



St. Thomas a Becket Nursery

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Registered Charity No. 1097448

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Health and Safety Policy

Responsibility: Nursery Lead / Trustees

Review Cycle: Every two years or as needed

Date of adoption / last review:	Signed / Role	Date next review due
September 2015	C Harrison / Nursery Lead	September 2018
September 2018	C Harrison / Nursery Lead	September 2021
July 2021	C Harrison / Nursery Lead	July 2024
July 2024	C Harrison / Nursery Lead	July 2026

St Thomas a Becket Nursery Health and Safety

Policy Statement

St Thomas a Becket Nursery believe that the health and safety of persons within nursery is of paramount importance. We recognise our responsibilities as an employer for providing a safe and healthy environment for all children and families, employees, contractors, voluntary helpers, and others who may be affected by the activities of the Nursery. It is our intention to prevent accidents and occupational ill health and where possible. eliminate hazards in the workplace.

These responsibilities will be achieved by effective health and safety management systems within the nursery that will be underpinned by annual, monthly, weekly and daily risk assessing. This will involve the implementation of arrangements for the effective planning, organisation, control, monitoring and review of preventative and protective measures and our overall health and safety performance including any emergency arrangements.

The Nursery will make every effort to meet its responsibilities under the Health and Safety at Work Act 1974. If appropriate, the Nursery will seek expert technical advice on Health and Safety matters. A safe and healthy nursery is maintained for all our employees by the provision of safe systems of work, underpinned by regular and timely whole nursery risk assessing plus regular building and equipment maintenance checks and a safe access to the premises. We will ensure that adequate information, instruction, training and supervision is provided to ensure that staff can carry out their work safely. We believe that health and safety standards will be maintained only with the co-operation of all staff, children and families and visitors to the nursery. We expect all staff to co-operate fully with this policy and to actively contribute to any consultations in relation to health and safety policy and procedures. In addition, we will ensure that all children and families, visitors and contractors are provided with the information they require to enable them to comply with this policy.

Aims

To provide as far as is reasonably practicable:

- A safe place of work and a safe working environment.
- Sufficient information, instruction and training for employees, contractors and voluntary helpers to carry out their work safely.
- Care and attention to health, safety and welfare of children and families, employees, contractors, voluntary helpers, nursery colleagues and others who may be affected by the Nursery's activities.

COVID / Other Pandemics

The nursery adheres to any national guidance and ensures that policies, procedures and risk assessments are in place. In the instances of any further national pandemics, a nursery specific risk assessment would be carried out and shared with staff and families. Re-establishing of necessary good practices and precautions would take place.

Fire and other Emergency Evacuation Procedures -

Any reference to staff includes students or volunteers.

The signal for evacuation will be the continuous ringing of the fire bell. We will always evacuate the nursery if the fire alarm sounds, assuming every alarm could be for real.

Action:

- On hearing the alarm, staff will instruct children to form a line and hold a walking rope to exit nursery by our identified fire exit doors.

- Children that may need assistance with mobility, for any reason, will have been assessed via a PEEP (Personal Emergency Evacuation Plan) and be placed in their buggies, which are kept by the emergency exit door.
- Emergency exit bags are kept by the fire door exits and contain
 - ✚ walking ropes
 - ✚ portable first aid kits
 - ✚ staff or child emergency medicine (such as inhaler / epi-pen)
 - ✚ copy of any PEEP
- Daily registers are also kept in the room for immediate reach to ensure all children are accounted for. The room leader will be responsible for the roll calls before leaving the building and once at the assembly point.
- The Nursery Manager will ensure any visitors are accounted for in the emergency evacuation
- The Nursery Manager will carry a mobile phone
- A roll call will take place at the door and once again when we reach our assembly point
- No belongings will be taken except the register and emergency exit bag which will contain all we need for the children (and staff) attending that day
- Staff will walk swiftly and calmly, encouraging children to do the same.

- When at the assembly point the second roll call will take place to ensure that all pupils/visitors/volunteers, etc. are accounted for.

- Room Leaders will report to the senior member of staff to confirm whether or not all of their children/ visitors/ volunteers are safely out of the building.
- All staff are responsible in knowing:
 - the correct route for evacuating;
 - clear access to that escape route at all times;
 - for helping to maintain access to the other escape routes;
 - checking all areas of the building, specifically the toilets;
 - evacuating volunteers or other visitors in addition to the children in any event of an emergency.
- Practice fire evacuations will be arranged in conjunction with St Thomas a Becket Nursery as appropriate, but at least three times per year. Drills will be monitored for effectiveness and records kept within the fire log book. The fire alarm will be tested weekly by the nursery caretaker.
- The extinguishers will be serviced and maintained as part of an annual contract. This contract will be monitored via the premises inspection. Emergency evacuation notices are displayed in the nursery lobby.
- Any child or adult with special needs must be given special consideration by their Key Worker and the Nursery Manager to whether or not a Personal Emergency Evacuation Plan (PEEP) is required. This will need to be drawn up with the Key Worker / SENCO input.

Bomb Incident Management

By controlling movement in an area, emergency services can contain and handle the situation and some decisions must be made at the time in question depending upon the actual circumstances.

The Nursery Lead or Manager will liaise with the Police and the Fire and Rescue Service and follow their advice on the evacuation procedure and assembly point. This will then be communicated to staff, visitors, etc. by an appropriate means.

Any member of staff who receives information regarding a bomb on-site must immediately inform the Nursery Lead or Nursery Manager or either of the Nursery Deputies in their absence.

Further Lock In information can be found in the [Responding to Local Threats and Emergencies Policy](#)

Members of Staff Generally

Ultimately the responsibility for health and safety lies with the Nursery Lead (strategic implementation) and Nursery Manager (day to day implementation). However all staff have a responsibility towards the health and safety of themselves, all other adults and all children who are on the nursery premises.

Responsibility is accepted by default through the proper observation of nursery rules and procedures.

Staff are reminded of the general duty imposed by the Health and Safety at Work Act 1974 at Sections 7 and 8:

7. *'It shall be the duty of every employee while at work*

to take reasonable care for the health and safety of himself and other persons who may be affected by his acts or omissions at work, and, as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.'

8. *'No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.'*

Health and Safety at Work

The following points set out the criteria for Health and Safety at Work -

The Trustees will:

1. Maintain the nursery building to an appropriate standard, ensuring any identified Health and Safety hazards are managed and corrected at the earliest opportunity.
2. Ensure that all serious near accidents, accidents or incidents are reported to RIDDOR, East Sussex CC and OFSTED and a full investigation and review of the circumstances is taken.

The Nursery's Health and Safety Officer, (Nursery Lead) will:

1. Ensure provision of advice on health and safety legislation and best practice;
2. Keep informed of relevant Health and Safety Policy legislation and county guidance by attending health and safety training and receiving health and safety circulars, that these procedures are kept up-to-date and that all staff and families are aware of and comply with the contents
3. Ensure that the policy contains rigorous and comprehensive systems for active monitoring, risk assessing and reactive monitoring (accident/incident investigation); rectifying identified faults within nursery
4. Review the Health and Safety Policy annually, or following a significant event e.g. accident
5. Ensure that incident investigations are carried out and learning outcomes applied to future practice to prevent reoccurrence
6. Ensure, via reviewing risk assessments and annual checks that facilities and resources remain adequate to allow nursery to meet both its legal and moral obligations with respect to health, safety and welfare
7. To consider child accident and incident termly monitoring information to identify incident trends and propose methods of reducing accidents
8. Review the daily check sheets in order to consider and make recommendations regarding health and safety

9. Make effective arrangements to implement the Health and Safety at Work Policy.
10. Ensure that matters of Health and Safety are recorded and reported to Trustees.
11. Ensure that daily risk assessments of internal and external play areas are carried out by the Nursery Manager, Deputy or other practitioner.
12. Ensure the provision and maintenance of all 'fire' equipment
13. Ensure that an annual risk assessment of the whole building is carried out.
14. Ensure that an annual diary of health and safety measures / actions is in place and carried out.
15. Oversee the updating and / or implementation of risk assessments appertaining to the building, nursery practice, activities and equipment.
16. Maintain the whole nursery risk assessment.
17. Make effective arrangements to ensure that contractors or voluntary helpers comply with all reasonable Health and Safety at Work requirements.
18. Ensure that work activities by the Nursery do not unreasonably jeopardise the health and safety of children, families or the general public.
19. Maintain a central record of notified accidents in the work-place.
20. When an accident or hazardous incident occurs take immediate action to prevent a recurrence or further accident and to complete the necessary accident reporting procedure, including notifying RIDDOR.
21. Ensure equipment is regularly maintained and serviced.
22. Instigate appropriate disciplinary action where it is shown that staff have ignored or shown a disregard for health and safety matters

The Nursery Manager will:

23. Ensure that emergency procedures and fire evacuation practices are in place
24. Have a general oversight of health and first aid matters and deal with any inefficiencies
25. Ensure all all staff receive appropriate health and safety training at induction which must include emergency arrangements (i.e. first aid, fire and accident reporting), and specific sections of the Health and Safety to ensure that new members of staff are aware of their responsibilities
26. Ensure staff are provided with appropriate training to carry out effective
First aid (see EYFS requirements 3.29 – 3.32)
Fire and emergency evacuation
Handling, substances and general (daily) risk assessments.
27. Assist the Nursery Lead with safety audits
28. Embed emergency procedures, and organise additional emergency evacuation practices if needed
29. Have a general oversight of health, safety and first aid matters
30. Make recommendations to the Nursery Lead on matters requiring immediate attention
31. Investigate with the Nursery Lead any incidents to ensure that learning outcomes are applied to future practice and prevent reoccurrence;
32. Monitor accidents to identify trends and introduce methods of reducing accidents.

All nursery staff, contractors and voluntary helpers will:

33. Cooperate fully with the aims and requirements of the Health and Safety at Work Policy and comply with Codes of Practice or work instructions for Health and Safety.
34. Take reasonable care of their own Health and Safety, use appropriate personal protective clothing and, where appropriate, ensure the appropriate First Aid materials are available.
35. Take reasonable care for the Health and Safety of other people who may be affected by their activities.
36. Not intentionally interfere with or remove safety guards, safety devices or other equipment provided for Health and Safety.
37. Not misuse any equipment or materials so as to cause risks to Health and Safety.
38. Report any accidents or hazardous incidents to the Nursery Lead.
39. Ensure that contractors and volunteers have adequate and appropriate insurance.

Accidents or Injury at Nursery

Further procedures for dealing with accidents and incidents in nursery, including first aid procedures can be found in nursery's [Accidents & Injuries, \(reporting when serious\) and First Aid Policy](#)

Accidents at Work - Reporting to RIDDOR:

Details can be found in nursery's [Accidents & Injuries, \(reporting when serious\) and First Aid Policy](#)

First Aid at Nursery

Details can be found in the above policy

Smoking

This is strictly a no smoking site. For the purposes of this policy this includes e-cigarettes.

Alcohol, Smoking, Drugs and Staff Medication

Details can be found in nursery's [Alcohol, Smoking, Drugs and Staff Medication Policy](#)

Expectant Mothers (also see the New and Expectant Mothers Policy)

Pregnancy is regarded as part of everyday life and its health and safety implications can be adequately addressed by normal health and safety management procedures.

Procedure

1. Staff (full and part-time) are required to inform the Nursery Lead and Nursery Manager as soon as possible and in writing when pregnancy has been confirmed
2. The Nursery Lead will undertake a personal risk assessment of the employee's work activity to ensure there is no risk to the health of the employee or the unborn child. Copies of the risk assessment will be kept and will be reviewed if circumstances surrounding the pregnancy alter in any way
3. The general principles of common risk assessment will apply.

Communicable Diseases (also see the Communicable Diseases Policy)

From time to time infectious diseases will occur amongst pupils and staff. Infectious diseases are more common amongst nursery-aged children. Good personal hygiene precautions are crucial to prevent the spread of infections and hand washing is the single most important intervention in the control of cross-infection.

We will refer to the '[Communicable Diseases Guidance for Nurseries](#)' document for:

1. Guidance on who to contact for help and advice in relation to problems with communicable diseases at nursery
2. Basic information on common communicable diseases, and guidance on where to get further up to date information
3. Information on the role of local Public Health England Centres.

Risk Assessing

The nursery detail a whole nursery risk assessment which details specific areas of risk including but not exhaustive to:

1. General delivery of care and education
2. Persons on site
3. Buildings and maintenance
4. Activities and resources
5. First aid and firefighting equipment
6. Cleaning schedules and diarised checks
7. Kitchen safety, food safety and allergies

Asbestos

The nursery was built in c2015 and does not contain any asbestos in the building materials

Legionella

The risk of contracting Legionellosis from our water system is low, but a managed approach to the condition and use of water systems is vital to manage risk, raise awareness of standards and ensure compliance with specific statutory requirements. Regular monitoring undertaken by the nursery Caretaker.

Contractors

Any contractor working for the nursery must be effectively managed from a health and safety perspective, for both legal and operational reasons. We ensure that contractors are competent to undertake works by using the County Council's approved list or by using otherwise recommended contractors. Most works will be planned for out of nursery hours and in nursery holidays; staff will be informed when contractors will be on site.

Gas and heating systems

All heating systems are regularly maintained by competent contractors. Any faults should be reported to the Nursery Lead.

Security

Arrangements are in place for the nursery site to be as secure as possible and in line with East Sussex County Council guidance. The nursery is situated within the nursery site. Additionally, premises security is carried out within the whole nursery risk assessment to ensure that adequate controls are in place and it is essential that staff follow these procedures.

Electrical Equipment

All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely. Any student or volunteer who handles electrical appliances does so under the supervision of the member of staff who directs them.

All electrical equipment is PAT checked annually. Records of PAT tested equipment will be kept on file. Staff are responsible for ensuring that all equipment in current use is out and accessible for checking. If there is any doubt about the safety of the equipment it will not be used. Any potential hazards will be reported to the Nursery Manager immediately.

Office Equipment

Equipment such as the guillotine and laminator, must be used sensibly, never in reach of the children and put away, unplugged and or out of reach, in the office after use.

Moving and Handling

All equipment must be moved safely. Large pieces of equipment will only be moved by sufficient people and safe lifting and handling must be observed. Staff are encouraged to access manual handling training. Any person who is apprehensive about their capability to move goods, equipment or furniture, must either ask for help, have a personal risk assessment or not undertake the activity.

Work at Height

No working at height is expected, however, the hierarchy to follow is:

- Avoid work at height if at all possible
- If work at height is unavoidable, control measures must be put in place to prevent falls
- Where the risk of falling cannot be prevented, control measures must be put in place to minimise the distances and consequences of a fall

The selection and inspection of suitable equipment is an essential control feature. Chairs, furniture or other equipment not designed for this purpose must not be used to work at height or access.

Work at height activities will only be carried out by staff who are **competent and authorised** for the work involved and work will only commence when risk assessments and safe systems of work are in place and understood.

Housekeeping (also see the Workplace Health, Safety and Welfare Policy)

The risk of injury within the workplace is most likely to be caused by the more mundane hazards as a result of poor housekeeping. Trips and falls can be caused by trailing cables, objects left on floors etc. It is the responsibility of all practitioners to ensure that the play areas have clear traffic routes and that exit routes are kept clear. Any staff may report all hazards, obstructions, defects or maintenance requirements to the Nursery Manager or Nursery Lead. It is the duty of all staff to be vigilant and aware of possible hazards. If any spillages occur, these should be dealt with immediately.

The nursery will be cleaned daily. All waste will be disposed of according to appropriate health and safety guidelines.

Violence at Work

Will not be tolerated. All staff must report any incident of aggression or violence (or near misses) directed to themselves from any source. All incidents of violence will be dealt with appropriately.

After an incident, Nursery Lead will meet with the member of staff concerned to check on their wellbeing and identify if further support is required. A wellness plan will be discussed.

Offsite Visits

Staff must ensure that prior to planning or accompanying an offsite visit: parents permission has been given, a risk assessment has been carried out and enhanced child to adult ratios are implemented.

Work Experience Placements

Nursery in partnership with secondary nurseries and colleges to provide work placements. Any proposed placement must be discussed with the Nursery Manager.

We request to be informed in advance about any individual students who may be at greater risk, for example because of any specific medical/behavioural needs or learning difficulties.

Practitioners will be aware of any risk assessment in order to ensure the safety of the work experience student whilst in the care of the nursery.

Hazardous Substances (also see the Control of Substances Hazardous to Health (COSHH) Policy)

Nursery will keep an inventory of all hazardous substances on site and the folder will be kept in the kitchen for accessibility. The Nursery Lead will ensure that COSHH assessments are completed. to:

- identify all substances used
- assess the level of risk to health
- eliminate the use of substances or substitute a safer alternative
- introduce and monitor control measures to prevent risk.

Supporting Pupils with Medical Conditions

Nursery has a separate policy on our arrangements for supporting children with medical conditions within our [Administration of Medicines Policy](#). Staff are familiar with the content of the policy.

As a summary, the First Aider will administer medicines and keep a record that they have been given. We must stress that children should not be at nursery if they are unwell and if at all possible, children should receive their medication at home.

For all medicines to be administered parents should complete a consent form. Each time there is a variation in the pattern of dosage a new form should be completed. A new form should be completed for each medicine to be administered.

The smallest practicable dose should be brought into nursery in individual original containers, which should be clearly labeled with the child's name and dosage instructions.

The Nursery Manager, as SENDCO will liaise with parents/carers on the development of health care plans, etc. when required and staff will familiarise themselves with these documents.

Training and Information

Whole team training needs are reviewed annually. Health and safety forms part of our essential induction for new staff / volunteers / students.

Monitoring Health and Safety

Health and safety will be monitored by the as part of the agenda of their regular meetings

Health and Safety Inspections

To maintain and improve standards throughout the nursery, a formal premises safety inspection will be undertaken annually by the Nursery Lead.

Visitors

Nursery accept the responsibility for health and safety of visitors to the nursery, including contractors.

All visitors to the nursery are asked to sign in and sign out when they leave.

Accident / Incident At Work Report

This form will be used to record any work-related injuries and near misses
The form should be completed immediately after the incident.

Section 1 – About the accident or incident

I am reporting a (please circle):

Near Miss Accident Incident Work Related Health Issue

When it happened:

Day: Date: Time (24hr clock):

Where did it happen and what happened:

<p>Office / other location (specify where):</p> <p>What happened – describe accident or incident including events leading up to it:</p> <p>Witness – name and contact details of anyone who saw what happened:</p>

Section 1 – Persons Involved

Who was involved:

Name: Job Title:

Or full address if non-employed persons:

What type of injury has been sustained:

What treatment was provided:

Did the injured person go straight back to work? Y / N Duration of absence if N:

Name of person completing this form: Date Form Completed: