 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; for example, nuts are not allowed in the nursery.
- 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.
- 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.
- Ensure staff paediatric first aid certificates are made available to parents on request.
- Consult with employees on matters affecting their health and safety.
- Provide information and instruction to employees and give them appropriate training.
- Review and revise this policy as necessary at regular intervals.
- Develop the appropriate structure and culture within the setting that supports the concept of risk management by all members of the staff team.
- Ensure the health and safety of the setting remains within legislative requirements.

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 Health and Safety at Work Act 1974 and any other relevant legislation such as Control of Substances Hazardous to Health Regulation (COSHH)



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- 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 **Philip Culling**.

The employer has overall and final responsibility for this policy being carried out at 5&9 Holland Road, W14 8HJ. The nursery's Headmistress, Manager 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.

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 / 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 Regulations (COSHH) 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 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.



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- 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 the Manager or Bursar who will arrange for it to be repaired. All areas of the outdoor property, entrance area and every room 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.



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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 school 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 checked 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.

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 the animals, painting, cooking etc.).
- Individual towels/hand dryers are available and used. The 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. There are hand sanitiser gel dispensers on every floor and adults and children are encouraged to use them regularly.
- All children are encouraged to shield their mouths when coughing.



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- 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.

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 box. 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, a member of the Management Team and a parent. All records are filed and kept for 22 years.
- 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 (see contact details below).

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 will be 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 school. All staff have food safety and allergy training and comply with the food handling regulations. All dietary needs and allergies are communicated to us by the parents before the child starts at nursery. Dietary needs and



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allergy information is shared with every classroom. This includes the child's name, picture 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 they are responsible for replenishing and parents are kept informed of accidents that occur. Each classroom has their own folder which contains accident forms and it is the responsibility of the classroom staff to ensure that these are completed immediately after the accident or incident and signed by a manager. All accident forms are given to the office at the end of the nursery day to be filed into the children's file and the accident log.

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 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:



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Bomb or terrorist threat - Children and staff would be located to 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 child.

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 lock down procedures.

Health and safety training

The person responsible for monitoring staff training is Kellie Antonazzo.

Health and safety is 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	Course	All staff
Dealing with blood	In house training/ course	All staff and students
Safeguarding/ Child protection	In house training/ course	All staff and students
Care for babies	In house training/ course	Half of the staff working with the under two'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



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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/ course	All staff and students
Fire warden duties	External course	Fire warden
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: 12/8/20
Reviewed by: Philip Culling
Next review due: August 2021