

Little Dukes:

Health and Safety Policy

Reflections Nursery and Forest School

Ofsted registration details:

Unique reference number EY343114

Local authority - West Sussex

Type of provision - Childcare on non-domestic premises

Registers - Early Years Register, Compulsory Childcare Register, Voluntary Childcare Register

Day care type: Full day care

Key Personnel responsible for Health and Safety at the nursery:


Matt Stock, Becca Bakter and Rachel Martini

Localisation of Policy: Bob HR system

Policy adopted September 2024

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Monitoring and Review:

This policy will be continuously monitored, refined and audited by the Headteacher who will also review it annually to assess how efficiently duties have been carried out over the year. This review will take place no later than one year from the date shown below, or sooner if needed due to changes in legislation, regulatory requirements or best practice guidelines.

It has been written considering the legislative requirements under the Health and Safety at Work Act 1974, Keeping Children Safe in Education 2024 and the Early Years Foundation Stage 2024, for protecting the welfare, health and safety of staff and children in our care.

Adopted: September 2024

Reviewed by:

- Senior Head/Head of Nursery, Rachel Martini and Becca Bakter
- Principal, Joanne Allen
- Geoff Marston Dukes Education: Group Compliance Director
- Rik McShane, Director of Little Dukes Nurseries
- Nazish Usman, Principal of Hopes and Dreams Montessori Nurseries
- Ben Murray, Marketing and Admissions Director - Little Dukes Nurseries


Next review due: September 2025

Any reference to 'Little Dukes' applies to the nursery named above.

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Statement of intent:

At Little Dukes, we make sure our employees have safe and healthy working conditions. We also create a safe place for children to learn and be cared for. We offer training and supervision to promote a strong health and safety culture in our nurseries to benefit our team, children and parents/carers. We take responsibility for the safety of everyone impacted by our activities.

In this policy we clearly define who is responsible for safety tasks and explain how we follow safety procedures. We will always allocate enough resources to ensure the safest possible environment.

Any accidents or incidents will be regularly monitored by our senior management team.

Policy aims:

With this policy we aim to make sure that all reasonable and practical steps are taken to ensure that everyone using our indoor and outdoor spaces stays safe and the welfare, health and safety of children and staff is our highest priority.


To achieve this, we will:


- Take steps to ensure safety and minimise risks in the use, handling, storage and transport of hazardous articles and substances.
- Provide sufficient information, instruction, and supervision to enable everyone working in or using each nursery to avoid hazards and to take good care of themselves.
- Ensure that staff have access to regular health and safety training.
- Maintain a healthy and safe nursery with safe entry and exit routes.
- Create clear plans for what to do in case of a fire or other emergencies. Make sure everyone knows how to evacuate the nursery safely and practice evacuation procedures regularly to ensure they do.
- Maintain a safe working environment for pregnant team members or team members who have recently given birth, including doing appropriate risk assessments.
- Maintain a safe environment for those with special educational needs and disabilities, making sure all areas of each nursery are accessible (wherever possible).
- Provide a safe environment for children to play and learn in.
- Encourage all staff, visitors and parents/carers to report any unsafe working practices or areas which management will immediately respond to.

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We believe the risks at Little Dukes nurseries are low and will always maintain the maximum protection for children, staff and parents.

Headteachers responsibilities:


It is the responsibility of the Headteacher (or Deputy Manager/Head in their absence) to ensure that:

- They understand the health and safety requirements of the nursery, do any relevant training and keep all training up to date.
- Complete all required Daily/ Weekly/ Monthly /Termly/Annual checks and H&S audits as required and ensure any safety issues are reported in a timely manner.
- Ensure any defective equipment is taken out of the reach of children and stored securely and clearly labelled appropriately.
- Every team member can access and finish the training they need (see training chart appendix 1).
- The nursery building and environment meets all statutory legal requirements under the Health and Safety at Work Act 1974.
- Every team member complies with all tasks and actions outlined below.
- Any breaches or faults that put children or adults at a health and safety risk:
 - Are reported
 - Are immediately risk assessed
 - Have mitigating actions put in place
 - Are communicated to the team
 - Are repaired or have replacements arranged as soon as possible
- They regularly check the premises, room by room for structural defects, worn fixtures, fittings or electrical equipment, and take action to have them fixed.
- All team members, visitors, parents/carers and children are aware of the fire and evacuation procedures and regular fire drills are carried out.
- They have the correct fire detection and control equipment on the premises, and have it checked regularly to make sure it is in working order.
- All team members know the procedure to follow in case of accidents for team members, visitors, and children.
- All team members take all reasonable action to control the spread of infectious diseases and wear protective gloves and clothing where appropriate.

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- There are suitable hygienic changing facilities for staff and children.
- They prohibit smoking and / or vaping on or near to our nursery premises.
- They prohibit any contractor from working on the premises without prior discussion with the Headteacher, checking appropriate risk assessments in place, hot works permits, and they are aware of the restricted use of mobile phones and cameras on site.
- Risk assessments are done for all areas of the nursery and make sure they are reviewed at least annually or as required after any significant change or event (see risk assessments below)
- Children are encouraged to manage risks safely and prohibited from running inside the premises except in designated areas.
- They check all electrical sockets for safety and fix any problems and that there are no loose wires around the nursery, to prevent accidents.
- All cleaning materials are kept out of the reach of children and in their original containers.
- All team members wear relevant protective clothing when cooking or serving food.
- Foods that may relate to children's allergies, e.g., peanuts, are not allowed in any nursery.
- They follow the allergies and allergic reactions procedure in our Mealtimes policy for children who have allergies.
- They check how food is prepared and stored in the nursery to make sure it is safe.
- All team members and visitors know where the First Aid boxes are and who the appointed first aiders are.
- There is a named person responsible for First Aid at work.
- They provide appropriately stocked First Aid boxes and check their contents regularly.
- Children are always supervised.
- No student or volunteer is left unsupervised at any time.
- They regularly review and communicate health and safety issues to the team and relevant people in the wider business.
- All entrances and exits from the building, including fire exits, are clearly identifiable and always remain clear.


It is the responsibility of all team members to ensure that they:

- Understand the health and safety requirements of the nursery and complete any necessary training.

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- Work together with senior staff and the Headteacher to keep the nursery safe and healthy.
- Take reasonable care of themselves and others.
- Always watch out for safety in the nursery and immediately report any problems that cannot be fixed themselves to the Headteacher.
- Follow up on issues that they have raised if they do not believe the problem has been fixed.
- Ensure that assessed risks are properly managed. This means taking action to reduce or eliminate the risk and, if necessary, avoiding the risk altogether.
- Speak to the Head teacher if they are unsure of the action they should take in respect of risk management.

Please note:

Neglecting health and safety responsibilities/regulations/duties is regarded as a disciplinary matter and will be dealt with under Little Dukes disciplinary policy.

Health and Safety training:

All team members must complete the relevant training listed in the chart below (see Appendix 1).

This must be completed firstly as part of their induction (within the first two weeks of starting with the nursery) and then refreshed in line with the requirements listed in appendix 1 below.

First Aid training:

At Little Dukes we aim for all team members to have a 12-hour Ofsted recognised Paediatric First Aid certificate within three months of passing their probation. This ensures that we are always over the welfare requirement of at least one member of staff on the premises.

Our Paediatric First Aid training also covers Emergency First Aid at Work. We will always have at least two staff members also qualified in First Aid at Work.


We follow the guidelines of Reporting Injuries, Diseases and

Dangerous Occurrences (RIDDOR) for reporting accidents and incidents. See the Accidents and Incidents Policy for further details.

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Health and Safety arrangements:

- Every team member is responsible for general health and safety in each nursery.
- Risk assessments are conducted on all areas of each nursery, including rooms, activities, outdoor areas, resources and cleaning equipment. These are reviewed at regular intervals and when arrangements change.
- All outings away from each nursery (however short) will include a prior risk assessment (more details about this are in our Outings Policy).
- Team members will check all equipment, rooms and outdoor areas before children use them or the area.
- The team members that did the check will record it and sign it off.
- If an unsafe item or area is found, the same team member/s will either make it safe or remove it. If this is not possible, the Headteacher will be notified immediately.
- We provide appropriate facilities for all children, team members, 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.
- Each nursery follows the Control of Substances Hazardous to Health Regulations (COSHH) to keep all children, team members, parents and visitors safe in relation to any chemicals we may use on the premises.
- All team members and students will receive appropriate training in all areas of safety. We may also use benefit risk assessments for particular activities and resources for children.
- We have a clear Accident and Incident Policy to follow in the case of anyone being involved in an accident or incident. Our Fire Safety Policy supports the prevention of fire and the safe evacuation of all persons in the nursery. This is to be shared with all team members, students, parents and visitors to the nursery.

Monitoring and review of Health and Safety:


The Headteacher will ensure that:

- All relevant routine health and safety checks as listed on the Little Dukes Compliance checklist are completed in the required timelines to confirm that legal requirements around gas, fire and water safety etc., have been met., (these will be quality assessed by the Principal each term).
- A Health and Safety Compliance Audit is completed each term (within the first two weeks of the new term starting). Any issues in this audit will form part of an action plan reviewed monthly by the Headteacher and the Principal to ensure all actions are completed in the relevant timeframes.

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- Accident and incident records are reviewed monthly to identify any patterns/hazardous areas and appropriate action is taken.
- Team members and parents/carers can contribute to any policy through regular meetings held at the nursery.


Safety of Visitors:

- Any individual accessing the nursery premises who is not in the records of the nursery or is not known to the nursery staff and management will be classified as a visitor. All visitors must sign in and out of the E reception book on arrival and departure.
- Visitors are always supervised during their visit when children are present. Visitors will wear visitor lanyards with safeguarding contacts displayed and fire evacuation plan clearly stated.
- Upon arrival the visitors will be asked to hand over any device with camera installed, which to be kept in the office and will be made aware of any fire drills planned or any other protocols which may include recording any behaviours in rooms or of adults present or of children should there be a concern.
- External contractors will be deemed as visitors which includes any emergency or on call/ out of hours worker, individuals coming in for interviews and trials until the employment is offered will be considered as visitors.
- Any visitor not previously known to the nursery must have their ID verified by the DSL, this is logged on to the E reception book.
- Acceptable forms of ID are passport or driving license or birth certificate.
- Risk assessments should cover all areas inside, outside and offsite the nursery and all nursery activities and procedures.
- Hazards can be identified by:
 - Observing a task or area
 - Referring to available guidance and information about best practice
 - Looking at accident, incident and ill-health records
 - Checking manufacturer's instructions (equipment and toys)
- For each hazard identified the level of risk must be evaluated (high/medium/low). This evaluation may include:
 - The level of harm presented by the hazard
 - The number of people involved
 - The likelihood of the harm occurring.

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- An action plan should be drawn up and the necessary control measures put in place. Consideration should also be given to whether these are suitable and sufficient and whether any further control measures are required. This may include cost and other resource implications.
- Periodic risk assessments must be undertaken in relation to specific activities or circumstances such as lone working, Physical intervention, outings, moving equipment or where there are new and expectant mothers or disabled children using the setting. These assessments should be made by the Headteacher for nursery-wide changes or by the individual team member for localised changes.
- Risk assessment forms may be completed by any member of staff and passed to the appropriate person if further action is required. Completed forms are stored in a folder or electronically in the main office.
- Risk assessments are reviewed annually, or when there has been a significant change in policies/procedures/equipment or after an incident/accident.

Preventative maintenance:

The nursery will comply with its statutory duties to carry out compliance testing and maintenance of buildings and work equipment. Specifically, this includes a programme of planned preventative maintenance and inspection covering the following key areas:

- Asbestos Management
- Air conditioning
- Automated doors and shutters
- Electrical testing (portable appliances and fixed hard wire)
- Emergency lighting
- Fire detection systems, fire doors and firefighting equipment
- Gas safety checks and servicing
- Lifts and lifting equipment e.g., hoists, where fitted
- Lightning conductors, where fitted
- Working at height equipment (ladders, platforms etc.)
- Water hygiene testing and maintenance.

COSHH Regulations:


Chemicals are widely used in office work and cleaning, and some are extremely hazardous.

To comply with COSHH regulations, a list of all hazardous or potentially hazardous substances used in the nursery will be kept by the Health and Safety Officer. A copy of this list will be kept in the office.

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In addition to chemicals, we treat all bodily fluids as substances hazardous to health and deal with them carefully using protective gloves and materials that we can safely dispose of.

The chemicals used by staff are limited to everyday substances such as washing up liquid, anti-bac spray etc.

Anyone using such chemicals must observe the following guidelines:

- All substances included on the COSHH list, including bleach and general household chemicals, are to be stored in a safe place, preferably under lock and key and out of children's reach.
- All hazardous substances e.g., bleach, solvents, glues containing solvents, etc., are to be used with care.
- Always keep substances in their original bottle with the label in good condition. Always read the label before use and follow the manufacturer's instructions.
- Avoid inhalation, ingestion and skin contact of all chemical substances.
- Always wear the appropriate protective clothing e.g., gloves etc.
- Products must never be mixed as this could give rise to hazardous by-products (e.g., bleach will give off chlorine gas if mixed with an acidic cleanser such as Harpic).
- All team members must be familiar with the First Aid procedures to be used in the event of an accident.
- In the interests of health and safety, substances hazardous to health should only be used if there is no less harmful or harmless alternative.

Critical incident response:


We need to plan for all eventualities to ensure the health, safety and welfare of all the children we care for. With this in mind, we have procedures in place to ensure our nursery is able to operate effectively in the case of a critical incident. These include:

- Adverse weather
- Fire
- Abduction or threatened abduction of a child
- Lockdown procedure
- Bomb threat/terrorism attack
- National outbreaks of infection/health pandemics
- Any other incident that may affect the safe operation of the nursery and care of the children in it.

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If any of these incidents impact the nursery's ability to operate, we will contact parents via Family and phone at the earliest opportunity, and where possible before the start of the nursery day. In all cases, the Headteacher will notify Ofsted and other relevant authorities in the event of a critical incident

Adverse weather:

In line with our trips and outings policy, we will not take children outdoors where we judge that weather conditions make it unsafe to do so.

If extreme weather affects the operation of the nursery, the Headteacher will decide whether to close it. This decision will take into account the safety of the children, their parents and the team members.

Fire:

Please refer to the Fire Safety and Evacuation Policy.

Flood:

If flooding occurs during the nursery day, the nursery manager will make a decision based on the severity and location of the flooding. It may be deemed necessary to follow the same procedure as the fire evacuation procedure. In this instance children will be kept safe, and parents will be notified in the same way as the fire procedure (see Fire Safety and Evacuation Policy).

Should the nursery be assessed as unsafe through flooding, fire or any other incident we will follow our operational plan and proceed to the named place of safety until parents can collect their children.

Abduction or threatened abduction of a child:

We have secure safety procedures in place to ensure children are safe while in our care (see Safeguarding Policy and Supervision Policy) however, if a team member witnesses an actual or potential abduction from nursery, we will follow our missing child procedure starting with the notification step immediately.

Lock down procedure:

A lockdown drill, planned in the same way as a fire drill following the below procedures will be organised and completed by the Head teacher twice a year. Records of this drill and recommended improvements will be kept alongside fire drill records.



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We will use the lock down procedure when the safety of the children, staff and others on the premises is at risk and we are better placed inside the current building, with doors and windows locked and blinds/curtains drawn.

We will activate this emergency procedure in response to a number of situations, but some of the more typical might be:

- A report incident or disturbance in the local community (with potential to pose a risk to staff and children in the nursery)
- An intruder on the nursery site (with potential to pose a risk to staff and children in nursery)
- A warning being received regarding a risk locally, of air pollution (smoke plumes, gas cloud etc.)
- A major fire or explosion in the vicinity of the nursery – if it is safer staying in the premises than leaving.

We use an Air Horn (located **on the top of the fire panel in Westerfields** and **on the top of the cupboard in Tudor Front Office in Tudor Court**) which clearly identifies that an emergency lockdown procedure is required. In our setting this is known as an '**Immediate lockdown alert**'.


This is known to all staff, volunteers and students and the following procedure will be implemented:

- The manager/SLT member on duty will manage the situation dependent on the information available, however if the nursery is in immediate danger of an intruder, the police will be called as a matter of urgency. In other cases where the situation has been alerted by the police or local area authority then the nursery will await further instructions
- If the children are outside, staff are to promptly and calmly direct children into the building, if this will not endanger them.
- Staff will take the children into the rooms and as far away from the windows as possible.
- All doors and windows will be locked and where available curtains or blinds drawn.
- Ignition sources and ventilation systems will be switched off.
- Where possible we will continue with normal activities so as not to alarm the children.

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- The manager will ensure all children, staff and visitors are accounted for and safe before returning to the office area to keep up to date with the current situation via updates.
- The manager/SLT member on duty will manage the situation dependent on the information available
- Depending on the expected time period of the lockdown it may be necessary for us to inform children that they will be staying at the setting for longer than normal. This will be done sensitively and, in an age-appropriate way with children receiving the support of their key person.
- If necessary other parts of the building, such as rooms which face away from the incident, may be used to protect the safety of children and staff.
- In extreme circumstances it may be possible for us to provide overnight care, should the need arise.
- Once all clear has been given externally the manager will issue the all clear internally. After this time the staff will try to return to normal practice to enable the children not to be disrupted or upset by the events.
- Any children showing worries or concerns will have one to one time with their key person to talk about these.
- Parents will be informed about the situation at the earliest safest opportunity and will be kept updated when the information changes.
- After the event a post-incident evaluation will be conducted to ensure that each child and staff member was supported fully, and the procedure went as planned. Ofsted will be informed.


Bomb threat/terrorism attack:

If a bomb threat is received at the nursery, the person taking the call will record all details given over the phone and raise the alarm/contact emergency services as soon as the phone call has ended. The management will follow the fire evacuation procedure and guidance from the emergency services to ensure the safety of everyone on the premises. The person who took the call will provide as much detail to the emergency services as possible. Ofsted will be notified. With incidents of this nature parents, carers, children and team members may require support and reassurance following the traumatic experience. Management will provide this or seek further support where necessary.

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National outbreaks of infection/Health pandemics:

In the event of a national outbreak of a health pandemic, we will follow Government health advice and guidance, legal advice and advice from our insurance provider.

The nursery will remain open as long as we have sufficient staff to care for the children. Depending on the nature of the pandemic we will follow all advice and implement measures to ensure that risks to vulnerable children and staff are minimised. This may include excluding infected children/staff/parents or family members from the setting for a set period, to prevent the spread of infection. This decision will be made in consultation with parents, staff, legal advice and our insurance provider. Each case will be reviewed individually.

Any other significant incidents:

These will be dealt with as necessary in line with the above procedure and our risk escalation register.

All incidents will be managed by the Headteacher, and all team members will cooperate with any emergency services on the scene, where applicable. The fire evacuation procedure will be followed for any incident that requires an emergency evacuation. Other incidents, e.g., no water supply, will be dealt with individually, considering the effect on the safety, health and welfare of the children and staff in the nursery.

If there is an incident outside of the nursery building and it is safer to stay inside, the lockdown procedure will be put in place. In such cases, advice from emergency services will be followed.


In addition to the above, the following policies support our approach to health and safety:

- Supervision Policy
- Fire Safety and Evacuation Policy Regular outings and trips Policy
- Child Sickness and Infection Control Policy
- Accident and Incident Policy
- Mealtimes Policy

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Legislative Framework:

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

The requirements of the Early Years Foundation Stage Statutory Framework 19th January 2024

The regulations of the Health and Safety at Work Act 1974 and any other relevant legislation such as Control of Substances Hazardous to

Health Regulation (COSHH)

Any guidance provided by Public Health England, the local health protection unit, the local authority environmental health department, fire authority or the Health and Safety Executive



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Appendix 1:

In addition to in-person training received as part of every staff member's induction and probation, the following online courses are mandatory to supplement this face-to-face training.

Area	Title	Where	Who	When
H&S	Health and Safety in the workplace - includes Health and Safety, Fire Prevention, First Aid Awareness, Manual Handling and Control of Substances Hazardous to Health (COSHH).	Online training	All staff	Annual
H&S	Manual Handling for childcare professionals	Online training	All staff	Annually
H&S	Understanding Risk assessments	Online training	All staff	As part of induction
H&S	Fire Safety	Online training	All staff	Annually
H&S	Food Hygiene (level 2)	Online training	All staff	Every three years
H&S	Advanced Food Safety and Hygiene (Level 3)	Online training	All Chefs, staff engaged in preparation of food	Every three years
H&S	Designated Fire safety officer training	Online training	Delegated Senior staff - All Headteachers	Annually
H&S	Designated Health and Safety officer	Online training	Delegated Senior staff - all Headteachers	Annually

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First Aid	PFA	In person 12-hour certified training	All staff past probation	Every three years
First Aid	Paediatric first Aid refresher	Online training	All PFA trained staff	Annually in years when not completed in person course

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