

Petworth Primary Nursery

General Health and Safety Policy



Reviewed:	October 2026
Next Review:	October 2027
Person Responsible:	Amy Eddy / John Galvin

Inspire, nurture and challenge with JOY at the heart in all we do.

Statement of intent

Petworth Primary Nursery believes that the health and safety of children is of paramount importance. We make our settings a safe and healthy place for children, parents/carers, staff and volunteers in line with the **Statutory Framework for the Early Years Foundation Stage (EYFS)**.

Aim

We aim to make children, parents/carers and staff 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.

Methods

The members of staff responsible for health and safety are the Nursery Management Team. A designated member of the management team is responsible for overseeing health and safety and ensuring all risk assessments are completed, reviewed and updated as required.

Risk assessment

Our risk assessment process includes:

- visually checking for hazards and risks indoors and outside on a **daily basis**
- staff analyse their activities to ensure they are safe for all children to participate
- deciding which areas need attention
- developing an action plan if needed that specifies the action required, the timescales for action, the person responsible and any funding required
- our assessment covers adults and children
- a full risk assessment is completed **annually**, or sooner if:
 - there is an accident or incident
 - there are changes to the environment
 - new equipment is introduced
- our kitchen and food temperatures are monitored daily
- separate staff members have additional risk assessments if they have an injury, illness or are pregnant

Insurance cover

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed in each building.

Awareness raising

- Our induction training for staff and volunteers includes a clear explanation of health and safety issues so that all adults can adhere to our policy and understand their shared responsibility for health and safety. The induction training covers matters of employee well-being, including manual handling
- Records are kept of these induction training sessions, and new staff and volunteers are asked to sign the records to confirm that they have taken part and read all nursery policies.
- Health and safety is discussed regularly at staff meetings.

- We have a no smoking policy.
- Children are made aware of health and safety issues through discussions, planned activities and routines.

Children's safety

- We ensure all staff employed have been checked for criminal records by an enhanced disclosure from the Disclosure and Barring Service (DBS).
- We follow **safer recruitment procedures**, including ongoing suitability checks to ensure staff remain suitable to work with children.
- All children are supervised by adults at all times.
- Whenever children are on the premises at least two adults must be present.
- We comply with statutory requirements regarding ratios of adults to children.

Security

- Systems are in place for the safe arrival and departure of children. The times of the children's arrivals and departures are recorded.
- The arrival and departure times of adults - staff, volunteers and visitors – are recorded.
- The personal possessions of staff and volunteers are securely stored during sessions.

Kitchen

- The kitchen is inspected by Environmental Health and given a rating out of 5 and this is displayed
- Children do not have unsupervised access to the kitchen.
- All surfaces are clean and non-porous.
- There are separate facilities for hand-washing and for washing up.
- Cleaning materials and other dangerous materials are stored out of children's reach.
- When children take part in cooking activities, they:
 - are supervised at all times;
 - are kept away from hot surfaces and hot water;
 - do not have unsupervised access to electrical equipment.

Electrical/gas equipment

- All electrical/gas equipment conforms to safety requirements and is checked regularly.
- Fires, heaters, electric sockets, wires and leads are properly guarded and the children are taught not to touch them.
- There are sufficient sockets to prevent overloading.
- The temperature of hot water is controlled to prevent scalds.
- Lighting and ventilation is adequate in all areas including storage areas.

Storage

- All equipment, materials and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

Outdoor area

- Our outdoor area is securely fenced.
- Our outdoor area is checked for safety and cleared of rubbish before it is used.
- Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides.

- Where water can form a pool on equipment, it is emptied before children start playing outside.
- Our outdoor sand pit is covered when not in use and is cleaned regularly.
- All outdoor activities are supervised at all times.

Hygiene

- We regularly seek information from the Environmental Health Department and the Health Authority 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 rooms, kitchen, rest area, toilets and nappy changing areas.
- The toilet area has a high standard of hygiene including hand washing and drying facilities and the disposal of nappies.
- We implement good hygiene practices by:
 - cleaning tables between activities;
 - checking toilets regularly;
 - wearing protective clothing - such as aprons and disposable gloves – as appropriate;
 - providing sets of clean clothes;
 - providing tissues and wipes;

Activities

- Before purchase or loan, equipment and resources are checked to ensure that they are safe for the ages and stages of the children currently attending the setting.
- The layout of play equipment allows adults and children to move safely and freely between activities.
- All equipment is regularly checked for cleanliness and safety and any dangerous items are repaired or discarded.
- All materials - including paint and glue - are non-toxic.
- Sand is clean and suitable for children's play.
- Physical play is constantly supervised.
- Children are taught to handle and store tools safely.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.

Food and drink

- Staff who prepare and handle food receive appropriate training and understand - and comply with - food safety and hygiene regulations.
- All food and drink is stored appropriately.
- All hot drinks taken into the play areas must be in lidded thermos cups.
- Snack and meal times are appropriately supervised and children do not walk about with food and drinks.
- Fresh drinking water is always available to the children.
- We operate systems to ensure that children do not have access to food/drinks to which they are allergic.
- We strive to be a nut free nursery.
- Children are closely supervised at all times when eating.

Outings and visits

- We have agreed procedures for the safe conduct of outings.
- Parents always sign consent forms before major outings.
- A risk assessment is carried out before an outing takes place.
- Our adult to child ratio is amended to prioritise children's safety.

- Children are assigned to individual staff to ensure each child is individually supervised and to ensure no child gets lost and that there is no unauthorised access to children.
- Outings are recorded on an outings record form stating:
 - the date and time of outing
 - The destination of the outing
 - names of staff assigned to named children
 - time of return
 - Contact details of staff member
 - Confirmation a risk assessment has been completed
 - Purpose of outing.
- Staff take a mobile phone on outings, and supplies of tissues, wipes, pants etc as well as a mini first aid pack and water. The amount of equipment will vary and be consistent with the venue and the number of children as well as how long they will be out for.
- Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.

Missing child

If a child goes missing from the **setting**

- The person in charge will carry out a thorough search of the building, garden and school grounds.
- The register is checked to make sure no other child has also gone astray.
- Doors and gates are checked to see if there has been a breach of security whereby a child could wander out.
- Person in charge will speak to staff to establish what has happened.
- If the child is not found the parent is contacted and the missing child is reported to the police.

If a child goes missing from an **outing**

- As soon as it is noticed that a child is missing, staff on the outing ask children to stand with their designated person and carry out a headcount to ensure that no other child has gone astray. One staff member searches the immediate vicinity but does not search beyond that.
- Staff take the remaining children back to the setting.
- The person in charge of the setting contacts the child's parent who makes their way to the setting or outing venue as agreed with the person in charge.
- The staff contact the police using the mobile phone and report the child as missing.
- In an indoor venue, the staff contact the venue's security who will handle the search and contact the police if the child is not found.

The investigation

- The management carries out a full investigation taking written statements from all the staff present at the time, or who were on the outing.
- The key person/ staff writes an incident report detailing
 - the date and time of the report.
 - what staff/ children were in the group/outing.
 - when the child was last seen in the group/outing.
 - what has taken place in the group/outing since then.
 - the time it is estimated that the child went missing.
- A conclusion is drawn as to how the breach of security happened.
- If the incident warrants a police investigation all staff co-operate fully. In this case, the police will handle all aspects of the investigation, including the interviewing of staff. Social Services may be involved if it seems likely that there is a child protection issue to address. LADO will also be informed.
- The incident is reported under RIDDOR arrangements and is recorded in the incident book: the local authority health and safety officer may want to investigate and will decide if there is a case for prosecution.
- OFSTED is informed.

Animals

- Animals visiting the setting are free from disease and safe to be with children, and do not pose a health risk.
- Our setting's pets are free from disease, safe to be with children, and do not pose a health risk.
- Children wash their hands after contact with animals.
- Outdoor footwear worn to visit farms are cleaned of mud and debris and should not be worn indoors.

Fire safety

- Fire doors are clearly marked, never obstructed, and easily opened from inside.
- Smoke detectors/alarms and firefighting appliances conform to BSEN standards, are fitted in appropriate high-risk areas of the building and are checked as specified by the manufacturer.
- Our emergency evacuation procedures are approved by the Fire Safety Officer and are:
 - clearly displayed in the premises.
 - explained to new members of staff, volunteers and parents,
 - practiced regularly at least once a term.
- Records are kept of fire drills and the servicing of fire safety equipment.
- When the fire alarm sounds a member of staff in the garden will loudly shout fire alarm to raise the alarm to the staff and children in the garden.

First aid and medication

- **At least one member of staff with a current paediatric first aid certificate is on the premises at all times and accompanies children on outings.**
- Our first aid kit:
 - complies with the Health and Safety (First Aid) Regulations 1981;
 - is regularly checked and re-stocked as necessary;
 - is easily accessible to adults;
 - is kept out of the reach of children.
- At the time of admission to the setting, parents' written permission for emergency medical advice or treatment is sought.
- First aid kits are stored in each room and the nursery kitchen.

Slips and Trips

- All staff to wear appropriate footwear.
- All spillages to be cleared up immediately when noticed.
- When dealing with bodily fluids protective clothing to be worn and appropriate antibacterial cleaning undertaken.

Accidents:

- are recorded on our Connect Childcare system
- all staff know how to complete the forms
- are reviewed to identify any potential themes or actual hazards.

Ofsted is notified of any injury or significant event as soon as reasonably practicable, but within 14 days.

We also inform RIDDOR of any reportable injuries, dangerous occurrences or illnesses in line with RIDDOR reporting requirements and timescales.

Our Incident Book

- We keep an incident book for recording incidents including those that are reportable to the Health and Safety Executive as above.
- These incidents include:
 - break in, burglary, theft of personal or the setting's property
 - fire, flood, gas leak or electrical failure
 - attack on member of staff or parent on the premises or near by
 - any racist incident involving a staff or family on the centre's premises
 - death of a child, and
 - a terrorist attack, or threat of one.
- In the incident book we record the date and time of the incident, nature of the event, who was affected, what was done about it – or if it was reported to the police, and if so a crime number. Any follow up, or insurance claim made, should also be recorded.
- In the unlikely event of a terrorist attack we follow the advice of the emergency services about evacuation, medical aid and contacting children's families. Our Lockdown policy will be followed, and staff will take charge of a group of children. The incident is recorded when the threat is averted.
- In the unlikely event of a child dying on the premises, the emergency services are called, and the advice of these services are followed.
- The incident book is not for recording issues of concern involving a child. This is recorded in the child's own file.

Administration of medication

- Only prescribed medication may be administered. It must be in-date and prescribed for the current condition.
- Children taking prescribed medication must be well enough to attend the setting.
- Children's prescribed drugs are stored in their original containers, are clearly labelled and are inaccessible to the children.
- Parents give prior written permission for the administration of medication. This states the name of the child, name/s of parent(s), date the medication starts, the name of the medication and prescribing doctor, the dose and times, or how and when the medication is to be administered.
- The administration is recorded accurately each time it is given and is signed by staff. Parents sign to acknowledge the administration of a medicine.
- If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional.

Sickness

Our policy for the exclusion of ill or infectious children is discussed with parents.

This includes procedures for contacting parents - or other authorised adults - if a child becomes ill while in the setting.

- We do not provide care for children who are unwell, have a temperature, or sickness and diarrhoea, or who have an infectious disease.
- Children with headlice must be treated to remedy the condition, before being brought back to the nursery.
- Parents are notified if there is a case of headlice in the setting via a notice on the door.
- Parents are notified if there is an infectious disease, such as chicken pox.

- HIV (Human Immunodeficiency Virus) may affect children or families attending the setting. Staff may or may not be informed about it.
- Children or families are not excluded because of HIV.
- Good hygiene practice concerning the clearing of any spilled bodily fluids is always carried out.
- All nappies are disposed of separately in the nappy bin.
- Ofsted is notified of any infectious diseases that a qualified medical person considers notifiable.
- We follow the guidelines provided by the Public Health Agency with regard to illness and infection.

Safety of adults

- Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.
- The sickness of staff and their involvement in accidents is recorded. The records are reviewed to identify any issues that need to be addressed.
- If a member of staff is off work for more than 3 days due to an accident at work (not a finger or toe) Ofsted must be informed.

Control of Substances Hazardous to Health (COSHH)

We ensure compliance with COSHH regulations by:

- safely storing all hazardous substances out of children's reach
- clearly labelling all cleaning products and chemicals
- maintaining up-to-date safety data sheets where required
- carrying out risk assessments for hazardous substances
- ensuring staff are trained in the safe use and storage of these materials

In addition, the following procedures and documentation in relation to health and safety are in place:

- Risk assessment.
- Identity of Visitors recorded.
- Fire safety procedures.
- Manual handling policy.
- Food and drink policy.
- Staff qualification list for health and safety responsibilities.
- Administration of medication.
- Prior parental consent to administer medicine.
- Record of the administration of medicines.
- Prior parental consent for emergency treatment.
- Accident record.
- Sick children.
- No smoking.