5.01

Health and Safety General Standards

Policy statement

We believe that the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, parents, staff and volunteers.

The Management of the Nursery places great importance on the safeguarding of health and safety of all staff, visitors and children. This policy covers the premises and curricular activities under our control.

Our purpose is to ensure the health and safety of any persons working on the premises and for members of the public to whom we provide a service is not adversely affected.
The management is fully committed to complying with the requirements of the 'Health and Safety at Work Act 1974'.

The Management will establish suitable and sufficient risk control measures and ensure, so far as is reasonably practicable, the provision and maintenance of safe and healthy working conditions, equipment, safe systems of work and provide the associated training, information, instruction, and supervision.

The Management has ultimate responsibility for the management and discharge of health and safety throughout its field of operations and includes supporting the policy with adequate financial and physical resources.

The Management appreciates that an effective health and safety management system makes a good business case for promoting its work with young persons.

The Management recognises that our children and staff are the most important resource available and are committed to ensuring that all activities are conducted in a manner that will, as far as reasonably practicable, protect their health, safety and welfare.

Central to creating a positive health and safety culture is the need for Management to consult actively with staff and encourage their participation, co-operation and contribution to the policy which will in turn improve continuously standards of health and safety. Effective communication and positive leadership between Management and staff will be fundamental to ensuring health and safety competence.

The Management recognises that accidents, ill health, and incidents may result from failure of management control and are not necessarily the fault of individual staff. The Management is committed to pursuing progressive improvements in health and safety performance beyond that required by legislation.

All members of staff have a core responsibility for health and safety and have a unique contribution to make and are therefore expected to cooperate fully in the achievement of this policy, understand their legal responsibilities to take reasonable care of the health and safety of themselves and those other persons who may be affected by what they do or fail to do during work activities.

A copy of this statement will be brought to the attention of all employees and will be reviewed every year or after any significant change.

- We aim to make children, parents, staff and volunteers aware of health and safety issues and to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment.
- Our member of staff responsible for health and safety is:
  Mrs Ellie Wallace, with the support from the church committee and church caretaker, Mr Fred Smith.
- She is competent to carry out these responsibilities.
- She has currently undertaken health and safety training and regularly updates his knowledge and understanding.
- We display the necessary health and safety poster in the setting.

Insurance cover

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed on:
The board in the hallway. Miss Megan Lumbard is responsible for ensuring that the insurances are kept up to date and the certificates are sent to Mrs Ellie Wallace. Mrs Ellie Wallace and Miss Megan Lumbard are both named on the policy so can speak with the insurance advisor at any time.

Procedures

Awareness raising

- Our induction training for staff and volunteers includes a clear explanation of health and safety issues so that all adults are able to adhere to our policy and procedures as they understand their shared responsibility for health and safety. The induction training covers matters of employee well-being, including safe lifting and the storage of potentially dangerous substances.
- We keep records of these induction training sessions and new staff and volunteers are asked to sign the records to confirm that they have taken part.
- We explain health and safety issues to the parents of new children, so that they understand the part played by these issues in the daily life of the setting.
- As necessary, health and safety training is included in the annual training plans of staff, and health and safety is discussed regularly at our staff meetings.

- We operate a no-smoking policy.
- We make children aware of health and safety issues through discussions, planned activities and routines.

Windows

- Low level windows are made from materials that prevent accidental breakage or we ensure, that they are made safe.
- Our windows above the ground floor are secured so that children cannot climb through them.
- We ensure that any blind cords are secured safely and do not pose a strangulation risk for young children.

Doors

- We take precautions to prevent children's fingers from being trapped in doors, where possible and practicable.

Floors and walkways

- All our floor surfaces are checked daily to ensure they are clean and not uneven, wet or damaged. Any wet spills are mopped up immediately.
- Walkways and stairs are left clear and uncluttered.
- Stair gates/doors are in place.

Electrical

We ensure that all electrical equipment conforms to safety requirements and is checked regularly.

- Our boiler/electrical switch gear/meter cupboard is not accessible to the children.
- Fires, heaters, wires and leads are properly guarded, and we teach the children not to touch them.
- There are sufficient sockets in our setting to prevent overloading.
- We switch electrical devices off from the plug after use.
- We ensure that the temperature of hot water is controlled to prevent scalds.
- Lighting and ventilation is adequate in all areas of our setting, including storage areas.
- Electrical equipment is PAT tested regularly by a qualified electrician. Any faulty electrical equipment is taken out of use and either repaired or replaced. (see fire policy for table of timings for testing)

Storage

- All our resources and materials, which are used by the children, are stored safely.
- All our equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

Outdoor area

- The outdoor area is securely fenced, all gates and fences are childproof and safe.

- Our outdoor area is checked for safety and cleared of rubbish, animal droppings and any other unsafe items before it is used – a daily risk assessment checklist is completed prior to play.
- Adults and children are alerted to the dangers of poisonous plants, herbicides, and pesticides.
- We leave receptacles upturned to prevent collection of rainwater. Where water can form a pool on equipment, it is emptied and cleaned before children start playing outside.
- We check that children are suitably attired for the weather conditions and type of outdoor activities; ensuring that sun cream is applied, and hats are worn during the summer months.
- We always supervise outdoor activities, and particular children on climbing equipment.

Hygiene

- We seek information from the Public Health England to ensure that we keep up-to-date with the latest recommendations.
- Our daily routines encourage the children to learn about personal hygiene.
- We have a daily cleaning routine for the setting, which includes the classrooms, toilets, kitchen, sleep area and nappy changing areas. Children do not have unsupervised access to the kitchen or sleep area.
- We regularly clean resources and equipment, dressing-up clothes and furnishings.
- The toilet areas have a high standard of hygiene, including hand washing, drying facilities, and drinking water points and there is a disposal facility for nappies.
- We implement good hygiene practices by:
  - cleaning tables between activities;
  - cleaning and checking toilets regularly;
  - wearing protective clothing - such as aprons and disposable gloves - as appropriate;
  - providing sets of clean clothes;
  - providing tissues and wipes; and
  - ensuring the use of individual cleansing dry wipes, towels, bibs and bedding.

Activities, resources and repairs

- Before purchase or loan, we check equipment and resources to ensure that they are safe for the ages and stages of the children currently attending the setting.
- The layout of our play equipment allows adults and children to move safely and freely between activities.
- All our equipment is regularly checked for cleanliness and safety, and any dangerous items are repaired or discarded.
- We make safe and separate from general use any areas that are unsafe because of a repair needed.
- All materials used in the environment, including paint and glue, are non-toxic.
- We ensure that sand is clean and suitable for children's play.
- Physical play is constantly supervised.
- We teach children to handle and store tools safely.
- We check children who are sleeping regularly.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.

- Any faulty equipment is removed from use and is repaired. If it cannot be repaired, it is discarded. Large pieces of equipment are discarded only with the consent of the manager.

Asbestos

- **There is no asbestos on site and this is on record**

Jewellery and accessories

- Our staff do not wear jewellery or fashion accessories, such as belts or high heels that may pose a danger to themselves or children.
- Parents must ensure that any jewellery worn by children poses no danger; particularly earrings which may get pulled, bracelets which can get caught when climbing or necklaces that may pose a risk of strangulation.
- We ensure that hair accessories are removed before children sleep or rest.

Safety of adults

- We ensure that adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.
- We provide safe equipment for adults to use when they need to reach up to store equipment.
- We ensure that all warning signs are clear and in appropriate languages.
- We ensure that adults do not remain in the building on their own.
- We record the sickness of staff and their involvement in accidents. The records are reviewed quarterly to identify any issues that need to be addressed.

Manual Handling

Definition of regulations - A load includes any person or animal.

- Manual handling operations means any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving) by hand or by bodily force.
- All staff are given information regarding safer manual handling when joining the setting.
- Update / refresher training is provided when deemed necessary by management.
- Risk assessments are carried out to ensure the risk of injury to staff when carrying out their normal duties is minimised.
- Risk assessments are reviewed on a regular basis.

Personal Protective Equipment (PPE)

- Where appropriate, PPE is provided to ensure the safety of staff.
- Hi-Visibility safety vests are to be worn by staff when escorting children locally off site.
- All equipment supplied will be maintained in a safe condition.

Noise and Vibration

- Appropriate safety equipment is provided and must be used by staff when using equipment whose noise level when operating could damage hearing, e.g. garden machinery, power tools.
- Operations involving noisy activities should be suspended if children or other members of staff without suitable ear protection are near.
- Risk assessments are carried out to ensure the risk of injury to staff when carrying out their normal duties is minimised. Risk assessments are reviewed on a regular basis.
- Use of equipment which transmits vibration to the operator should be minimised.

Control of Substances Hazardous to Health – COSHH

- Our staff implement the current guidelines of the *Control of Substances Hazardous to Health Regulations (COSHH)*.
- We keep a record of all substances that may be hazardous to health - such as cleaning chemicals, or gardening chemicals if used and where they are stored. Copies of COSHH data sheets are held in the kitchen and are available for inspection at any time.
- Any new chemical or substance introduced on site must have the associated COSHH data sheet, a copy of which will be held in the COSHH folder.
- Staff are given training in the safe use of chemicals and substances used in connection with their allocated tasks
- Update / refresher training is provided when deemed necessary by management.
- Risk assessments are carried out to ensure the risk of injury to staff when carrying out their normal duties is minimised. Risk assessments are reviewed on a regular basis.
- Hazardous substances are stored safely away from the children.
- We carry out a risk assessment for all chemicals used in the setting. This states what the risks are and what to do if they have contact with eyes or skin or are ingested.
- We keep all cleaning chemicals in their original containers.
- We keep the chemicals used in the setting to the minimum in order to ensure health and hygiene is maintained.
- Environmental factors are taken into account when purchasing, using and disposing of chemicals.
- All members of staff are vigilant and use chemicals safely.
- Members of staff wear protective gloves when using cleaning chemicals.

Display Screen Equipment

In accordance with the safe working provisions included in “The Display Screen Equipment Regulations 1992”, for staff who are regular users of display screen equipment, the setting ensures workstations are assessed to ensure the following requirements are met:

- Management of Health and Safety at Work Regulations (1999) updated December 2024
- Adequate lighting.
- Adequate contrast, no glare or reflections.

- Leg room and clearance to allow postural change
- Adjustment of screen and keyboard
- Work surface with space for flexible arrangement of equipment and documents
- Chair stable and adjustable
- Footrest if requested

Eye testing is available on request to anyone using display screen equipment for the majority of their working hours.
Where appropriate, tasks will be allocated to reduce time constantly using display screen equipment.

Legal framework

- Health and Safety at Work Act (1974) Updated December 2024
- Management of Health and Safety at Work Regulations (1999) updated December 2024
- Electricity at Work Regulations (1989) updated December 2024
- Control of Substances Hazardous to Health Regulations (COSHH) (2002) updated September 2024
- Manual Handling Operations Regulations (1992 (As Amended 2004) updated February 2024
- Health and Safety (Display Screen Equipment) Regulations (1992) updated February 2024

Further guidance

- Health and Safety Law: What You Need to Know (HSE Revised 2009) updated December 2024
- Health and Safety Regulation…A Short Guide (HSE 2003) updated December 2024
- Electrical Safety and You: A Brief Guide (HSE 2012) updated October 2021
- Working with Substances Hazardous to Health: What You Need to Know About COSHH (HSE Revised 2012) updated September 2024
- Getting to Grips with Manual Handling - Frequently Asked Questions: A Short Guide (HSE 2011)

This policy was adopted by	Silver Stars Day Nursery
Date	January 2026
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Name of signatory	Jenifer Capper
Role of signatory	Proprietor
Signed: Date:	 January 2026