St. Joseph's R.C. Primary School

Nursery General Health and Safety Policy

September 2026

Review: September 2027

Policy Review

This policy will be reviewed in full by the Governing Body on an annual basis.

The policy was last reviewed and agreed by the Governing Body September 2026

It is due for review in September 2027

Hayley Francis Date: September 2026

Head Teacher



Lindsay Wise Date: September 2026

Chair of Governors



Safeguarding and Welfare Requirement

Safety and Suitability of Premises, Environment and Equipment

Providers must take reasonable steps to ensure the safety of children, staff and others on the premises.

Health

The provider must promote the good health of children attending the setting.

1. Policy Statement

The Nursery recognises that the health, safety and wellbeing of children are of paramount importance. We are committed to providing a safe, secure, healthy and welcoming environment in which all children can learn, play, explore and develop.

We will take reasonable steps to protect the health and safety of children, staff, volunteers, students, parents/carers and visitors using the Nursery premises.

We aim to:

- provide a safe, secure, suitable and stimulating environment for children;
- identify hazards and take appropriate steps to eliminate or minimise risks;
- ensure that the Nursery premises, furniture, equipment and resources are safe, suitable, accessible and well maintained;
- ensure that children are appropriately supervised at all times;
- promote good hygiene and healthy personal care routines;
- support children to develop an age-appropriate understanding of safety, hygiene and looking after themselves and others;
- ensure that all staff, volunteers and students understand their health and safety responsibilities;
- provide appropriate information, instruction, induction and training;

- carry out suitable risk assessments and review them regularly;
- respond promptly to accidents, incidents, hazards and health and safety concerns;
- work in partnership with parents/carers to promote children's health, safety and wellbeing.

Overall responsibility for health and safety within the school rests with the **Headteacher**. Day-to-day responsibility within the Nursery is delegated to the **Nursery Manager**.

The Nursery Manager is responsible for ensuring that health and safety procedures are implemented effectively within the Nursery and that significant concerns are reported to the appropriate member of the Senior Leadership Team.

All Nursery staff share responsibility for maintaining a safe environment and must follow this policy, relevant procedures and risk assessments.

2. Legislation and Guidance

The Nursery will comply with relevant legislation and current statutory guidance relating to health, safety and welfare, including the requirements of the **Early Years Foundation Stage (EYFS) Statutory Framework for Group and School-Based Providers**.

The Nursery will also have regard to relevant guidance issued by the local authority, UK Health Security Agency (UKHSA), Health and Safety Executive (HSE) and other appropriate professional organisations.

This policy will be reviewed when legislation or statutory guidance changes to ensure that Nursery practice remains appropriate and compliant.

3. Insurance

The school maintains appropriate insurance cover, including employers' liability and public liability insurance.

Relevant insurance documentation is displayed or made available in accordance with school procedures.

4. Staff Responsibilities and Training

All staff, volunteers and students receive appropriate health and safety information as part of their induction.

Depending on their role, induction and training will include:

- emergency and evacuation procedures;
- appropriate supervision of children;
- risk assessment procedures;
- infection prevention and hygiene;
- personal care and intimate care arrangements;
- safe lifting and manual handling;

- safe use and storage of equipment;
- hazardous substances and COSHH;
- accident, incident and hazard reporting;
- safeguarding and child protection responsibilities;
- maintaining a safe and secure environment.

Records of relevant training and induction are maintained.

Health and safety information is shared with staff regularly, and additional training or support is provided where a need is identified.

The Health and Safety Law poster is displayed in an appropriate location within the Nursery/school.

5. Risk Assessment

The Nursery carries out appropriate risk assessments to identify hazards and reduce risks to children, staff, visitors and others using the premises.

Risk assessments are undertaken where appropriate for:

- indoor and outdoor areas;
- activities and experiences;
- physical play;
- play equipment;
- manual handling;
- hazardous substances;
- outings and visits;
- children with additional or individual needs;
- specific activities or circumstances presenting additional risks.

Risk assessments are reviewed regularly and whenever there is a significant change to the environment, equipment, activity, staffing arrangements or circumstances.

Risk assessments will also be reviewed following an accident, incident or significant identified hazard where appropriate.

All staff are expected to report hazards promptly so that appropriate action can be taken.

6. Nursery Premises

The Nursery premises will be maintained as a safe, suitable and accessible environment for young children and adults.

Daily checks will be carried out in areas used by children to identify and address potential hazards.

Any identified hazard will be dealt with promptly. Where an immediate solution is not possible, appropriate measures will be put in place to prevent children accessing the affected area or equipment.

Windows

- Low-level windows will be made from suitable materials or appropriately protected.
- Windows will be secured to prevent children from climbing through them.
- Window blinds and cords will be positioned and secured so that they do not present a strangulation risk.
- Damaged windows or window fittings will be reported and repaired promptly.

Doors and Entrances

- Appropriate measures will be taken to reduce the risk of children's fingers becoming trapped in doors.
- External doors will remain secure during Nursery sessions.
- Children will be appropriately supervised when entering and leaving the building.
- Access to the Nursery will be controlled in accordance with school safeguarding and security procedures.
- Visitors and contractors will be managed in accordance with the school's visitor procedures.

Floors, Walkways and Stairs

- Floors will be kept clean, dry and free from avoidable hazards.
- Spills will be dealt with immediately.
- Damaged or uneven flooring will be reported promptly.
- Corridors, walkways and stairs will be kept clear.
- Equipment and resources will be stored safely and will not create unnecessary trip or fall hazards.

Electrical and Gas Equipment

- Electrical and gas equipment will be suitable, maintained and inspected as required.
- Damaged electrical equipment will be removed from use immediately and reported.
- Equipment will be used in accordance with manufacturers' instructions.
- Boiler rooms, electrical switchgear, meters and other potentially dangerous areas will be inaccessible to children.
- Electrical equipment will be used safely and sockets will not be overloaded.
- Equipment will be switched off when not required, where appropriate.
- Hot water temperatures will be controlled to minimise the risk of scalding.
- Heating, lighting and ventilation will be appropriate for the Nursery environment.

7. Storage

Resources and equipment will be stored safely and securely.

- Heavy items will be stored safely to prevent them falling.
- Shelving and storage units will be stable and appropriately secured.

- Resources will be stored so that children and adults can move safely around the Nursery.
- Potentially hazardous equipment and materials will be kept securely and out of children's reach.
- Cleaning products and hazardous substances will be stored securely in accordance with COSHH requirements.
- Staff will ensure that storage areas do not create additional risks to children or adults.

8. Outdoor Area

The Nursery outdoor area will be securely enclosed and maintained in a safe condition.

A visual safety check will be completed before children use the outdoor area. Checks will include:

- fencing, gates and access points;
- play equipment;
- ground surfaces;
- rubbish, broken objects or other hazards;
- animal faeces;
- standing water;
- potentially harmful or poisonous plants;
- weather-related hazards;
- damage to equipment or the environment.

Any identified hazard will be dealt with before children use the area wherever possible. Where this is not immediately possible, access will be prevented or appropriate control measures will be put in place.

Outdoor play equipment will be checked regularly and maintained appropriately.

Sand areas will be covered when not in use and cleaned/maintained appropriately.

Children will be appropriately supervised during outdoor play, with particular attention given to climbing equipment, wheeled toys and other activities involving increased physical risk.

Children will be appropriately dressed for the weather and activity. Sun protection arrangements will be followed in accordance with Nursery procedures.

Any use of pesticides, herbicides or other potentially hazardous substances will be appropriately managed so that children are not exposed to unnecessary risk.

9. Hygiene and Infection Prevention

The Nursery promotes good hygiene practices and follows current guidance relating to infection prevention and control.

Children will be supported to develop good personal hygiene habits through everyday routines, modelling and age-appropriate learning experiences.

Handwashing facilities will be available and will include liquid soap, warm water and suitable individual or disposable drying facilities.

Children and adults will be encouraged and supported to wash their hands:

- after using the toilet;
- after nappy changing or personal care;
- before eating or handling food;
- after outdoor play;
- after contact with animals;
- after coughing, sneezing or blowing their nose;
- whenever hands are visibly dirty.

Nursery rooms and facilities will be cleaned regularly, including:

- play areas;
- toilets;
- nappy-changing areas;
- furniture;
- toys and equipment;
- frequently touched surfaces.

A suitable cleaning schedule will be maintained.

Appropriate personal protective equipment, including disposable gloves and aprons, will be used when dealing with bodily fluids, nappy changing, personal care or other situations where this is necessary.

Soiled clothing will be handled hygienically and spare clothing will be available where appropriate.

Food preparation, storage and hygiene arrangements are covered by the Nursery's **Food Hygiene Policy**.

10. Activities, Equipment and Resources

Before equipment, furniture or resources are purchased, borrowed or introduced, consideration will be given to their suitability for the children's age, developmental stage, individual needs and abilities.

Equipment and resources will be checked regularly for:

- safety;
- cleanliness;
- damage;
- suitability;
- appropriate use.

Faulty or damaged equipment will be removed from use immediately.

Where equipment can be safely repaired, this will be arranged promptly. Equipment that cannot be safely repaired will be disposed of appropriately.

Any area or equipment requiring repair will be made safe and, where necessary, access will be prevented until the repair has been completed.

The layout of the Nursery will allow children and adults to move safely and freely between activities.

Physical play will be appropriately supervised, taking account of children's individual abilities and identified risks.

Children will be supported to use tools, equipment and resources safely and appropriately.

Materials provided for children will be suitable for their intended purpose and, where appropriate, non-toxic.

11. Jewellery, Clothing and Accessories

Staff will not wear jewellery or accessories that could present a risk to themselves or children.

Particular care will be taken with:

- necklaces;
- large or dangling earrings;
- bracelets;
- rings or other items that could cause injury;
- accessories that could become caught or pulled;
- items that could present a strangulation risk.

Staff will wear suitable clothing and footwear that enables them to work safely with young children and participate in activities where appropriate.

Parents/carers will be asked to ensure that children do not wear jewellery or accessories that could present a safety risk.

Specific arrangements relating to children's clothing and accessories during sleep are covered by the Nursery's **Safer Sleep Policy**.

12. Hazardous Substances and COSHH

The Nursery will follow the requirements of the **Control of Substances Hazardous to Health Regulations (COSHH)**.

Hazardous substances will:

- be kept to the minimum necessary;
- be stored securely and away from children;
- remain in their original, clearly labelled containers wherever possible;
- be used in accordance with manufacturers' instructions;
- be subject to appropriate risk assessment where required.

Cleaning chemicals and other hazardous substances will never be left unattended where children could gain access to them.

Staff will be informed of the risks associated with hazardous substances and the control measures that must be followed.

Appropriate protective equipment will be used where necessary.

The Nursery will consider environmental impact when purchasing, using and disposing of cleaning products and other chemicals.

13. Staff Health and Safety

The Nursery will take reasonable steps to protect the health and safety of staff, volunteers, pupils and visitors.

Staff will receive appropriate guidance on safe lifting, carrying and moving of children, equipment and resources.

Suitable equipment will be provided where staff need to access items stored at height.

Staff must report hazards, accidents, injuries or concerns relating to their own health and safety.

Staff must not undertake tasks for which they have not received appropriate instruction or training, or where there is an avoidable risk to themselves or others.

14. Supervision of Children

Children will be appropriately supervised at all times.

Staff deployment will take account of:

- children's ages and developmental stages;
- individual needs and abilities;
- the environment;
- the activity taking place;
- identified risks;
- staffing levels and arrangements;
- EYFS requirements.

Staff will remain aware of children's whereabouts and will take appropriate steps to prevent children accessing areas, equipment or materials that may present a risk.

Supervision arrangements will be reviewed throughout the session and adapted where necessary.

Particular consideration will be given to transitions, outdoor play, toileting, personal care, physical activities, arrival and collection times and any other situations where risks may increase.

15. Visitors, Contractors, Volunteers and Students

Visitors, contractors, volunteers and students will be managed in accordance with the school's safeguarding, security and visitor procedures.

Visitors will be appropriately supervised and will not be permitted unsupervised access to children unless the necessary checks, authorisation and safeguarding arrangements have been completed.

Contractors undertaking work that could present a risk to children will be appropriately managed. Where necessary, work areas will be segregated and children will be prevented from accessing them.

Students and volunteers will receive appropriate induction and will understand their responsibilities while working within the Nursery.

16. Outings and Visits

The Nursery will follow the school's and Nursery's procedures for educational visits and outings.

Appropriate risk assessments will be completed before outings, taking account of:

- the destination and route;
- supervision arrangements;
- children's individual needs;
- staffing;
- transport arrangements;
- weather conditions;
- first aid requirements;
- emergency arrangements;
- safeguarding;
- identified hazards.

Parents/carers will be provided with appropriate information about outings and any necessary consent will be obtained in accordance with school procedures.

17. Emergency Procedures

The Nursery will follow the school's emergency procedures, including arrangements for:

- fire and evacuation;
- missing children;
- lockdown and security incidents;
- serious accidents and emergencies;
- hazardous substance spills;
- loss of utilities;
- extreme weather;
- emergency closure.

Staff will receive appropriate information about emergency procedures and will participate in relevant drills and training.

Emergency procedures will take account of the needs of young children, including children who may require additional support during an emergency or evacuation.

18. Health and Wellbeing

The Nursery recognises that children's health and wellbeing are closely linked to their ability to learn, play and develop.

Staff will promote healthy routines and support children's wellbeing through:

- appropriate opportunities for physical activity;
- access to drinking water;
- healthy eating practices;
- appropriate personal care;
- good hygiene routines;
- suitable rest and sleep arrangements;
- safe and appropriate outdoor play;
- opportunities to talk about feelings and wellbeing.

Individual health needs will be managed in partnership with parents/carers and, where appropriate, relevant professionals.

Specific arrangements for medicines, first aid, illness, allergies, food hygiene and safer sleep are detailed within the relevant Nursery policies.

19. Reporting Accidents, Incidents and Hazards

All accidents, injuries and significant incidents involving children, staff or visitors will be dealt with promptly and recorded in accordance with school procedures.

Parents/carers will be informed of significant accidents, injuries or incidents involving their child in accordance with the Nursery's procedures.

Serious incidents will be reported to the appropriate member of the Senior Leadership Team and, where required, to the relevant external authority in accordance with statutory requirements.

Staff must report hazards as soon as they become aware of them.

Records will be monitored to identify recurring issues, trends or areas where additional control measures may be required.

20. Related Policies

This policy should be read alongside the Nursery and school's other relevant policies and procedures, including:

- Safeguarding and Child Protection Policy;
- Safer Sleep Policy;
- Medicines Policy;
- Accident and Serious Incident Policy
- First Aid Policy;
- Food Hygiene Policy;
- Risk Assessment Procedures;
- Fire Safety and Emergency Procedures;
- Outings Policy;
- Missing Child Policy
- Nappy Changing and Toilet Training Policy

These policies provide more detailed procedures for specific areas of health, safety and welfare and should be followed alongside this policy.

21. Monitoring and Review

The Nursery Manager and Headteacher will monitor the implementation and effectiveness of this policy.

Health and safety concerns, accidents, incidents and identified hazards will be reviewed to identify recurring issues and opportunities for improvement.

Where necessary, the Nursery will amend:

- risk assessments;
- procedures;
- equipment;
- the environment;
- staff working practices;
- training arrangements.

All staff are encouraged to raise health and safety concerns promptly and to contribute to maintaining a safe and positive Nursery environment.

This policy will be reviewed regularly and sooner where there are significant changes to legislation, statutory guidance, premises, equipment, staffing arrangements or Nursery procedures.