



Lilliput Lane Nursery

The Little Nursery for Little Learners

Health and Safety – General Policy

At **Lilliput Lane Nursery** we provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees and a safe early learning environment in which children learn and are cared for. To develop and promote a strong health and safety culture within the nursery for the benefit of all staff, children and parents, we provide information, training and supervision. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

The allocation of duties for safety matters and the particular arrangements which we will make to implement our health and safety procedures are set out within this policy and we make sufficient resources available to provide a safe environment.

Legal framework

We follow all relevant legislation and associated guidance relating to health and safety within the nursery including:

- The regulations of the Health & Safety at Work Act 1974 and any other relevant legislation such as Control of Substances Hazardous to Health Regulation (COSHH)
- The requirements of the Health and Social Care Standards (HSCS)
- Any guidance provided by NHS Health Scotland and Public Health Network.

Aims and objectives

The aim of this policy statement is to ensure that all reasonably practical steps are taken to ensure the health, safety and welfare of all persons using the premises.

To achieve this we will actively work towards the following objectives:

- Establish and maintain a safe and healthy environment throughout the nursery including outdoor spaces
- Establish and maintain safe working practices amongst staff and children
- Make arrangements for ensuring safety and the minimising of risks to health in connection with the use, handling, storage and transport of hazardous articles and substances
- Ensure the provision of sufficient information, instruction and supervision to enable all people working in or using the nursery to avoid hazards and contribute positively to their own health and safety and to ensure that staff have access to regular health and safety training
- Maintain a healthy and safe nursery with safe entry and exit routes



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- Formulate effective procedures for use in case of fire and other emergencies and for evacuating the nursery premises. Practice this procedure on a regular basis to enable the safe and speedy evacuation of the nursery
- Maintain a safe working environment for pregnant workers or for workers who have recently given birth, including undertaking appropriate risk assessments
- Maintain a safe environment for those with special educational needs and disabilities and ensure all areas of the nursery are accessible (wherever practicable)
- Provide a safe environment for students or trainees to learn in
- Encourage all staff, visitors and parents to report any unsafe working practices or areas to ensure immediate response by the management.

We believe the risks in the nursery environment are low and we will maintain the maximum protection for children, staff and parents. The nursery will:

- Ensure all entrances and exits from the building, including fire exits are clearly identifiable and remain clear at all times
- Regularly check the premises room by room for structural defects, worn fixtures and fittings or electrical equipment and take the necessary remedial action
- Ensure that all staff, visitors, parents and children are aware of the fire procedures and regular fire drills are carried out
- Have the appropriate fire detection and control equipment which is checked regularly to make sure it is in working order
- Ensure that all members of staff are aware of the procedure to follow in case of accidents for staff, visitors and children
- Ensure that all members of staff take all reasonable action to control the spread of infectious diseases and wear protective gloves and clothing where appropriate
- Ensure there are suitable hygienic changing facilities (see infection control policy)
- Prohibit smoking on the nursery premises
- Prohibit any contractor from working on the premises without prior discussion with the officer in charge
- Encourage children to manage risks safely and prohibit running inside the premises unless in designated areas
- Risk assess all electrical sockets and take appropriate measures to reduce risks where necessary and ensure no trailing wires are left around the nursery
- Ensure all cleaning materials are placed out of the reach of children and kept in their original containers
- Wear protective clothing when cooking or serving food
- Prohibit certain foods that may relate to children's allergies, e.g. peanuts are not allowed in the nursery



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- Follow the EU Food Information for Food Consumers Regulations (EU FIC). These rules are enforced in the UK by the Food Information Regulations 2014 (FIR). We identify the 14 allergens listed by EU Law that we use as ingredients in any of the dishes we provide to children and ensure that all parents are informed
- Follow the allergies and allergic reactions policy for children who have allergies
- Ensure risk assessments are undertaken on the storage and preparation of food produce within the nursery
- Familiarise all staff and visitors with the position of the first aid boxes and ensure all know who the appointed first aiders are
- Provide appropriately stocked first aid boxes and check their contents regularly
- Ensure children are supervised at all times
- Ensure no student or volunteer is left unsupervised at any time.

Responsibilities

The designated Health and Safety Officer in the nursery is Anne McInnes, Nursery Owner. Competent assistance and advice is provided by a qualified Health and Safety Consultant from Employment Law Advisory Services (ELAS).

The manager has overall and final responsibility for this policy being carried out at:
Lilliput Lane Nursery, 29 Glasgow Road, Paisley, PA1 3PA

The deputy nursery manager/supervisor will be responsible in her absence.

All employees have the responsibility to cooperate with senior staff and the manager to achieve a healthy and safe nursery and to take reasonable care of themselves and others. Neglect of health and safety regulations/duties will be regarded as a disciplinary matter (see separate policy on disciplinary procedures).

Whenever a member of staff notices a health or safety problem which they are not able to rectify, they must immediately report it to the appropriate person named above. Parents and visitors are requested to report any concerns they may have to the senior member of staff on duty in the area.

Daily contact, monthly staff meetings and health and safety meetings provide consultation between management and employees. This will include health and safety matters.

Health and safety training

Person responsible for monitoring staff training is Paula Harkins

Health and safety is covered in all induction training for new staff



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Training Table:

Area	Training required	Who
General Health and Safety	In house training/on line course	All staff and students
Paediatric First aid	External Training Course	All staff
Child protection	In house training/course	All staff and students
Risk assessment	In house training/course	All staff
Fire safety procedures	In house training	All staff and students
Use of fire extinguisher	In house training/course	All staff where possible
Manual handling	In house training/course	All staff and students
Stress awareness and management	In house training/course	All staff
Changing of nappies	In house training	All staff and students
Fire warden duties	External course	Fire Wardens
Medication requiring technical or medical knowledge e.g. Epi Pen	External course	As required
SENCO	External course	SENCO
Supervision and appraisal	External course	Manager, deputy and room supervisor

At least one member of staff on duty MUST hold a full Paediatric First Aid at Work certificate in the nursery and when on outings. Our trained first aiders are listed in the first aid policy.

Health and safety arrangements

- All staff are responsible for general health and safety in the nursery
- Risk assessments will be conducted on all areas of the nursery, including rooms, activities, outdoor areas, resources and cleaning equipment
- These are reviewed at regular intervals and when arrangements change
- All outings away from the nursery (however short) will include a prior risk assessment – more details are included in our outings policy



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- All equipment, rooms and outdoor areas will be checked thoroughly by staff before children access them or the area. These checks will be recorded and initialled by the staff responsible. Unsafe areas will be made safe/removed from the area by this member of staff to promote the safety of children. If this cannot be achieved the manager will be notified immediately
- We provide appropriate facilities for all children, staff, parents and visitors to receive a warm welcome and provide for their basic care needs, e.g. easy to access toilet area and fresh drinking water
- The nursery will adhere to the Control Of Substances Hazardous to Health Regulation (COSHH) to ensure all children, staff, parents and visitors are safe in relation to any chemicals we may use on the premises
- We identify and assess any water sources at risk of legionella¹, and manage these risks including avoiding stagnant water. Regular checks are undertaken using a third party, Chemtech Consultancy Ltd, Water and Environmental Services.
- All staff and students will receive appropriate training in all areas of health and safety which will include risk assessments, manual handling and fire safety. We may also use benefit risk assessments for particular activities and resources for children
- We have a clear accident and first aid policy to follow in the case of any person in the nursery suffering injury from an accident or incident
- We have a clear fire safety policy and procedure which supports the prevention of fire and the safe evacuation of all persons in the nursery. This is to be shared with all staff, students, parents and visitors to the nursery
- We review accident and incident records to identify any patterns/hazardous areas
- All health and safety matters are reviewed informally on an ongoing basis and formally every six months or when something changes. Staff and parents will receive these updates, as with all policy changes, as and when they happen
- We welcome feedback from staff and parents. They are able to contribute to any policy through informal discussions, parent questionnaires and during regular meetings held at nursery.

Covid-19

Risk assessment: We will carry out a full risk assessment before opening. This assessment directly addresses risks associated with coronavirus (COVID-19), so that the right measures can be put in place to control those risks for children, their families and staff.

We will consult all employees on health and safety, and so they are best placed to understand the risks in nursery.

¹ <https://www.hse.gov.uk/legionnaires/>



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Legionnaires check Appropriate health and safety checks will be conducted prior to reopening including legionnaire's checks.

Social distancing: The early years sector know that unlike older children and adults, babies and young children cannot be expected to remain two metres apart from each other and staff. The government guidelines acknowledges this through advising grouping measures that are in place. Addendums to policies and procedures have been put in place to help minimise the risk of infection through avoiding contact with anyone with symptoms, frequent hand cleaning and good respiratory hygiene practices; regular cleaning of settings, minimising contact and mixing, where possible.

COSHH assessment: We will ensure that a COSHH assessment is completed for any intended use of bleach and disinfectant products used on site.

Personal protective equipment (PPE): Scottish Government guidance is that the use of PPE by staff within education and childcare facilities should be based on a clear assessment of risk and need for an individual child or young person, such as personal care where staff come into contact with blood and body fluids. Schools and education authorities already have set risk assessment processes for the use of PPE. Following any risk assessment (individual or organisational), where the need for PPE has been identified (HSE) it should be readily available and provided and staff should be trained on its use. More information can be found on the **Health Protection Scotland Core COVID-19 Information and Guidance for General (Non-Healthcare) Settings Version 4.61** Publication date: 21 August 2020.

Face covering: During everyday practice, staff and children will not be asked to wear face coverings as per the government guidelines. However, you should be aware that this may change as we move forward with the Routemap out of lockdown.

Essential supplies: We will ensure an adequate supply of essential supplies by ordering in advance. Contingency plans are in place to minimise the impact of any shortages of supplies. The setting will not be able to operate without essential supplies required for the management of infection control.

A monitoring system for the usage of PPE is essential to ensure that a supply of stock is available to all who require it, as and when required to meet the operational needs of the setting.



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In case the supply of food is interrupted, procedures will be implemented to ensure appropriate and sufficient food alternatives are sourced, and normal food safety, and hygiene, processes are followed.

Coronavirus testing: Staff and children in all early years settings are eligible for testing if they become ill with coronavirus symptoms, as will members of their households. A negative test will enable children to return to their childcare setting and their parents to get back to work. A positive test will ensure rapid action to protect their peers and staff in their setting. We will work with staff and families, where testing is required, to arrange for this as soon as possible and ensure isolation periods are followed for all staff and children effected. See more details regarding this at <https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19/test-and-protect/coronavirus-covid-19-guidance-for-households-with-possible-coronavirus-infection>

Further information can be found at: <https://www.gov.scot/publications/coronavirus-covid-19-getting-tested/>

This policy was adopted on	Signed on behalf of the nursery	Date for review
7 August 2020		As required