



Health & Safety Policy

The Life Nursery endeavours to provide safe and healthy working conditions, equipment and systems of work for all our staff together with a safe environment in which children can learn and develop during their time at The Life Nursery. In order to promote and develop a strong health & safety culture within the nursery, we provide information, training and supervision for all staff, volunteers, students and visitors. In addition, we acknowledge and accept responsibility for the health & safety of other people who may be affected by our activities provided such as parents coming into nursery for 'stay and play' sessions.

Legal Framework

The Life Nursery follows all relevant legislation and guidance relating to health & Safety including:-

- The requirements of the Statutory Framework for the Early Years Foundation Stage (EYFS, 2023)
- 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, Health Protection Unit, the local authority Environmental Health Department, Fire Authority – West Yorkshire Fire & Rescue Service or the Health & Safety Executive
- Management of Health & Safety at Work Regulations 1999
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

Aims and Objectives

The Life Nursery aims to ensure all steps are taken to ensure the health, safety and welfare of all staff, volunteers, students, children and visitors attending the nursery. In order for us to achieve our aims we actively work towards the following objectives:-

- Establish and maintain a safe and healthy environment throughout the nursery both indoors and outdoors
- Establish and maintain safe working practices amongst staff and children

- Ensuring appropriate safety measures are in place when handling and storing hazardous substances
- Ensuring all staff, volunteers, students and visitors are provided with appropriate information/training of health & safety to avoid hazards and enabling them to manage their own health & safety in the nursery
- Ensuring clear entry and exit routes within the nursery
- Ensuring effective procedures are in place in case of fire and other emergencies and for evacuating the nursery premises safely. Procedures and practice drills to be regularly carried out at least once per term with the children.
- Ensure appropriate risk assessments are in place for pregnant staff and for staff returning to work after pregnancy and also for those members of staff who require a risk assessment due to medical reasons or disability.
- Maintain a safe environment for those with special education needs and disabilities and ensure all areas of the nursery are accessible.
- Provide a safe environment for students and apprentices, ensuring a thorough induction has taken place.
- Ensure all staff, visitors, students and volunteers are confident in reporting any unsafe working practices or areas to ensure immediate response by the Manager.

The Life Nursery will risk assess both indoors and outdoors before the start of each session. We believe the risks are low and we will endeavour to maintain maximum safety for children, staff, visitors, students and volunteers. The Life Nursery will:-

- Ensure all entrance, exit and fire exits in the nursery building are clearly identifiable and remain clear at all times
- Staff to check the building both indoors and outdoors regularly for structural defects, worn fixtures and fittings and electrical equipment and take the necessary action if needed
- Ensure all staff, visitors, students, volunteers are aware of the fire procedures and regular fire drills are carried out (at least termly)
- Ensure the nursery has the appropriate fire detection and control equipment and that these are checked regularly to make sure it is in good work order
- Ensure that all staff understand the procedures to follow in case of accidents in the nursery for staff, visitors and children
- Ensure that staff are aware of the importance of wearing personal protection equipment (PPE) and to take reasonable action to control the spread of infectious diseases
- Provide suitable hygienic changing area for children
- Prohibit smoking in the nursery and also the nursery premises

- Prohibit any contractor from working in the nursery whilst the children are in attendance without prior discussion with the Manager
- Encourage children NOT to run inside the nursery room
- Ensure all electrical sockets and electrical items are PATs tested annually and take action to reduce risks where appropriate eg. ensuring no trailing wires within the nursery room
- Ensure gas appliances are tested annually
- Ensure all cleaning materials are stored correctly and out of the reach of children and in their original containers
- Prohibit certain foods in the nursery which can affect children through allergies and also choking. These foods are not permitted in The Life Nursery:- grapes, any form of nuts, carrot/carrot sticks, cooked sausages, popcorn and mini eggs.
- Ensure that staff understand and follow the Allergies policy for children who may have an allergy. All allergies are displayed in the kitchen and this information is provided prior to a child starting nursery
- Ensure appropriate storage of milk, lunch boxes and snack foods
- Ensure that all staff are aware of where the two first aid boxes are located within the nursery (office and kitchen) and who the first aiders at work are (Francesca Edwards and Louise Gray)
- Ensure all staff have paediatric first aid
- Ensure that all first aid boxes and their contents are checked termly or more regularly dependent upon usage
- Staff to ensure that children are supervised at all times
- Staff to ensure that students or volunteers are not left alone with children at any time
- Ensure that all paediatric first aid certificates of staff are readily available for parents upon request. These are displayed on the 'Our Team' notice board

Responsibilities

The designated Health and Safety Officer for the nursery is Louise Gray, Nursery Manager and in her absence, Kirsty Beck, Deputy Manager.

The OUR BD4 CIC Board of Directors have the overall and final responsibility for this policy being carried out at The Life Nursery.

All members of staff at The Life Nursery have a responsibility to co-operate with the Manager to achieve a healthy and safe nursery and be responsible of taking care of themselves and others. Failure to adhere to health & Safety procedures and regulations will result in being a disciplinary matter (see Employee Handbook).

Should a member of staff notice a health and safety issue which they are not able to action, they must immediately report this to the Nursery Manager. Parents and visitors should report any concerns in which they may have to the Nursery Manager.

Daily interactions with staff and regular staff meetings and supervisions provide opportunity to discuss health & safety issues. In addition, regular meetings with the Board of Directors will include health and safety matters also.

Health & Safety Training

The Nursery Manager is responsible for ensuring all staff attend appropriate training upon commencing their employment at The Life Nursery and also that training is updated regularly. (See Induction policy for a more detailed checklist)

Training covered during Induction

- Health & Safety Level 2
- Food Hygiene Level 2
- Awareness of Child Abuse and Neglect
- FGM
- PREVENT
- Channel Awareness
- Online Safety
- Paediatric First Aid
- DSL Roles & Responsibilities

Security

Every effort is made to ensure the security of the building from unwanted outside visitors/intruders. This is done by ensuring all shutters for the windows are down at the end of the day and fully open during the day. To enter the nursery premises the gate into the garden needs to be opened with a key and must be locked at the end of the day. To enter the building the staff will use a key to open the door and also a key fob to open the door, together with a fob for opening the shutter and an alarm fob to disable the alarm. The office door is locked and is secured by using a code on the keypad to access. All staff will remain vigilant to ensure no person enters the nursery unauthorised. (See Lockdown policy)

Staff Health and Well-Being

Should staff have issues relating to health and well-being they should speak to the Nursery Manager and after a discussion has taken place, an action plan and support will be offered together with any additional help required from other professionals. Regular reviews will take place.

Behaviour

The safety of staff, volunteers, visitors and students is paramount, which includes any incidents of violence. Such behaviour is not tolerated in the nursery as detailed in the Employee Handbook. Any person experiencing such behaviour should be supported by the Nursery Manager and appropriate action to be taken.

Pandemic

Since the COVID-19 pandemic in 2020/21, The Life Nursery seeks advice from Public Health England and follows guidance provided by the local authority and should any further situations like this arise in the future the nursery will act accordingly.

Health and Safety Arrangements

- All staff are responsible for all health and safety within the nursery and MUST adhere to the health & safety Level 2 training completed upon induction – including NOT picking up children unnecessarily and if a child does need to be picked up, the manual handling procedure within the training should be followed at all times
- A daily risk assessment for indoors and outdoors including all equipment and resources is conducted daily and risk assessments are in place for all areas and activities. All unsafe areas will be made safe/removed from the area. All these checks are recorded (see Risk Assessment file)
- All risk assessments are reviewed annually or at regular intervals dependent upon new risks identified
- Should outings out of the nursery take place, then appropriate risk assessments are undertaken
- The Life Nursery provides appropriate facilities for use by all children, staff, visitors, volunteers and students to provide for their basic care needs eg access to toilet areas and fresh drinking water
- The Nursery adheres to the Control of Substances Hazardous to Health Regulation (COSHH) to ensure the safety of all children, staff, visitors, volunteers and students in relation to any cleaning products used within nursery (see COSHH policy)

- All staff and students will receive appropriate training during induction in all areas of health and safety including risk assessments, manual handling and fire safety
- The Life Nursery have an Accident and Injury policy in which staff should follow in the event of any person in the nursery suffering an injury from an accident or incident
- The Life Nursery reviews accident and incident records in order to identify any patterns/hazardous areas – including those reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)
- There is a Fire Safety procedure for staff to follow which supports the prevention of fire and and safe evacuation of all children, staff and visitors within the nursery. All visitors should be made aware of this procedure during their visit
- The Life Nursery will review all health and safety matters on a regular basis and formally, annually or when something changes. As with all updated policies, these will be shared on the nursery website and available in the nursery for parents, visitors and staff

This policy was devised by Louise Gray, Manager and Kirsty Beck, Deputy Manager – September 2024

Signed.....
