



Health & Safety Policy

Designated Health & Safety Lead

Karen Robotham

At Clare House Nursery, we are committed to providing and maintaining a safe, healthy and secure environment for all children, families, staff, students, volunteers and visitors.

We recognise that all environments present potential risks. Through robust risk assessment, effective supervision and ongoing monitoring, Clare House Nursery is committed to identifying, reducing and managing risks to provide a safe and healthy environment for children, families, staff and visitors.

The health, safety and wellbeing of everyone within our nursery is a shared responsibility. Through effective leadership, ongoing training, regular monitoring and continuous risk assessment, we aim to minimise risks and promote a positive culture where everyone takes responsibility for maintaining high standards of health and safety.

We recognise our legal responsibilities under the:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Control of Substances Hazardous to Health (COSHH) Regulations
- Regulatory Reform (Fire Safety) Order 2005
- Early Years Foundation Stage (EYFS)
- Food Safety legislation
- Equality Act 2010
- Manual Handling Operations Regulations

Health & Safety Responsibilities

The Designated Health & Safety Lead is responsible for:

- Monitoring the nursery's health and safety systems.
- Ensuring risk assessments are completed, reviewed and updated.
- Identifying staff training needs.
- Monitoring accidents, incidents and near misses.
- Ensuring statutory inspections are completed.
- Liaising with external agencies where required.
- Promoting a positive health and safety culture throughout the nursery.

All staff share responsibility for maintaining a safe environment and are expected to identify hazards, complete dynamic risk assessments and report concerns immediately.

Staff Training

To maintain a high standard of health and safety, all staff receive appropriate training, including:

- Paediatric First Aid (all practitioners working directly with children)
- Safeguarding and Child Protection
- Prevent Duty awareness
- Online Safety awareness
- Fire Safety and Evacuation Procedures
- Fire Extinguisher Awareness (delivered in-house where required)
- Manual Handling
- COSHH Awareness
- Infection Prevention and Control
- Food Hygiene (where appropriate)
- Health & Safety Induction
- Ongoing Continuing Professional Development (CPD)

Training records are maintained and reviewed regularly.

Risk Assessments

Risk assessments are an essential part of our daily practice.

We complete:

- Daily visual safety checks
- Written risk assessments
- Dynamic risk assessments throughout the day
- Individual risk assessments where required
- Pregnancy risk assessments
- Outings risk assessments
- Contractor risk assessments
- Activity-specific risk assessments

Risk assessments are reviewed:

- annually,
- following an accident or near miss,
- when legislation changes,
- when the environment changes,
- when introducing new equipment or activities,
- whenever a new hazard is identified.

Staff Responsibilities

Every member of staff will:

- Follow nursery policies and procedures.
- Maintain a safe environment indoors and outdoors.
- Carry out daily visual safety checks.
- Report hazards immediately.
- Remove unsafe equipment from use.
- Supervise children appropriately at all times.
- Promote good hygiene practices.
- Wear PPE where appropriate.
- Follow COSHH procedures.
- Support emergency evacuations.
- Take reasonable care of themselves and others.
- Report accidents, incidents and near misses.
- Participate in health and safety training.
- Promote children's understanding of keeping themselves safe.

Maintaining a Safe Environment

Clare House Nursery will:

- Keep all entrances, exits and fire exits clear at all times.
- Ensure emergency evacuation routes remain unobstructed.
- Complete regular inspections of the premises.
- Remove damaged equipment immediately.
- Carry out annual gas safety inspections.
- Arrange electrical inspections and PAT testing where required.
- Ensure electrical sockets comply with British Standards.
- Ensure electrical cables do not create trip hazards.
- Secure cleaning products and hazardous substances in locked cupboards.
- Store medicines safely.
- Monitor room temperatures.
- Maintain appropriate ventilation.
- Provide fresh drinking water at all times.
- Ensure hot water temperatures remain safe for children.
- Maintain carbon monoxide detectors.
- Maintain fire detection systems.
- Ensure all children are supervised.
- Ensure students and volunteers are never left unsupervised.
- Ensure accessible facilities wherever reasonably practicable.
- Maintain a safe environment for pregnant workers and those returning from maternity leave.
- Provide suitable facilities for visitors, families and staff.

Infection Prevention

The nursery will:

- Promote effective hand hygiene.
- Provide appropriate PPE.
- Follow infection control guidance.
- Follow exclusion periods for infectious illnesses.
- Safely dispose of clinical waste.
- Follow COSHH procedures for cleaning products.

Contractors

Contractors working on site will:

- Sign in on arrival.
- Be supervised where children are present.
- Be risk assessed before work begins.
- Never be left alone with children.
- Work in areas made safe for children and staff.

Fire Safety

The nursery will:

- Carry out regular fire drills.
- Maintain fire detection systems.
- Service firefighting equipment.
- Train staff in emergency procedures.
- Review fire risk assessments regularly.

Accident Reporting

All accidents, incidents and near misses will be:

- Recorded promptly.
- Investigated where appropriate.
- Reviewed to identify trends.
- Used to improve future practice.

Reporting Hazards

Staff, families, visitors and contractors are encouraged to report any concerns immediately.

Where staff cannot safely rectify a hazard themselves, it must be reported immediately to the Designated Health & Safety Lead and recorded in the maintenance log.

Monitoring and Review

Health and safety is monitored continuously through:

- Daily room checks
- Weekly audits
- Risk assessment reviews
- Staff meetings
- Committee meetings
- Accident monitoring
- Premises inspections

This policy is formally reviewed annually, or sooner if there are changes to legislation, guidance or nursery practice.

