



THE MULBERRY BUSH MERSEA NURSERY

HEALTH AND SAFETY POLICY

GENERAL STANDARDS

Policy statement

We believe that the health and safety of children, our staff, students and volunteers, service users and visitors is of paramount importance.

- We aim to make children, parents, staff, students, 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 is: Emma Paramor (nursery manager) and has undergone suitable training to assess the risks and to ensure controls are in place to minimise and reduce risks.
- Staff complete a range of H & S training ensure they are competent in maintaining health and safety standards for the children, themselves, and all service users within our setting and to promote the children's welfare and physical and mental wellbeing.
- We display the necessary Health and Safety (HDS) poster in: The office / kitchen and ask all new staff, students, and volunteers to read the poster information during the induction process.

Insurance cover

We have suitable insurance cover, with appropriate public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed in: The Entrance Lobby and in the office.

Procedures

- Staff, students and volunteers undergo rigorous induction training which includes a clear explanation of health and safety issues, so that all adults can adhere to our policy and procedures as they understand their shared responsibility for health and safety. The induction training covers matters of employee well-being, including fire safety, security, manual handling, food hygiene for the safe preparation, storage and handling of food, allergy awareness, observational and formal risk assessment, using electrical equipment safely and the safe use and storage of potentially dangerous substances (COSHH). All staff, students and volunteers are included in Fire drills that take place at least once per term and are talked through and

reminded of the Lock down procedure. All staff complete face to face accredited Paediatric first aid (PFA) and Appointed person training every three years (and refresh each year).

- All management and staff complete safeguarding training at the relevant level and regular additional training and seminars that support Safeguarding procedures and competency within the setting.
- We ensure we meet or exceed the statutory requirements of the EYFS framework and share our Safeguarding and our Health and Safety policy and procedures with parents on our website and through posters, emails, and newsletters, so that they understand the important part they play in helping to keep all the children safe at our setting.
- Safeguarding and Health and Safety is discussed regularly at our staff meetings, staff supervision and staff appraisals and through daily procedures and risk assessments.
- We operate a no-smoking / vaping policy which is shared with parents/carers and visitors to the setting as well as displaying visible signs.
- We make children aware of health and safety issues through our ethos and our philosophy, through discussions, consistent rules, boundaries and behavioural expectations, projects, topics, stories, planned activities, and routines.
- Children do not have unsupervised access to the kitchen / office / snug.

Windows

- We ensure that windows are protected from accidental breakage or vandalism from people outside the building by securing gates leading to the property.

Doors

- We take precautions to prevent children's fingers from being trapped in doors. Doors are fitted with finger guards, door stoppers. Latches have been fitted to secure them open to ensure children's finger safety at all times. Staff are all made aware during induction of the importance of finger safety and ensuring the fitting of door stops or using latches.
- Emergency exit doors are kept clear, display clear signs and are secured from the inside by easy release latches and slip bolts only (safe adult height) when the children and staff are present. They are checked daily to ensure they release easily.
- The main door (stable door) has a double handle release (top and middle) as well as a top latch to secure shut during session.

Floors and walkways

- All our floor surfaces are covered with non-slip surface and checked throughout the day to ensure they are not wet or damaged. Any spills are mopped up immediately to avoid slip hazards. Work mats are used for children's activities showing a designated area to avoid trip hazards.
- Walkways and steps are kept clear and uncluttered to avoid trip hazards.

Electrical equipment

- We ensure that all electrical equipment conforms to safety requirements.
- All portable appliances and equipment are subject to annual portable appliance testing by a competent person and any advice or actions noted are carried out immediately. Any faulty equipment is removed and either discarded, replaced or repaired by a competent person.
- The water heater is in the nursery kitchen and is not accessible to the children. Hot water is kept at a safe temperature to avoid risk of legionnaires disease. Thermostat valves are fitted to children's taps to restrict the temperature to ensure the water is safe and comfortable for hand washing.

- Electrical fuse switch board and meter is in the walk in cupboard off the home corner and is not accessible to the children.
- Heaters are covered and we continually check the heater covers allow air flow and do not have anything placed on top of them which may cause them to overheat.
- Electric plug sockets within the children's reach have safety boxes to stop them from tampering with them. Electrical wires, cables and leads are properly kept safe to avoid tampering or a trip hazard.
- We only use suitable safety multi-plug units where necessary in our setting to prevent overloading.
- We switch electrical devices off at the plug after use where practicably possible.
- Lighting and ventilation is adequate in all areas of our setting. We use air quality monitors to inform us of the quality of the air inside the main rooms. Appropriate action is taken if the quality drops such as: open windows or doors, take the children outside to play.
- Mains wiring is checked by a competent qualified electrician every five years and any actions recorded are carried out at the earliest opportunity and any advisories are taken on board and carefully considered.
- Fire equipment is checked daily as part of the environmental risk assessment and serviced annually by a competent engineer and equipment is replaced as and when recommended.
- Smoke/heat detectors are tested weekly and are serviced annually by a competent electrician and replaced as required or recommended. Batteries are replaced as required.

Water safety: As part of our rigorous risk assessment programme a Legionnaires assessment survey has been carried out and recommendations were completed (2015). Regular risk assessments and water checks are carried out to ensure the water at the setting is maintained at the correct temperature, taps are descaled regularly and opened to run water through for minimum of 5 minutes if the setting has been closed for more than five days.

Asbestos: As part of our risk assessment programme an asbestos survey was carried out on the building (2015) and asbestos related materials (toilet cistern in the adult toilet was removed and disposed of safely as recommended).

Storage

- Resources and materials, which are used by the children, are stored safely and appropriately. Equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.
- Tall shelving units and cupboards are secured to the walls to prevent tipping forward.

Outdoor area

- Our outdoor area is securely fenced. Gates and fences are childproof and safe, to prevent the children leaving the premises unaccompanied and preventing unwanted visitors entering the premises.
- Our car park, outdoor garden area and the all-weather play area is visually checked daily for weather damaged or broken boundary fences / gates/ tables / sun umbrellas / sun shades and poles / play equipment / roof structure stability in the all-weather play area / animal droppings and a more in-depth risk assessment is carried out each term.
- Adults and children are alerted to the dangers of poisonous plants, berries and fungi. Herbicides and pesticides are not used.
- Receptacles are upturned to prevent collection of rainwater.

- Outdoor sand pits are covered securely when not in use to prevent animals accessing and contaminating them.
- We check that children are suitably attired for the weather conditions and type of outdoor activities; ensuring that sunscreen is applied and hats are worn during the summer months and suitable warm clothing during the colder weather.
- We visually risk assess the outdoor equipment daily and complete a more thorough risk assessment once each term.
- Staff supervise the children using the outdoor activities and equipment at all times and provide support for children on climbing and balancing equipment if required.

Hygiene

- We seek information from the Health Protection Agency to ensure that we keep up-to-date with the latest recommendations on exclusion, preventing illness and infection control and reporting circulating conditions if required to do so. We may apply additional exclusion times where we feel the condition/infection could spread across other children and staff within the setting, until prescribed anti biotics have been taken for 24 hours.
- Our daily routines encourage the children to learn about personal hygiene such as hand washing, nose blowing, toileting, eating, mouthing.
- We have a daily cleaning routine for the setting, which includes the play room(s), resources, kitchen, toilets and nappy changing areas as well as the outdoor areas.
- We have a regular schedule for deep cleaning of the whole setting, inside and out, cleaning resources and equipment, dressing-up clothes, and furnishings.
- The toilet area has a high standard of hygiene, including sanitising, a system that ensures no cross contamination using disposable wipes, mopping, hand washing and hand drying facilities.
- The nappy changing area has a high standard of hygiene, including sanitising, a system that ensures no cross contamination using disposable wipes, mopping, hand washing and drying facilities and disposal facilities for nappies. Nappies are collected by a licenced waste management company.

We implement good hygiene practices by ensuring:

- All staff undergo induction training on hygiene and how we keep the setting clean.
- We use the dishwasher daily for all glass, beaker, crockery and food/drink related utensils. The dishwasher is cleaned and replenished regularly.
- PPE: staff undergo induction training on how and when to wear/use it and how to dispose of it safely.
- We use cloths in line with our strict kitchen cloth code explained at induction and on the pin board in the kitchen. They must be cleaned daily and disposed of each week. Disposable anti-bac wipes are also used. Tea towels are only used where necessary.

Activities, resources: maintenance and repairs

- Before purchase or loan, we check equipment and resources to ensure that they are safe for the ability, ages and stages of the children currently attending the setting.
- A risk assessment will be carried out and the activity/resource will be supervised and monitored for a period of time to inform the risk assessment.
- We keep an inventory of all items in the setting for audit and insurance purposes.
- The storage and 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 damaged or dangerous items are removed, repaired or discarded.

- We separate any areas so that the children/visitors cannot access any unsafe areas or equipment until repair or removal is complete and it is safe to do so.
- All materials used, including children's paint and glue, are non-toxic.
- We ensure that sand is suitable for children's play.
- We teach children to transport, handle and store tools and equipment safely.
- The children are always within sight or hearing of an adult. They are closely supervised during appropriate specific activities such as water play.
- The children are always within clear sight of an adult during meal/food times.
- Children that are resting or sleeping are always within sight/sound of an adult and checked closely 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 comfortable and safe.
- Staff complete safe food hygiene training and follow safe hygiene procedures when storing and preparing food and equipment.
- Staff complete allergy awareness training to ensure they understand the importance of how to keep children with allergies and intolerances safe.

Jewellery and accessories

- Staff do not wear unsuitable jewellery or fashion accessories, such as high heels, dangling earrings or sharp-edged rings that may pose a danger to themselves or children.
- Parents must ensure that any jewellery or accessories worn by children poses no danger; i.e. earrings which may get pulled, hair accessories that may be sharp, bracelets or necklaces that are unbreakable if pulled, scarves / ties that pose a risk of strangulation. These items will be removed from the children if worn, for their own safety.

Safety of adults

- We ensure that adults are provided with training and guidance about safe moving and handling. The safe storage, moving, lifting of large, heavy or awkward pieces of furniture or equipment.
- We provide safe equipment for adults to use.
- We ensure that all warning signs are visible, clear and in appropriate symbols/languages where appropriate.
- We ensure that adults do not remain in the building on their own when children are present.
- We record and risk assess any accidents staff/students/visitors have in the work place.

Control of substances hazardous to health

- Our staff implement the guidelines of the: Control of Substances Hazardous to Health Regulations (COSHH).
- We keep the chemicals used in the setting to the minimum in order to ensure health and hygiene is maintained, but the risk remains low.
- We keep a record of all substances that may be hazardous to health - such as cleaning products, gardening and art materials used and a safety data sheet stating what the risks are of the particular product and what to do in the event of contact with eyes or skin, ingestion or there is a risk of cross contamination.
- We keep all cleaning chemicals in their original containers.
- All staff are aware of their personal responsibility to ensure that hazardous substances are used safely and stored safely and securely away from the children's areas and door/cupboard locks are secured.
- We use all cleaning materials and substances with great care in the children's area or when the children are present.

- Environmental factors are considered when purchasing cleaning materials. We try not to use anti-bacterial products where possible.
- Members of staff are given clear guidance during induction and advised to wear PPE, (protective gloves and aprons) when using cleaning products.

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Legal framework

- Health and Safety at Work Act (1974)
- Management of Health and Safety at Work Regulations (1999)
- Electricity at Work Regulations (1989)
- Control of Substances Hazardous to Health Regulations (COSHH) (2002)
- Manual Handling Operations Regulations (1992 (As Amended 2004))
- Health and Safety (Display Screen Equipment) Regulations (1992)

Further guidance

Please also see H & S Covid-19 appendix

- Health and Safety Law: What You Need to Know (HSE Revised 2009)
- Health and Safety Regulation...A Short Guide (HSE 2003)
- Electrical Safety and You: A Brief Guide (HSE 2012)
- Working with Substances Hazardous to Health: What You Need to Know About COSHH (HSE Revised 2009)
- Getting to Grips with Manual Handling - Frequently Asked Questions: A Short Guide (HSE 2011)
- *Policy adopted by The Mulberry Bush Montessori Nursery 16/08/22*
- *Last Reviewed 29/04/25*