



DEAN CLOSE  
**LITTLE TREES**  
NURSERIES

**DEAN CLOSE NURSERIES LIMITED**

**Independent Day Nursery**

**Health and Safety  
(NL003)**

Little Trees, Dean Close Nurseries Ltd is wholly owned by The Dean Close Foundation, registered Charity No: 1086829

## **LITTLE TREES DAY NURSERY**

### **HEALTH AND SAFETY**

This policy has been authorised by the Directors of Dean Close Nurseries Ltd on behalf of the Board of The Dean Close Foundation (the “Charity”) for all of its schools and nurseries (The Nursery)

This policy will be reviewed periodically by the Operations Bursar and the Health & Safety Committee on behalf of the Board of Trustees.

At Little Trees, 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, parents and any visitors, 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.:

- The requirements of the Statutory Framework for the Early Years Foundation Stage (EYFS) 2021 in England
- The National Minimum Standards for Regulated Childcare for children up to the age of 12 years and its associated regulations in Wales
- The regulations of the Health & Safety at Work Act 1974 and any other relevant legislation
- Any guidance provided by Public Health England, Public Health Wales, the local health protection unit, the local authority environmental health department, fire authority or the Health and Safety Executive.

### **AIMS & 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 ensure that we follow the objectives as set out below:

- Establish and maintain a safe and healthy environment throughout the nursery including outdoor spaces.
- Establish and maintain safe working practices amongst staff and children.

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- 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
- 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/ additional learning 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.

To maintain the maximum protection for children, staff and parents the nursery:

- Ensures all entrances and exits from the building, including fire exits are clearly identifiable, free from obstruction and easily opened from the inside
- 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
- Has 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 in accordance with the infection control and prevention guidance
- Prohibits smoking/vaping on the nursery premises.
- Prohibits any contractor from working on the premises without prior approval.
- Encourages children to manage risks safely and prohibits running inside the premises unless in designated areas
- Ensure no trailing wires, blind strings etc are left around the nursery which could present a choking hazard
- Ensure all cleaning materials are placed out of the reach of children and kept in their original containers
- Ensures staff wear protective clothing when cooking or serving food.
- Prohibits certain foods that may relate to children's allergies, e.g. nuts are not allowed in the nursery

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- Follows the EU Food Information for Food Consumers Regulations (EU FIC) by identifying the 14 allergens listed by EU Law that we use as ingredients in any of the dishes we provide to children.
- Follows the NL014 Food Hygiene and Diet policy for children who have allergies or have a reaction at the nursery
- Ensures risk assessments are undertaken for all activities and buildings.
- Familiarises all staff with the position of the first aid boxes and ensure all know who the appointed first aiders are
- Provides appropriately stocked first aid boxes and check their contents regularly
- Ensures children are supervised at all times in conjunction with NL002 Safety of the Children Policy
- Takes all reasonable steps to prevent unauthorised persons entering the premises and have an agreed procedure for checking the identity of visitors
- Ensures no student or volunteer is left unsupervised at any time
- Ensures staff paediatric first aid certificates or a list of staff who hold a current PFA certificate are on display (and/or made available to parents).

## **RESPONSIBILITIES**

Dean Close Nurseries Ltd, as the employer, has overall and final responsibility for this policy being carried out at our nursery sites.

1. The designated Health and Safety Officer in The Nursery is the named Nursery Manager.  
The Deputy Manager will be responsible in their absence, following appropriate training, Health and Safety In Education, Leadership and Management.
2. The Nursery Manager is responsible for ensuring that the policy is put into practice via a duty to report any maintenance concerns and issues to the Operations Bursar/ Operations Manager. If any issues are not resolved, they will be escalated to the Trustee responsible for Health and Safety
3. All employees have the responsibility to cooperate with the Foundations aims and the Nursery Manager to achieve a healthy and safe nursery and to take reasonable care of themselves and others.
4. Whenever a member of staff notices a health or safety issue or problem which they are not able to rectify, they must immediately report it to the Nursery Manager using the Hazard Reporting Form - Appendix A. Parents and visitors are requested to report any concerns they may have to the Nursery Manager.
5. Any safety issues or concerns that the Nursery Manager cannot rectify locally, are required to be reported on the Foundation's QFM system.
6. Daily contact, monthly staff meetings and health and safety meetings provide consultation between management and employees.

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7. Whilst any safety concern including accidents within the nursery are investigated immediately, the Nursery Manager is responsible for completing a monthly audit to assist further risk assessments, and the safe practice of the nursery.

## **TRAINING**

The Nursery Manager will provide induction and job specific training for all employees. The Person responsible for monitoring and oversight of staff training is the Foundation's Learning & Development Manager.

Training records are kept centrally on Cascade by the Nursery Manager, available for audit purposes.

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

### **Paediatric First Aid Regulatory Requirements for Childcare**

Little Trees are committed to ensuring that staff are Paediatric First Aid trained within a reasonable timeframe of them commencing employment within the Nursery. Staff without the Paediatric first aid qualification, will have completed First Aid Essentials training in the interim.

In England, Ofsted's regulatory requirement is; at least one member of staff on the premises and available at times when children are present, MUST hold a full, in date, paediatric first aid (PFA) certificate and must accompany children on outings. The certificate must be for a full course consistent with the criteria set out in Annex A of the EYFS, 2021. All first aid qualifications should be kept up to date and renewed every three years.

In Wales, Care Inspectorate Wales regulatory requirement is; At least one member of staff on duty MUST hold a full, in date, paediatric first aid certificate in the nursery and when on outings a ratio of 1:10 children present. All first aid qualifications should be kept up to date and renewed every three years.

The names of staff who have the training, will be clearly displayed across the nursery for ease of reference during an emergency.

## **ACCIDENT REPORTING**

### **Reporting of pre-existing injuries, injuries that occur within nursery and incidents for children**

Nursery staff are required to report any injuries that:

- occur within nursery,
- any injuries that children come into nursery with, and
- any behavioral incidents that may result in an injury.

The level of reporting will depend on the degree of injury.

The nursery is required to report any significant injuries to the relevant inspectorate; Ofsted/ Care Inspectorate Wales. If required, a RIDDOR report will also be made.

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1. **Pre-existing injuries** – We are required to record any visible injuries that are present on a child arriving to nursery. Parents will be asked to complete an ‘Accident at Home’ form which is uploaded onto Family to provide further explanation of the injury, and if applicable, how best we can aid recovery whilst in nursery. This requirement is also in conjunction with our duty to safeguard children in conjunction with NL001 Safeguarding policy.
2. **Accidents at nursery** – We are required to record all injuries incurred by a child whilst at nursery. These injuries are split into minor and more significant injuries:
  - a) We define a minor injury as anything that would cause a child to be upset but which does not require any first aid treatment beyond a cold compress and comfort.
  - b) We define a more significant injury as anything that requires more than a cold compress. Any injury, regardless of how small, to a child’s head, will be recorded as more significant with a phone call to the parents being made.

All accidents are recorded on Family using the reporting app, of which parents will receive an instant notification. Parents are required to, and encouraged to acknowledge the accident or incident reporting through the Family app. If this has not been received by the end of the day, the accident report will be updated to confirm verbal communication of the accident has been given upon handover.

3. **Incidents** – We are required to record any incidents such as behavioural incidents that may lead to an accident/ injury. This will be recorded separately on an Incident Form within the CPOMS app. From time to time, it may be necessary to monitor a child’s behaviour and the impact this has on other children.. Where this is appropriate, the Behaviour Management Policy will be followed (NL009), in partnership with parents.

### **First Aid Kit**

Our first aid kit:

- Complies with the Health and Safety (First Aid) Regulations 1981;
- Is regularly checked by a designated member of staff and re-stocked as necessary;
- Is easily accessible to adults; and
- Is kept out of the reach of children.

### **Infection Control and Prevention**

In conjunction with NL017 Sickness and Illness policy and our Health and Hygiene Policy NL015, we comply with Infection Control and Prevention legislation, Health and Protection in Children and Young People’s settings, including Education. Our staff complete Infection Prevention and Control in Education training as part of their induction process.

Reports made to PHE/ PHW as required when there’s an outbreak of any communicable disease. This requires report to Ofsted/ CIW

Any cases of food poisoning will be reported to Ofsted/ CIW and Environmental Health.

### **Monitoring**

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- The Nursery Manager is responsible for investigating accidents, work-related causes of sickness absences and for acting on investigation findings to prevent a recurrence. The Nursery Managers will attend the monthly Nursery Managers meetings and report on any incidents that merit further review.

### **WORK-RELATED ILL-HEALTH FOR STAFF**

All staff accidents and near misses within nursery, including our outdoor areas are recorded on Evolve. The Nursery Manager will complete the record with the employee, where appropriate.

Accidents are reviewed immediately to identify any hazards and eliminate any further risk.

Where appropriate a HSE RIDDOR report will be raised

Risk assessments are completed as appropriate to support ill-health in either a staff member or child. Pregnancy risk assessments are completed as soon as we are informed and reviewed on a regular basis.

### **HEALTH & 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, cleaning equipment, legionella and non-lone working. These are reviewed at regular intervals and when circumstances dictate.
- All outings away from the nursery (however short) will include a prior risk assessment.
- All equipment, rooms and outdoor areas are checked thoroughly by staff before children access them or the area. These checks are recorded and initialled by the staff responsible. Unsafe areas are made safe where possible or the area is not used to promote the safety of children. In these cases the Nursery 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
- All staff and students receive appropriate training in all areas of health and safety which includes risk assessments, manual handling, fire safety and emergency evacuation procedures. We may also use benefit risk assessments for activities and resources for children.
- We have a fire safety and procedure in appendix A, which supports the prevention of fire and the safe evacuation of all persons in the nursery. This is 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 on an ongoing basis and discussed monthly during the Nursery Management meeting. Staff and parents 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, the suggestion scheme and/or during regular meetings held at nursery.

### **RISK ASSESSMENT**

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The risk assessments for each nursery are to be reviewed annually, following a near miss or accident or whenever significant changes are made that effect its use. The nursery management team carries out a routine daily check to ensure the safety and wellbeing of all children, staff and visitors throughout the site.

- In the first instance, the Nursery Manager should be informed of any areas of concern highlighted on the risk assessment or daily checks.
- The Nursery Manager will endeavour to address the areas of concern, and if necessary, report to the Estates Department on QFM if appropriate. Any issues which are not related to buildings, should be reported to the Area Manager/Operations Manager.
- The Nursery Manager and the Operations Bursar, if appropriate. will be responsible for ensuring that the remedial action required is implemented in order for the nursery environment to remain safe.

## **EQUIPMENT SAFETY**

- Any problems found with equipment should be reported to the Nursery Manager. The Nursery Manager ensures that all identified maintenance requirements are notified appropriately.
- The Nursery Manager will check that any new equipment meets health and safety standards before it is purchased in conjunction with NL012 Selecting and Use of Play Furniture and Equipment policy.

## **SAFE HANDLING & USE OF SUBSTANCES**

COSHH stands for the Control Of Substances Hazardous to Health and this refers to a regulation that was brought about to protect workers, and others, from hazardous substances in the workplace.

The Nursery Managers will have training in COSHH.

The Nursery Manager will be responsible for identifying all substances which need a COSHH assessment and for undertaking those assessments.

- Nursery Managers are to ensure that COSHH Data Sheets are held for any chemicals that are used and are available for staff to read
- The Nursery Manager will be responsible for ensuring that all actions identified in the assessments are implemented.
- The Nursery Manager will be responsible for ensuring that all relevant employees are informed of the results of COSHH assessments.

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- The Nursery Manager will ensure that new substances are purchased from a reputable supplier and the COSHH sheet downloaded and shared with appropriate staff. Advice can be taken from Domestic Services Team to be taken on any new product if unsure
- Where the setting has a Housekeeper, they will be responsible for the day to day safe usage and handling of substances. In the absence of a Housekeeper, the Manager will be responsible.

## **INFORMATION, INSTRUCTION AND SUPERVISION**

- The Health and Safety Law poster is displayed in the nursery.
- Health and safety advice is available from the Operations Bursar/ Estates Compliance Manager.
- Supervision of young workers/trainees will be arranged/undertaken/monitored by the Nursery Manager taking full consideration of the regulations with regards to under 18 year olds in accordance to working time regulations.
- The Nursery Manager is responsible for ensuring that our employees working at locations under the control of other employers, are given relevant health and safety information.
- The Nursery Manager is responsible for ensuring that the opening and closing checks of the nursery are completed daily.

The Nursery Manager is responsible for ensuring that employees work within the regulations of the Working Time Regulations.

## **FIRE SAFETY AND EVACUATION**

At Little Trees we take reasonable steps to ensure the safety of children, staff and others on the nursery premises in the case of a fire or other emergency through our fire safety policy and emergency evacuation procedures.

The designated Fire Warden is the Nursery Manager. In the event of their absence, the Deputy Manager will resume this responsibility.

We ensure the nursery premises are compliant with fire safety regulations, including following any major changes or alterations to the premises. The Foundation Compliance ensures all the appropriate fire detection and control equipment (e.g. fire alarms, smoke detectors, fire blankets and/or fire extinguishers) are in working order.

The Nursery Manager also has overall responsibility for the fire drill and evacuation procedures. These are carried out and recorded for each group of children every three months or as and when a large change occurs, e.g. a large intake of children or a new member of staff joins the nursery. These drills are planned to occur at different times of the day and on different days to

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ensure evacuations are possible under different circumstances and all children and staff participate in the rehearsals.

All staff receive fire safety and evacuation training (including as part of induction) to help them understand their roles and responsibilities. This includes the steps they must take to ensure the safety of children, for example keeping fire doors free from obstruction, how to safely evacuate the children and where the evacuation meeting point is situated.

Each nursery has a Personal Emergency Evacuation Plan (PEEP) which includes information such as evacuating non-mobile babies and using alternative exits depending on where the fire may be situated.

The Foundation Compliance team checks fire detection and control equipment and fire exits..

The Compliance Manager is responsible for ensuring the fire risk assessments of each nursery site are undertaken and that findings are implemented. Escape routes are checked by the Management Team daily.

Fire extinguishers are maintained and checked by a certified contractor.

Records of all tests, fire alarm activations and evacuations are to be recorded on the electronic fire logbook.

### **FIRE EVACUATION COTS**

The Nursery Manager must ensure that fire evacuation cots where applicable are stored in an easily accessible area, kept free from clutter, ready for immediate use at all times.

### **REGISTRATION**

An accurate record of all staff and children present in the building must be kept at all times and children/staff must be marked in and out on arrival and departure. An accurate record of visitors is kept in the visitor's book. These records are taken out along with the register and emergency contacts list in the event of a fire.

### **NO SMOKING/VAPING SITE**

The nursery operates a strict no smoking/vaping expectation whilst on nursery site.

## **APPENDIX A** **FIRE SAFETY PROCEDURE**

### **ON DISCOVERING A FIRE :**

1. Raise the alarm by operating the nearest fire alarm call point
2. Try to extinguish the fire using the nearest appropriate fire extinguisher, but only if it is safe and you have been trained to do so
3. Inform the manager, or person in charge, to ensure that the Fire Service needs to be called

### **ON HEARING THE ALARM:**

1. Immediately evacuate the building under guidance from the Fire Warden (Collecting children's room register, where applicable)
2. Give the necessary assistance to people who need it to ensure that they can leave safely or reach the relative safety of a fire protected stairwell or refuge
3. Using the nearest accessible exit lead the children out, assemble at the identified Fire Assembly Point
4. Non mobile babies need to be placed in the Fire Evacuation Cots, no more than 6 children in each.
5. ACT CALMLY, DO NOT USE LIFTS, CLOSE ALL DOORS behind you wherever possible (to prevent the fire from spreading)
6. Proceed to the assembly point and report to the manager, person in charge, of the evacuation
7. Do not return to the building for any reason until authorised to do so
8. Evacuate babies and children using the nearest, safest evacuation route.
9. Non-mobile babies should be carried/ passed down the stairs on a one-by-one basis and placed into evacuation cots where applicable
10. Consideration should be given for individual PEEP plans for any persons with mobility difficulties
11. Do not stop to collect personal belongings on evacuating the building
12. Do not attempt to go back in and fight the fire
13. Do not attempt to go back in if any children or adults are not accounted for
14. Wait for emergency services and report any unaccounted persons to the fire service/police.

If you are unable to evacuate safely:

- Stay where you are safe
- Keep the children calm and together
- Wherever possible alert the manager of your location and the identity of the children and other adults with you.

The Fire Warden/ Nursery Manager is to:

- Pick up the central staff register, nursery mobile/phone, keys, visitor book and fire bag/evacuation pack (containing emergency contacts list, nappies, wipes and blankets)
- Call the Fire Service as below;
- In the fire assembly point area – check the children against the registers
- Account for all adults: staff and visitors against the registers and visitors book

- Advise the fire service of anyone missing and possible locations and respond to any other questions they may have.

### CALLING THE FIRE SERVICE

The fire service should be called immediately in the case of a fire or suspicion of a fire.

1. dial 999
2. Give the operator our telephone number and ask for FIRE
3. When the fire service replies say distinctly: "FIRE AT ..... (followed by the relevant nursery name and address)
4. Do not replace the receiver until the address has been correctly repeated back to you

Dean Close Little Trees Nursery	Address	Phone Number
Lansdown Nursery	1 Queens Road Lansdown Cheltenham GL50 2LR	01242 241 349
Christchurch Nursery	DCAS school site 27-29 Christchurch Road Cheltenham GL50 2NY	01242 512 837
Hucclecote Nursery	141 Hucclecote Road Hucclecote Gloucester GL3 3TX	01452 613 674
Tutshill Nursery	DCSJS school Site Castleford Hill Tutshill Chepstow NP16 7LE	01291 628 344
St Arvans Nursery	Wye Valley Road St Arvans Chepstow NP16 6DN	01291 624 893
Celtic Springs Nursery	1 Spooner Close Celtic Springs Business Park Newport NP10 8FZ	01633 816 751



**APPENDIX B**  
**HAZARD REPORTING FORM**

**What should I do if I notice a hazard?**

Health and Safety legislation requires employees to report hazards immediately to their Manager. The immediate hazard reporting process allows employees to report hazardous conditions or practices as they notice them. This procedure allows for prompt reporting and subsequent corrective action

<b>Hazard Report Form</b>	
Name:	Date:
Location:	
Equipment:	
Description of Hazard:	
Suggested Corrective Action:	
Signature:	
Manager's Comments:	
Corrective Action Taken:	
Has the Hazard been eliminated:	
Signature of Manager:	Date: