



1 HEALTH AND SAFETY GENERAL STANDARDS

POLICY

Policy statement

Jack & Jill Nursery believe that the health and safety of children is of paramount importance. We make our setting a safe, clean, suitable and healthy place for children, parents, staff and volunteers. We meet all statutory requirements for health and safety and fulfil the criteria for meeting the Early Years Foundation Stage Safeguarding and Welfare Requirements

- 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 in the setting is:

MRS RIA PAUL

- Mrs Paul is competent to carry out these responsibilities; she has undertaken health and safety training and regularly updates her knowledge and understanding.
 - We display the necessary health and safety poster on the kitchen door.
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Insurance cover

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed in the cloakroom on the parent's notice board.

PROCEDURES

Objectives

- 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 of the premises, equipment and working practices.
- 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.
- As necessary, health and safety training is included in the training plans of staff, and health and safety is discussed regularly at our staff meetings.
- We operate a no-smoking policy including e-cigarettes.
- Alcohol must not be bought onto the premises for consumption.
- Staff must not be under the influence of alcohol or any other substance which may affect their ability to care for children. If staff are taking medication that they believe may impair them, they seek further medical advice and only work directly with children if that advice is that the medication is unlikely to impair their ability to look after children. The setting manager must be informed.
- We make children aware of health and safety issues through discussions, planned activities and routines.
- Risk assessments are monitored and reviewed by those responsible for health and safety.

Health and Safety Risk Assessments

Risk assessment means: *Taking note of aspects of your workplace and activities that that could cause harm, either to yourself or to others, and deciding what needs to be done to prevent that harm, making sure this is adhered to and is updated when necessary.*

The law does not require that all risk be eliminated, but that 'reasonable precaution' is taken. This is particularly important when balancing the need for children to be able to take appropriate risks through physically challenging play. Children need the opportunity to work out what is not safe and what they should do when faced with a risk.

Health and safety risk assessments inform procedures. We ensure that checks/work to premises are carried out and records are kept.

- Gas safety by a Gas Safe registered gas/heating engineer.
- Electricity safety by a qualified electrician.
- Fire precautions to check that all fire-fighting equipment and alarms are in working order.

- Hot air heating systems/air conditioning systems cleaned and checked.
- Deep clean is carried out in kitchen regularly.

We ensure that staff members carry out risk assessments that include relevant aspects of fire safety, food safety, in each of the following areas of the premises:

- Entrance and exits.
- Outdoor areas.
- Internal areas.

We carry out risk assessment for off-site activities, such as children's outings (including use of public transport), including:

- home visits
- other duties off-site such as attending meetings, banking etc

We ensure staff members carry out risk assessment for work practice including:

- changing babies, and the intimate care of young children and older children
- arrivals and departures
- children with allergies and special dietary needs or preferences
- cooking activities with children
- supervising outdoor play and indoor/outdoor climbing equipment
- assessment, use and storage of equipment for disabled children
- visitors to the setting who are bringing equipment or animals as part of children's learning experiences
- following any incidents involving threats against staff or volunteers
- following any accident or incident involving staff or children

Windows

- Low level windows are made from materials that prevent accidental breakage.
- We ensure that windows are protected from accidental breakage or vandalism from people outside the building.
- 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.

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 and any uneven or damaged surfaces are reported to Mrs Paul (our member of staff responsible for health and safety) or the manager/deputy manager.
- Walkways and stairs are left clear and uncluttered.

Electrical/gas equipment

- We aim to ensure that all electrical/gas equipment conforms to safety requirements and is checked regularly.
- Our boiler and meter cupboard are not accessible to the children.
- Heaters and electrical sockets are properly guarded and we teach the children not to touch these items and wires and leads.
- We check heaters daily to make sure they are not covered.
- 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.

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

- Our outdoor area is securely fenced. All gates and fences are childproof and safe.
- Our outdoor area is checked daily for safety and cleared of rubbish, animal droppings and any other unsafe items.
- 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.
- Our outdoor sand pit is covered when not in use.
- 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 supervise outdoor activities at all times; 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 play room, kitchen, toilets and nappy changing areas. Children do not have access to the kitchen.
- We have a schedule for cleaning resources and equipment, dressing-up clothes and furnishings.
- The toilet area has a high standard of hygiene, including hand washing and drying facilities and disposal facilities 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 and;
 - providing tissues and wipes.

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 repair is needed.
- All our materials, 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 at regular intervals of at least every ten minutes. If children fall asleep in situ it may be necessary to move or wake them to make sure they are in the most appropriate place and are comfortable.
- 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/deputy manager.

Jewellery and accessories

- Practitioners must only wear limited jewellery such as stud earrings, a watch, a simple chain necklace and wedding rings. Practitioners must not wear fashion accessories or high heels, that may pose a danger to themselves or children.

- Parents must ensure that children do not wear jewellery, except for stud earrings.
- We ensure that hair accessories are removed before children sleep or rest.

Face Painting

- Children are face painted only if parents have given prior written consent
- A child who does not want to have their face painted will not be made to continue.
- Children with open sores, rashes or other skin conditions are not painted.
- Members of staff painting children's faces wash their hands before doing so, cover any cuts or abrasions and ensure they have the equipment they need close to hand.
- Only products with ingredients compliant with EU and FDA regulations are used.
- Clean water is used to wash brushes and sponges between children.
- Staff face painting at an event ensure they have a comfortable chair or shoes if standing, to reduce the risk of back or neck strain.

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 or to change light bulbs.
- We ensure that all warning signs are clear and in appropriate languages.
- We record the sickness of staff and their involvement in accidents. The records are reviewed termly to identify any issues that need to be addressed.

Manual Handling

- Staff members do not lift heavy objects alone, they must seek help from a colleague.
- Staff should bend from the knees rather than the back when lifting.
- Staff should not lift very heavy objects that are beyond your strength.
- Staff should use trolleys for heavy items that must be carried or moved on a regular basis.
- When lifting items to storage areas above head height, two members of staff must lift together.
- Staff must not stand on objects, other than proper height steps, to reach high objects and never try to over-reach.
- Do not hold babies by standing and resting them on your hips.

Please note this is not an exhaustive list.

- We carrying out risk assessment for manual handling operations, which includes lifting/carrying children and lifting/carrying furniture or equipment.

Control of substances hazardous to health

- We implement the current guidelines of the *Control of Substances Hazardous to Health Regulations (COSHH)*.
- Personal protective equipment (PPE), such as rubber gloves, latex free/vinyl gloves, aprons etc., is available to all staff as needed and stocks are regularly replenished
- We keep a record of all substances that may be hazardous to health - such as cleaning chemicals.
- 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.

For associated procedures please see policies 1.06, 1.11,1.18, 1.20, 1.21

Legal framework

- Health and Safety at Work Act (1974)
- Health and Safety (Consultation with Employees) Regulations 1996
- Regulatory Reform (Fire Safety) Order 2005)
- Management of Health and Safety at Work Regulations (1999)
- Electricity at Work Regulations (1989)
- Control of Substances Hazardous to Health (COSHH) Regulations 2004
- Medicines Act (1968)
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) (Amendment) Regulations 2012
- Health and Safety (First Aid) Regulations 1981

- Childcare Act 2006
- Manual Handling Operations Regulations (1992 (As Amended 2002))
- Health and Safety (Display Screen Equipment) Regulations (1992)

Further guidance

- Dynamic Risk Management in the Early Years (Alliance 2017)
- Health and Safety Executive www.hse.gov.uk/risk
- Food Standards Agency www.food.gov.uk
- Ministry of Housing, Communities & Local Government www.communities.gov.uk

This policy was updated on the 23rd July 2025 by Susannah Townley, Manager.

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