



Sandytots Nursery  
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## HEALTH AND SAFETY POLICY

### Introduction

The aim of this policy statement is to ensure that all reasonable, practical steps are taken to ensure the safety of everyone using the nursery. This includes children and their families, employees of Sandy Tots and all other individuals visiting the Nursery. Sandy Tots Nursery is within Stafford Children's Centre which is part of Staffordshire County Council and therefore we have an obligation to the Council's set of Health and Safety policies and procedures; this overriding policy should be read in conjunction with these. Hard copies of the Staffordshire County Council Health and Safety policies can be found in this folder or online at [www.intra.staffordshire.gov.uk](http://www.intra.staffordshire.gov.uk).

### Legal Framework

Health and Safety at Work Act (1974)  
Management of Health and Safety at Work Regulations 1992  
Electricity at Work Regulations 1989  
Control of Substances Hazardous to Health Regulations (COSHH) (2002)  
Manual Handling Operations regulations 1992 (as amended)  
Health and Safety (Display Screen Equipment) Regulations 1992  
Fire Precautions Act  
Fire Precautions (Workplace) Regulations  
Regulatory Reform (Fire Safety) Order 2005  
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR 1995)

### Responsibilities of the Nursery Manager and Designated Person for Health and Safety

The Managing Director is the person ultimately accountable for the health and safety of staff, children, parents/carers and any other visitors to the building. The Managing Director delegates responsibility for the health and safety of the premises to **Michelle Lindley** (Designated Person for Health and Safety). The responsibility of the Nursery Managers/ designated person for Health and Safety includes ensuring that the building is fit for purpose, however, it is the responsibility of the individual to ensure that the environment is kept safe during the periods of use and to report any incidents, accidents or defects concerning the premises to the Managing Director.

The Designated Person for Health and Safety ensures, as far as is reasonably practical, that:

- The premises are maintained in a safe condition and that there is a robust procedure in place for reporting and rectifying any defects.
- Safe access to exit from the premises is maintained.

- Arrangements exist for the safe use, handling and storage of equipment and substances at work.
- Appropriate safe systems of work exist and are maintained.
- Sufficient information, instruction, training and supervision are available and provided.
- A healthy working environment is maintained, including adequate welfare facilities.

### **Responsibilities of the Staff**

For the policy to be effectively implemented, the Nursery must have the full cooperation of the employees and others who use the premises. Employees are reminded of their own duties which are:

- To take care of their own safety and that of others, complying with all known regulations, codes of practice and standards as necessary.
- To cooperate with the Nursery Manager so that she may carry out her own responsibilities successfully.

All staff will be consulted and informed about all issues relating to health and safety; it is the responsibility of each staff member to read any information that they are given in relation to health and safety issues and to sign in acknowledgement that they have read the contents; it is then their responsibility to comply with the information. If they ignore this responsibility then this can become a disciplinary matter. If there is any reason why they are unable to comply with instructions and guidance, they should inform the Nursery Manager immediately.

### **Risk Assessment**

We make Sandy Tots Nursery a safe and healthy place for all children, parents, employees, visitors and other users by assessing and minimising the hazards and risks present through a process of risk assessment. Our risk assessment process follows the steps detailed below:

- Identification of risk: Where is it and what is it?
- Who is at risk: Childcare staff, children, parents, visitors, cooks, cleaners, etc?
- Assessment as to the level of risk as high, medium or low. This is both the risk of the likelihood of it happening as well as the possible impact if it did.
- Control measures to reduce/eliminate risk: What we need to do, or ensure others do, in order to reduce that risk?
- Monitoring and review: How do we know if what we have said is working, or is thorough enough? If it is not working, it will need to be amended.

Our risk assessment process covers all adults and children and includes:

- Checking for, identifying and noting hazards and risks inside and outside, throughout the premises, for individual activities, before any outings and trips and also where appropriate and necessary for individual members of staff or children, e.g. for particular medical conditions.
- Assessing the level of risk and who might be affected.
- Deciding which areas need attention.
- Developing an action plan that specifies the action required, the time scales for action, the person responsible for the action and any funding required.

## Health and Safety General Standards

### ○ Awareness raising

Our induction training for staff, students and volunteers includes a clear explanation of health and safety issues so that all adults are able to adhere to our policies 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. Records are kept of this induction training and new staff, students and volunteers are asked to sign the records to confirm that they have taken part.

Health and safety issues are explained to the parents/carers of new children so that they understand the part played by these issues in the daily life of the Nursery. Jewellery is permitted for religious and cultural beliefs, however, children can only wear stud earrings. If they were to fall out during the child's session at nursery staff will place them into a small bag and give them to the parent/carer on collection.

As necessary, health and safety training is included in the annual training plans of staff, and health and safety issues are included in the agenda for all staff meetings.

Children are made aware of health and safety issues through discussions, planned activities and routines.

### ○ Safety of adults

Adults are provided with training and guidance about the safe storage, movement, lifting and erection of large pieces of equipment. When adults need to reach up to store equipment, they are provided with safe equipment to do so.

All warning and instruction signs are clearly displayed.

The sickness of staff and their involvement in accidents is recorded. These records are reviewed at regular intervals in order to identify any issues that need to be addressed.

We keep a record of all substances that may be hazardous to health in the form of COSHH sheets. This record states what the risks are and what to do if they have contact with eyes or are ingested. It also states where they are stored. A folder containing these sheets can be found in laundry/kitchen office for all chemicals used on site.

### ○ Windows and Doors

Low level windows are made from materials that prevent accidental damage.

We take precautions to prevent children's fingers from being trapped in doors, by attaching finger guards

The entrance door leading into the nursery corridor is secured using a buzzer, all parents are told the importance of accessing the building through this method. The door has a prominent sign explaining the need to pull the door securely behind themselves and not to hold it open for other parents. The door is checked regularly throughout the day by office staff who check the door is securely closed behind parents/carers.

- **Floors**

All floor surfaces are checked daily to ensure that they are clean and not uneven, wet or damaged.

- **Electrical Equipment**

All electrical equipment conforms to safety requirements and is checked regularly.

Heaters, wires and leads are properly guarded and the children are taught not to touch them.

The temperature of hot water is controlled to prevent scalds.

Lighting and ventilation is adequate in all areas including storage areas.

- **Storage**

All resources and materials from which children select are stored safely.

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

- **Outdoor area**

Our outdoor area is securely fenced and is checked for safety and cleared of any rubbish before it is used.

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, the Health Authority and the Health Protection Agency to ensure that we keep up to date with current recommendations.

Our daily routines encourage the children to learn about personal hygiene.

We have a daily cleaning routine which includes all rooms within the Nursery. We also have a schedule for cleaning resources and equipment, dressing up clothes and furnishings.

Separate policies on **Food and Drink, Illness and Infection, Medicine, Nappy Changing and Toileting** and **Sleep and Rest** provide more details on our policy and procedure in relation to hygiene.

- **Activities and Resources**

Before purchase or loan, equipment and resources are checked to ensure that they are safe for the ages and stages of the children who will be using them.

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.

Children are taught to handle and store tools safely.

Children who are sleeping are checked regularly – please see our **Sleep and Rest** policy for more details.

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 then it is discarded.

### **Fire safety and emergency evacuation**

We ensure that our premises present no risk of fire by maintaining the highest possible standard of fire precautions. The Designated Person for Health and Safety (**Michelle Lindley**) is familiar with current legal requirements and, where necessary, seeks the advice of Staffordshire County Council's Health and Safety team. Our emergency evacuation procedures are explained to all new employees as part of our staff induction process and plans illustrating evacuation procedures and routes are displayed clearly around the Nursery rooms.

### **Recording and reporting of accidents and incidents**

We follow the guidelines of the Reporting Injuries, Diseases and Dangerous Occurrences (RIDDOR) for the reporting of accidents and incidents; full details can be found at [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor). Safeguarding issues or behavioural incidents between children are not regarded as health and safety incidents and there are separate procedures for this; please refer to our **Safeguarding** and **Promoting Positive Behaviour** policies for more details.

All accidents to a child within the Nursery, are recorded on an Accident Form, a blank copy of which is attached to this policy. In the case of an accident to a child whilst in the nursery, the parent/carer is asked to read and sign the form upon collection of their child and the form is then kept in the

child's individual file in a locked filing cabinet in the nursery office. These records are reviewed at regular intervals to identify any patterns of accident in order that potential/actual hazards are identified promptly and our risk assessments remain current and effective.

All accidents to adults within the Nursery are recorded on a form in the Accident Book BI 510, issued by the Health and Safety Executive. These forms are filled in by the injured person and the Designated Person for Health and Safety (Michelle Lindley) and are stored in a locked filing cabinet in the office and reviewed at regular intervals. If the accident involves a member of staff, a copy of the form is also filed in that person's individual HR file in the same cabinet.

OFSTED is notified of any serious accident or injury to, or serious illness of, or the death of, any child whilst in our care, and of the action taken in respect of it, in accordance with our **Informing OFSTED Policy**.

In order to meet our legal requirements in complying with RIDDOR (Reporting of injuries, Diseases and Dangerous Occurrences Regulations), we report to the Health and Safety Executive:

- Any injury to an adult or child requiring treatment by a general practitioner or hospital.
- The death of a child or adult on the premises.
- Any dangerous occurrences – this may be an event that causes injury or fatalities or an event that does not cause an accident but could have done, such as a gas leak.

We record any incidents including those that are reportable to the Health and Safety Executive on a contact sheet

These incidents include:

- Break in, burglary or theft of personal or Nursery property.
- An intruder gaining unauthorised access to the premises.
- Fire, flood, gas leak or electrical failure.
- Attack on an employee or parent on the premises
- Any racist incident involving an employee or family on the premises.
- Death of a child or adult
- A terrorist attack or threat of one.

On the contact sheet 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 is also recorded.

We use separate contact sheets for recording issues of concern involving a child; these records are covered as part of our **Safeguarding Policy and Procedure**.

Managing Director: **Julie Wetton**

Nursery Manager: **Michelle Lindley**

Deputy Manager: **Catherine Barrett**

Health and Safety Officer: **Michelle Lindley**

Reviewed on: December 2023

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