Safeguarding and Welfare Requirement: Health and Safety

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Health and safety general standards

EYFS: 3.55, 3.56, 3.57, 3.61, 3.63, 3.65

Policy statement

Considerations from the legal team:

Ultimately the employer is accountable for health and safety and therefore cannot delegate health and safety duties. It can require staff to cooperate with them and to follow what they are told, but it cannot delegate a duty. There is no problem asking staff to do something e.g. a risk assessment, which is part of the policy, but it remains the employer's duty to ensure it's done and that it's suitable and sufficient. It would not be a defence to a nursery if a member of staff did not undertake, for example, a risk assessment. The employer must therefore have a system in place to ensure such things are done.

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

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

Legal framework

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

- The requirements of the Statutory Framework for the Early Years Foundation Stage (EYFS) 2023
- The regulations of the Health & Safety at Work Act 1974 and any other relevant legislation such as Control Of Substances Hazardous to Health Regulation (COSHH)
- 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.

Aims and objectives

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

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

- Establish and maintain a safe and healthy environment throughout the nursery including outdoor spaces.
- Establish and maintain safe working practices amongst staff and children.
- Make arrangements for ensuring safety and the minimising of risks to health in connection with the use, handling, storage and transport of hazardous articles and substances.
- Ensure the provision of sufficient information, instruction and supervision to enable all people working in or using the nursery to avoid hazards and contribute positively to their own health and safety and to ensure that staff have access to regular health and safety training.
- Maintain a healthy and safe nursery with safe entry and exit routes.
- Formulate effective procedures for use in case of fire and other emergencies and for evacuating the nursery premises. Practice this procedure on a regular basis to enable the safe and speedy evacuation of the nursery.
- Maintain a safe working environment for pregnant workers or for workers who have recently given birth, including undertaking appropriate risk assessments.
- Maintain a safe environment for those with special educational needs and disabilities and ensure all areas of the nursery are accessible (wherever practicable)
- Provide a safe environment for students or trainees to learn in
- Encourage all staff, visitors and parents to report any unsafe working practices or areas to ensure immediate response by the management.
- The managers have regular meetings to discuss health and safety.

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

- Ensure all entrances and exits from the building, including fire exits are clearly identifiable and always remain clear.
- Regularly check the premises room by room for structural defects, worn fixtures and fittings or electrical equipment and take the necessary remedial action.
- Ensure that all staff, visitors, parents and children are aware of the fire procedures and regular fire drills are carried out.
- Have the appropriate fire detection and control equipment which is checked regularly to make sure it is in working order.
- Ensure that all members of staff are aware of the procedure to follow in case of accidents for staff, visitors and children.
- Ensure that all members of staff take all reasonable action to control the spread of infectious diseases and wear protective gloves and clothing where appropriate.
- Ensure there are suitable hygienic changing facilities (see infection control policy)
- Prohibit smoking/vaping on the nursery premises.

- Prohibit any contractor from working on the premises without prior discussion with the manager in charge.
- Encourage children to manage risks safely and prohibit running inside the premises unless in designated areas.
- Risk assess all electrical sockets and take appropriate measures to reduce risks where necessary and ensure no trailing wires are left around the nursery
- Ensure all cleaning materials are placed out of the reach of children and kept in suitable containers which are clearly labelled.
- Wear protective clothing when cooking or serving food
- Prohibit certain foods that may relate to children's allergies, e.g. nuts are not allowed in the nursery
- We follow the EU Food Information for Food Consumers Regulations (EU FIC). These rules are enforced in the UK by the Food Information Regulations 2014 (FIR). We identify the 14 allergens listed by EU Law that we use as ingredients in any of the dishes we provide to children and ensure that all parents are informed**.**
- Follow the allergies and allergic reactions policy for children who have allergies.
- Ensure correct procedures are undertaken on the storage and preparation of food produce within the nursery.
- Familiarise all staff and visitors with the position of the first aid boxes and ensure all know who the appointed first aiders are.
- Provide appropriately stocked first aid boxes and check their contents regularly.
- Ensure children are always supervised.
- Ensure no student or volunteer is left unsupervised at any time.

Responsibilities

The designated Health and Safety Officers in the nursery are Sarah Sole (Andover and Clatford) and Jan Cooper (Clatford and Andover) Luisa Nakacia (Andover) Sarah Hayward (Clatford)

The employer has overall and final responsibility for this policy being carried out.
The company director Jan Cooper will be responsible in the manager's absence.

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

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

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

Health and safety training

Person responsible for monitoring staff health and safety training is Sarah Sole (Andover and Clatford) Luisa Nakacia (Andover) Sarah Hayward (Clatford)

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

All members of staff hold a full paediatric First Aid certificate in the nursery and when on outings. In addition to this, all newly qualified entrants to the early years workforce who have completed a level 2 and/or level 3 qualification on or after 30 June 2016, must also have either a full PFA or an emergency PFA certificate within three months of starting work in order to be included in the required staff-child ratios at level 2 or level 3 in an early years setting.

Health and safety arrangements

- All staff are responsible for general health and safety in the nursery
- Risk assessments will be conducted on all areas of the nursery, including rooms, activities, outdoor areas, resources and cleaning equipment
- These are reviewed at regular intervals and when arrangements change
- All outings away from the nursery (however short) will include a prior risk assessment – more details are included in our outings policy
- All equipment, rooms and outdoor areas will be checked thoroughly by staff before children access them or the area. These checks will be recorded and initialled by the staff responsible. Unsafe areas will be made safe/removed from the area by this member of staff to promote the safety of children. If this cannot be achieved the manager will be notified immediately
- Weekly health and safety audits are performed by senior management in each room.
- We provide appropriate facilities for all children, staff, parents and visitors to receive a warm welcome and provide for their basic care needs, e.g. easy to access toilet area and fresh drinking water
- The nursery will adhere to the Control Of Substances Hazardous to Health Regulation (COSHH) to ensure all children, staff, parents and visitors are safe in relation to any chemicals we may use on the premises
- All staff and students will receive appropriate training which will include health and safety in the workplace, and fire safety via an online training provider. This training is completed by all staff during induction and is renewed annually.
- The manager on duty carries out a daily health and safety check of the car park, main office, laundry room, staff toilet and reception area each morning.
- Room managers are responsible for ensuring a daily health and safety check is completed for their room each morning before the children arrive. Any faults must be reported to management. Room managers then sign the health and safety form at the end of each week. Nursery managers check each

rooms health and safety form at the end of each week, these are then filed and kept on site for 6 months.

- We have a clear accident and first aid policy to follow in the case of any person in the nursery suffering injury from an accident or incident
- We have a clear fire safety policy and procedure which supports the prevention of fire and the safe evacuation of all persons in the nursery. This is to be shared with all staff, students, parents and visitors to the nursery
- We review accident and incident records to identify any patterns/hazardous areas
- All health and safety matters are reviewed informally on an ongoing basis and formally every six months or when something changes. Staff and parents will receive these updates, as with all policy changes, as and when they happen
- Staff and parents are able to contribute to any policy through the suggestion scheme and during the regular meetings held at nursery.

The policy is kept up to date and reviewed especially when the nursery changes in nature and size. It is revised annually, or as and when required. We therefore welcome any useful comments from members of staff, parents and visitors regarding this policy.

Fire safety and emergency evacuation: Andover Nursery

EYFS: 3.57 3.65

Policy statement

At Littleworld Day Nurseries we make sure the nursery is a safe environment for children, parents, staff and visitors through our fire safety policy and procedures.

The manager on duty makes sure the nursery premises are compliant with fire safety regulations, including following any major changes or alterations to the premises and seeks advice from the local fire safety officer as necessary.

The manager has overall responsibility for the fire drill and evacuation procedures. These are carried out regularly and recorded. These drills will occur at different times of the day and on different days to ensure evacuations are possible under different circumstances and all children and staff participate in the rehearsals.

All staff receive a fire safety induction during their first week of employment and complete annual Fire Safety training.

- Our Fire Warden is:

The Manager on duty

- Our Health and Safety Officers who oversee this work are:

Sarah Sole and Jan Cooper (Clatford and Andover) Luisa Nakacia (Andover) Sarah Hayward (Clatford)

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 must be kept in the visitor's book. These records must be taken out along with the register and emergency contacts list in the event of a fire.

No smoking/vaping policy

The nursery operates a strict no smoking/vaping policy – please see this separate policy for details.

Procedure

The following procedure will be used in a fire and in the event of an emergency evacuation from the nursery.

On the sound of the fire alarm, the Manager on duty collects the phone, fire safety folder containing children's and staff emergency contact numbers, the staff shift sheet and the visitor book.

Room Managers on duty collect the emergency evacuation bag, medication bag, tablet and phone and check the room to make sure all staff and children have left, closing all doors and windows before leaving the building.

All other members of staff will assist children, students and visitors to the assembly points, leaving by the nearest fire exit. Children in need of an assisted evacuation will have an individual evacuation plan, to be kept next to the emergency evacuation bags.

The Manager on duty will carry out a check of the communal areas to check that everybody has left the building and call the Fire Brigade.

Personnel responsible for calling registers.

- Room Managers to call room registers.
- Manager on duty to call staff and visitor register
- Manager on duty to contact parents to arrange safe collection of children.

ASSEMBLY POINTS:
A – Piglets/Tiggers garden area
B – WTP Grassed Playground Area
C – Car Park, far back fence

All staff and children in Winnie the Pooh room are to exit through their main door and through the hallway to the nearest assembly point from 4.30pm onwards.

Remember

- Do not stop to collect personal belongings on evacuating the building
- Leave the building in a calm, orderly fashion, do not run
- Do not attempt to go back in and fight the fire
- Do not attempt to go back in if any children or adults are not accounted for.
- Fire extinguishers must only be used to aid escape from the building, NOT to fight fires.

Fire safety and emergency evacuation: Clatford Nursery

EYFS: 3.57 3.65

Policy statement

At Littleworld Day Nurseries we make sure the nursery is a safe environment for children, parents, staff and visitors through our fire safety policy and procedures.

The manager on duty makes sure the nursery premises are compliant with fire safety regulations, including following any major changes or alterations to the premises and seeks advice from the local fire safety officer as necessary.

The manager has overall responsibility for the fire drill and evacuation procedures. These are carried out regularly and recorded. These drills will occur at different times of the day and on different days to ensure evacuations are possible under different circumstances and all children and staff participate in the rehearsals.

All staff receive fire safety induction during their first week of employment and complete annual Fire Safety training.

- Our Fire Warden is:

The Manager on duty

- Our Health and Safety Officers who oversee this work are:

Sarah Sole and Jan Cooper (Clatford and Andover) Luisa Nakacia (Andover) Sarah Hayward (Clatford)

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 must be kept in the visitor's book. These records must be taken out along with the register and emergency contacts list in the event of a fire.

No smoking/vaping policy

The nursery operates a strict no smoking/vaping policy – please see this separate policy for details.

Procedure

The following procedure will be used in a fire and in the event of an emergency evacuation from the nursery.

On the sound of the fire alarm, the Manager on duty collects the phone, fire safety folder containing children's and staff emergency contact numbers, the staff shift sheet, the visitor book and presses the Green Emergency Release for the Security Doors.

Room Managers on duty collect the room register, emergency evacuation bag, medication bag and phone and check the room to make sure all staff and children have left, closing all doors and windows before leaving the building.

All other members of staff will assist children, students and visitors to the assembly points, leaving by the nearest fire exit. Children in need of an assisted evacuation will have an individual evacuation plan, to be kept next to the emergency evacuation bags.

If exiting via the top garden gate, staff and children are to follow the perimeter fence to get to the gate. Do not walk alongside the building walls.

The Manager will carry out a check of the communal areas to check that everybody has left the building and call the Fire Brigade.

Personnel responsible for calling registers.

- Room Managers to call room registers.
- Manager to call staff and visitor register
- Manager to contact parents to arrange safe collection of children.

ASSEMBLY POINTS: Grass verges around front car park- please note designated areas highlighted by signs in each room.

Remember

- Do not stop to collect personal belongings on evacuating the building
- Leave the building in a calm, orderly fashion, do not run
- Do not attempt to go back in and fight the fire
- Do not attempt to go back in if any children or adults are not accounted for.
- Fire extinguishers must only be used to aid escape from the building, NOT to fight fires.

Risk assessment

EYFS: 3.55 3.56

Policy statement

Littleworld Day Nurseries believe that the health and safety is of paramount importance. We make our nursery a safe and healthy place for children, parents/carers, staff, visitors and volunteers by assessing and minimising the hazards and risks to enable the children to thrive in a healthy and safe environment.

Risk assessment means:

Taking note of aspects of your workplace and activities that could cause harm, either to yourself or to others, and deciding what needs to be done to prevent that harm, making sure this is adhered to.

The law does not require that all risk is eliminated, but that 'reasonable precaution' is taken. This is particularly important when balancing the need for children to be able to take appropriate risks through physically challenging play. Children need the opportunity to work out what is not safe and what they should do when faced with a risk.

Health and safety risk assessments inform procedures, both of which are reviewed and updated regularly by the management team. In the instance that risk assessments relate to an individual child, parents/carers may be involved in the writing/reviewing of these.

Procedures

- Staff and volunteers have adequate training in health and safety matters.
- Risk assessments are written based on five steps as follows:
  - Identify who is at risk: Childcare staff, children, parents, cooks, cleaners etc?
  - Identification of a risk: Where is it and what is it?
  - Assessment as to whether the level of a risk is high, medium, low. This considers both the likelihood of it happening, as well as the possible impact if it did.
  - Control measures required to reduce/eliminate risk: What will we need to do, or ensure others will do, in order to reduce that risk?
  - Monitor and review risk assessments regularly to ensure that the risk assessment is robust enough or requires amendment.
- We maintain daily health and safety inspection records, which are completed daily before the session begins. Any action identified is given a Priority Action Code to determine time-scale for action.
- If circumstances change then a risk assessment will be carried out.
- The nursery manager ensures that staff members carry out risk assessments for working practices including, but not limited to, changing children, cooking activities, play equipment and resources, storage and use of chemicals.

- The nursery manager ensures that staff members carry out risk assessments for off-site activities if required, including but not limited to, children's outings, off site duties such as attending meetings.

First aid

EYFS: 3.25, 3.51, 3.52

Policy statement

At Littleworld Day Nurseries we aim to protect children at all times, however, recognise that accidents or incidents may sometimes occur. This policy and procedures are in place to ensure that all parties are supported and cared for when an accident or incident happens; and that the circumstances of the accident or incident are reviewed with a view to minimising any future risks. All staff complete full paediatric first aid training within three months of commencing employment and renew this training every three years. Only staff who have completed the first aid training may administer first aid.

Accidents

- The person responsible for reporting accidents and uploading the accident form to famly is the member of staff who saw the accident or was the first to find the child where there are no witnesses. Other staff who have witnessed the accident will be named on the accident form and, in more serious cases, provide a statement. This should be done as soon as the accident is dealt with, whilst the details are still clearly remembered.
- Parents or Carers must be informed of the accident form, any first aid treatment given and asked to acknowledge it on the same day.
- Where there is an injury to the child's face or head, parents/carers are called and made aware.
- Accident forms are reviewed weekly to track and record number of accidents and identify and potential patterns, such as a piece of equipment or area causing frequent accidents. Any patterns will be investigated by the room manager and all necessary steps to reduce risk are put in place.
- Accident reports will be kept for 21 years and 3 months
- Where medical attention is required, a member of the management team will notify the parents/carers as soon as possible whilst ensuring the child is cared for appropriately.
- The nursery manager will report any accidents of a serious nature to Ofsted and the Local Authority environmental health department or the Health and Safety Executive and their advice followed. Notifications must be made as soon as is reasonably practical, but in any event within 14 days of the incident occurring.
- At the time of registration to the setting, parents provide permission for obtaining emergency medical advice or treatment by signing the Parent/Carer contract and terms and conditions.

Head injuries

If a child has a head injury in the setting, then procedure is followed as below:

- Calm the child
- Assess the child's condition to ascertain if a hospital or ambulance is required.
- If the skin is not broken, a cold compress will be applied to the area of injury.
- If the skin is broken, first aid training is followed in order to stem the bleeding.

- Call the parent and make them aware of the injury, advising collection if further medical attention is deemed necessary. Keeping the child in a calm and quiet area whilst awaiting collection
- Complete the accident form on famly attaching a copy of 'how to treat a head injury' advice.
- We will follow the advice on the NHS website as per all head injuries https://www.nhs.uk/conditions/minor-head-injury/
- For major head injuries, first aid training will be followed.

Transporting Children to hospital procedure

The nursery manager must:

- Call for an ambulance immediately if the injury is severe. Staff MUST NOT transport children to hospital in their own vehicle.
- Contact the parents or carers and arrange to meet them at the hospital
- Arrange for the most appropriate member of staff to accompany the child taking with them any relevant information such as registration forms, relevant medication sheets, medication and the child's comforter if they have one.
- Re-deploy staff if necessary to ensure there is adequate staff to care for the remaining children.
- Always remain calm. Children who witness an incident may well be affected by it and may need reassurance. Staff may also require additional support following the accident.
- Parents sign and date permission approval allowing staff to accompany their child in an ambulance to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary upon signing the parent/carer contract and terms and conditions. The accompanying staff member should remain with the child until the parent/carer arrives. Health Care Professionals are responsible for any decisions on medical treatment when parents are not available

First aid

- First aid boxes are located in each room and the laundry room and are accessible at all times with appropriate content.
- The appointed person responsible for first aid checks the contents of the boxes monthly and replaces items that have been used or are out of date.
- First aid boxes should only contain items permitted by the Health and Safety (First Aid) Regulations Act 1981. No other medical items such as paracetamol should be kept in them.
- The nursery provides staff with PPE according to the need of the task or activity. Staff must wear PPE to protect themselves and the children during tasks that involve contact with bodily fluids.

Dealing with blood

All staff dealing with blood must:

- Always take precautions when cleaning wounds as some conditions such as hepatitis or the HIV virus can be transmitted via blood.
- Wear disposable gloves and wipe up any blood spillage with disposable cloths and neat sterilising fluid. Such solutions must be carefully disposed of immediately after use.

Needle punctures and sharps injury

Injuries from needles, broken glass and so on may result in blood-borne infections and staff must take great care in the collection and disposal of this type of material. For the safety and well-being of the employees, any staff member dealing with needles, broken glass etc. must treat them as contaminated waste. If a needle is found the local authority must be contacted to deal with its disposal.

Critical Incident

Policy statement

At Littleworld Day Nurseries we understand the need to plan for all eventualities to ensure the health, safety and welfare of all the children and staff. With this in mind, we have a critical incident policy in place to ensure our nursery is able to operate effectively in the case of a critical incident.
These include:

- Flood
- Fire
- Burglary
- Abduction or threatened abduction of a child
- Bomb threat/terrorism attack
- Any other incident that may affect the care of the children in the nursery.

If any of these incidents impact on the ability of the nursery to operate, we will contact parents via phone or famly at the earliest opportunity, e.g. before the start of the nursery day.

Flood

There is always a danger of flooding from adverse weather conditions or through the water/central heating systems. We cannot anticipate adverse weather; however, we can ensure that we take care of all our water and heating systems through regular maintenance and checks to reduce the option of flooding in this way. Our central heating systems are checked and serviced annually by a registered gas engineer and they conform to all appropriate guidelines and legislation.

If flooding occurs during the nursery day, the nursery manager will make a decision based on the severity and location of this flooding, and it may be deemed necessary to follow 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.

Should the nursery be assessed as unsafe through flooding, fire or any other incident we will follow our operational plan and provide parents with alternative arrangements at our sister nursery if possible.

Fire

Please refer to the fire safety and emergency evacuation policy.

Burglary

The management of the nursery ensures all doors and windows are closed and locked before vacating the premises.

The manager will always check the premises as they arrive in the morning. Should they discover that the nursery has been broken into they will follow the procedure below:

- Dial 999 with as many details as possible, i.e. name and location, details of what you have found and emphasise this is a nursery and children will be arriving soon
- Contain the area to ensure no-one enters until the police arrive. The staff will direct parents and children to a separate area as they arrive. If all areas have been disturbed staff will follow police advice, including following the relocation procedure under flood wherever necessary to ensure the safety of the children
- The manager on duty will help the police with enquiries, e.g. by identifying items missing, areas of entry etc.
- A manager will be available at all times during this time to speak to parents, reassure children and direct enquires
- Management will assess the situation following a theft and ensure parents are kept up to date with developments relating to the operation of the nursery.

Abduction or threatened abduction of a child

We have secure safety procedures in place to ensure children are safe while in our care, including safety from abduction. Staff must be vigilant at all times and report any persons lingering on nursery property immediately. All doors and gates to the nursery are locked and cannot be accessed unless staff members allow individuals in. Parents are reminded on a regular basis not to allow anyone into the building whether they are known to them or not.

Children will only be released into the care of a designated adult; Parents are requested to inform the nursery of any potential custody battles or family concerns as soon as they arise, so that the nursery is able to support the child. The nursery will not take sides in relation to any custody battle and will remain neutral for the child. If an absent parent arrives to collect their child, the nursery will not restrict access **unless** a court order is in place. Parents are requested to issue the nursery with a copy of these documents should they be in place. We will consult our solicitors with regards to any concerns over custody and relay any information back to the parties involved.

If a member of staff witnesses an actual or potential abduction from nursery we have the following procedures which are followed immediately:

- The police must be called immediately
- The staff member will notify management immediately and the manager will take control
- The parent(s) will be contacted

- All other children will be kept safe and secure and calmed down where necessary
- The police will be given as many details as possible including details of the child, description of the abductor, car registration number if used, time and direction of travel if seen and any family situations that may impact on this abduction.

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 as soon as possible and raise the alarm as soon as the phone call has ended. The management will follow the emergency evacuation procedure to ensure the safety of all on the premises and will provide as much detail to the emergency services as possible.

Other incidents

All incidents will be managed by the manager on duty and all staff will co-operate with any emergency services on the scene. Any other incident that requires evacuation will follow the fire plan. Other incidents e.g. no water or heating supply will be dealt with on an individual basis taking into account the effect on the safety, health and welfare of the children and staff in the nursery.

The nursery manager will notify Ofsted in the event of a critical incident.

Emergency Closure

Policy statement

An emergency is an unforeseen event which may threaten the running of Littleworld Day Nurseries. This emergency closure policy will be put into practice in the event that an emergency closure is deemed necessary.

Littleworld Day Nursery will endeavour to remain open, however any decision to close the nursery will be made by the manager and Director, unless otherwise advised to by the government.

Adverse weather conditions

In an emergency, there may be no, or limited access to Littleworld Day Nurseries, so information is accessible via our sister nursery.

Littleworld Day Nurseries will only close if:

- Weather conditions make it hazardous for staff and parents/carers to travel
- There is limited or no access to the nursery due to bad weather such as snow
- Local schools and pre-schools have been advised to close by the local authority.

In the event of an emergency closure being necessary during the normal opening of the nursery, then the first action Littleworld Day Nurseries will take will be to ensure the safety of the children, parents/carers, staff members, visitors and volunteers.

For any emergency closures during opening hours, the Nursery Manager will contact the parents/carers and advise them to collect their child. For any emergency closures outside of normal opening hours, the Nursery Manager will contact parents/carers through famly to prevent families from arriving at the nursery and will also post notice of the emergency closure on our Facebook page.

If any families do arrive at the nursery, they must be safely accommodated if they are unable to return home immediately, assuming the nature of the emergency makes this possible, for example due to heavy snow fall.

A Pandemic

Throughout the nursery there are hand wash stations to sanitise hands. The children are encouraged to wash their hands throughout the day and talk about good hygiene practices.

If a child does become ill whilst in our care, then we will follow official government health guidance, to prevent the spread of any diseases.

The child must not return to nursery for 48 hours or until they are no longer ill.

Procedure

Littleworld Day Nurseries will report the emergency closure to Ofsted, Hampshire County Council and local radio stations by completing an online form found at: http://www.hants.gov.uk/schoolclosures.
Completing this form will:

- Automatically update the list of schools, colleges, children centres and EYE providers on Hantsweb
- Notify the local radio stations of the closure, which in turn will advise parents/carers
- Notify relevant staff in Hampshire County Council of the closure (including our Children Development Co-Ordinator and Services for Young Children).

A new form will be completed for each day of the emergency closure. Details can be entered from 3 pm on the working day prior to the closure. If there are any difficulties in reporting a closure online, the Nursery Manager can contact IT helpdesk at hantsit@hants.gov.uk or call 01962 847070.

As an EYE provider, Littleworld Day Nurseries has an emergency plan in place to deal with any incident where the health and safety of the children, parents/carers, and staff members are at risk. (See the Critical Incident Policy for procedures)

Equipment and Resources Policy

EYFS: 3.55

Policy statement

At Littleworld Day Nurseries we believe that high-quality care and early learning is promoted by providing children with safe, clean, stimulating, age and stage appropriate resources, toys and equipment.

Procedures

To ensure this occurs within the nursery, including in our outdoor area, we will:

- Provide play equipment and resources which are safe and where applicable, conform to the European Standards for Playground Equipment: EN 1176 and EN 1177, BS EN safety standards or Toy (safety) Regulations (1995)
- Provide a sufficient quantity of equipment and resources for the number of children registered in the nursery
- Provide resources to meet children's individual needs and interests
- Provide resources which promote all areas of children's learning and development
- Select books, equipment and resources which promote positive images of people of all races, cultures, ages, gender and abilities, are non-discriminatory and do not stereotype
- Provide play equipment and resources which promote continuity and progression, provide sufficient challenges and meet the needs and interests of all children
- Store and display resources and equipment where all children can independently choose and select them
- Check all resources and equipment before use to identify any potential risks and again regularly at the beginning of every session and when they are put away at the end of every session. We repair and clean or replace any unsafe, worn out and dirty or damaged equipment whenever required
- Evaluate the effectiveness of the resources including the children's opinions and interests
- Encourage children to respect the equipment and resources and tidy these away when play has finished.
- Carry out risk assessments on equipment and review them regularly to ensure they are suitable.

Environmental Policy

Policy statement

At Littleworld Day Nurseries we wish to support children to learn and foster respect and care for the living and non-living environment. Children are able to develop positive attitudes and values by exploring the world around them and learning how to protect through adult's role modelling this. We promote a holistic, open ended curriculum which explores ideas and help children understand the interdependence between people and the environment by:

- Helping children to explore nature through art and play.
- Supporting children to experience the natural environment through natural materials like wood, stone, and recycled materials.
- Encouraging children to recycle equipment and resources such as paper/cardboard etc.

Procedures

Recyclable items

- We recycle items through Suez who collects fortnightly.
- We recycle materials for art and creative activities and encourage parents to bring in their recycling materials for the same use.

Printing

- Only essential items are printed off and the printer is turned off at night to save on the printing of unwanted items.

Heating and Air Conditioning

- We use heating/air condition units, which is an efficient all electric system, only used to ensure temperatures are maintained to the legal requirements.

Lighting

- Indoor lighting is in use as and when required. No lighting is left on overnight. All outdoor lighting is either on a sensor mode or a timing clock to cover opening and closing times.

Water

- All taps used by the children have an automatic shut off action to ensure minimum water wastage. The water levels in toilets cisterns have been restricted. The kitchen staff have changed their washing of vegetables from running water to a separate sink. They use part running/part water in sink to pre-wash dirty items before using the dishwasher and ensure the stacking trays are full.
- Energy saving wash cycles are used on the washing machine.

We promote working together with all our parents and partners will help our environment to be more sustainable and make it a better place for our future generations to grow up in.

Animals in the setting

(Providers must keep premises and equipment clean, and be aware of, and comply with, requirements of health and safety legislation including hygiene requirements).

EYFS: 3.65

Policy statement

At Littleworld Day Nurseries we recognise that pets can help meet the emotional needs of children and adults. Caring for pets also gives the children the opportunity to learn how to be gentle and responsible for others and supports their learning and development.

Procedures

Animals in the nursery as pets

- A fully documented risk assessment is completed, including considerations for children with any allergies. Suitable housing for the animal or creature is provided and ensure that it is cleaned out regularly and is kept safely.
- All pets are homed appropriately and securely.
- We ensure the correct food is offered at the right times.
- We make arrangements for weekend and holiday care for the animal or creature.
- All vaccinations and other regular health measures, such as de-worming, are up to date and recorded for animals.
- Only staff have responsibility for cleaning out the animals. Protective equipment such as gloves and aprons are used.
- Pets are not allowed near food, dishes, worktops or food preparation areas. Children will wash their hands with soap and water after handling animals and will be encouraged not to place their hands in their mouths while pets are being handled. The staff will explain the importance of this to the children.
- Children will be encouraged to leave their comforters and dummies away from the animals to ensure cross-contamination is limited.

Pets from home

- If a child brings in a pet from home to visit the nursery as a planned activity, parents of all children who will be in contact or in the same area as the pet are informed. We obtain written permission from parents to ensure no child has an allergy or phobia. We complete a full, documented risk assessment prior to the pet visiting and analyse any risks before this type of activity is authorised.
- Pets will not be allowed near food, dishes, worktops or food preparation areas. Children will wash their hands with soap and water after handling animals and will be encouraged not to place their hands in their mouths during the activity. The staff will explain the importance of this to the children.

- Children will be encouraged to leave their comforters and dummies away from the animals to ensure cross-contamination is limited.

Visits to/from places with animals, farm/zoo etc

- A site visit must be made by a senior member of staff before an outing to a farm. We check that the farm is well-managed, that the grounds and public areas are as clean as possible and that suitable first aid arrangements are made. Animals should be prohibited from any outdoor picnic areas.
- We check that the farm has suitable washing facilities, appropriately signposted, with running water, soap and disposable towels or hot air hand dryers. Any portable water taps should be appropriately designed in a suitable area.
- We will ensure that there is an adequate number of adults to supervise the children, taking into account the age and stage of development of the children.
- We will explain to the children that they will not eat or drink or place their hands in their mouths whilst touring the farm because of the risk of infection and explain why.
- The outings procedure is followed.

During the visit

- If children are in contact with, or feeding animals, we will warn them not to place their faces against the animals or put their hands in their own mouths afterward and explain why.
- We will encourage children to leave comforters, for example, soft toys and blankets and dummies either at nursery, in the transport used or in a bag carried by a member of staff to ensure cross-contamination is limited.
- After contact with animals and particularly before eating and drinking, we will ensure all children, staff, parents and volunteers was and dry their hands thoroughly. We will always explain to the children why they need to wash their hands.
- Meals, breaks or snacks will be taken well away from the areas where animals are kept, and children will be told not to eat anything which has fallen on the ground. Any crops produced on the farm will be thoroughly washed in portable water before consumption.
- We will ensure children do not consume unpasteurised produce, for example, milk or cheese.
- Manure or slurry presents a particular risk of infection and children will be told not to touch it. If they do touch it, we will that they thoroughly wash and dry their hands immediately.
- We will ensure all children, staff, parents and volunteers wash their hands thoroughly before departure.
- We will ensure footwear and clothing is as free as possible from faecal material.

Maintaining children's safety and security on premises

EYFS: 3.55, 3.65

Policy statement

We maintain the highest possible security on our premises to ensure that each child is safely cared for during their time with us.

Procedures

Children's personal safety

- All employed staff have been checked for criminal records via an enhanced disclosure through First Advantage Online Disclosure.
- In situations when staff are supervising children on their own when ratio is correct, they are monitored through the CCTV.
- Unfamiliar staff and bank staff are not left on their own with children
- All children are supervised by adults at all times.
- Whenever children are on the premises at least two adults are present.
- We carry out risk assessments to ensure children are not made vulnerable within any part of our nursery, nor by any activity.

Security

- Systems are in place for the safe arrival and departure of children.
- The times of the children's arrivals and departures are recorded.
- The arrival and departure times of adults - staff, volunteers and visitors - are recorded.
- Our systems prevent unauthorised access to our premises.
- Our systems prevent children from leaving our premises unnoticed.
- We only allow access to visitors with prior appointments.
- Our staff check the identity of any person who is not known before they enter the premises.
- We keep front doors and gates locked shut at all times.
- We have installed entry camera at both nurseries and fingerprint access for authorised staff only at the main door in Andover.
- The personal possessions of staff and volunteers are securely stored during sessions.
- Minimal petty cash is kept on the premises.
- We have CCTV directed at the front door to monitor who enters and leaves the building,
- We have CCTV in the Pre-school room, Toddler room, Baby room and baby sleep room to help ensure the safety and well-being of the children.

Supervision of children on outings and visits

EYFS 3.29, 3.66, 3.67

Policy statement

At Littleworld Day Nurseries we offer children a range of local outings including walks and visits off the premises. We believe that planned outings and visits complement and enhance the learning opportunities inside the nursery environment and extend children's experiences. We always seek parents' permission for children to be included prior to the outing.

Procedures

Visits and outings are carefully planned using the following guidelines, whatever the length or destination of the visit:

- A pre-visit checklist, full risk assessment and outings plan will always be carried out by a senior member of staff before the outing to assess the risks or hazards which may arise for the children, and identify steps to be taken to remove, minimise and manage those risks and hazards. We will endeavour to visit the venue prior to the visit. This will ensure that the chosen venue is appropriate for the age, stage and development of the children.
- Permission will always be obtained from parents before taking children off site via famly.
- We provide appropriate staffing levels for outings dependent on an assessment of the safety and the individual needs of the children.
- At least one member of staff will hold a valid and current paediatric first aid certificate and this will be increased where risk assessment of proposed activity deems it necessary.
- A fully stocked first aid box will always be taken on all outings along with any required medication or equipment required.
- Regular headcounts will be carried out throughout the outing. Timings of headcounts will be discussed in full with the nursery manager prior to the outing
- All staff will be easily recognisable by other members of the group; they will wear the nursery uniform and high visibility vests/jackets.
- A fully charged mobile phone will be taken as a means of emergency contact.
- In the event of an accident, staff will assess the situation. If required, the group will return to nursery immediately and parents will be contacted to collect their child. In the event of a serious accident an ambulance will be called at the scene, as well as parents being contacted. One member of staff will accompany the child to the hospital, and the rest of the group will return to the nursery.
- Parents or Carers must not use mobiles phones or any cameras on the outing to take photographs which contain other children. If the parents or carers need to be contacted, then the nursery must be

called where the manager can contact the manager on the outing. Clatford Nursery 01264 353814 Andover Nursery 01264 351833

- Staff take a list of children with them with contact numbers of parents/carers, as well as a copy of our Missing Child Policy.

Risk assessment/outings plan

The full risk assessment and outing plan will be available for parents to see. This plan will include details of:

- The name of the designated person in charge - the outing leader
- The name of the place where the visit will take place
- The estimated time of departure and arrival
- The number of children, age range of children, the ratio of staff to children, children's individual needs and the group size
- The equipment needed for the trip, i.e. first aid kit, mobile phone, coats, safety reins, pushchairs, rucksack, packed lunch etc.
- Staff contact numbers
- Method of transportation and travel arrangements (including the route)
- Financial arrangements
- Emergency procedures
- The name of the designated first aider and the first aid provision
- Links to the child's learning and development needs.

Use of vehicles for outings

- All staff members shall inform parents in advance of any visits or outings involving the transportation of children away from the nursery.
- The arrangements for transporting children will always be carefully planned and where necessary additional people will be recruited to ensure the safety of the children.
- All vehicles used in transporting children are properly licensed, inspected and maintained.
- All vehicles used are fitted to the supplier's instructions with sufficient numbers of safety restraints appropriate to the age/weight of the children carried in the vehicle.
- When we use a minibus, we check that the driver is over 21 years of age and holds a Passenger Carrying Vehicle (PCV) driving licence. This entitles the driver to transport up to 16 passengers
- When children are being transported, we maintain ratios.

When planning a trip or outing using vehicles, records of vehicles and drivers including licenses, MOT certificates and business use insurance are checked. If a vehicle is used for outings the following procedures will be followed:

- Ensure seat belts are used

- Ensure the maximum seating is not exceeded
- All children will be accompanied by a registered member of staff
- No child will be left in a vehicle unattended
- Extra care will be taken when getting into or out of a vehicle
- The vehicle will be equipped with a fire extinguisher and emergency kit containing warning triangle, torch, blankets, wheel changing equipment etc.

Lost children

In the event of a child being lost, the Lost Child Procedure will be followed. Any incidents or accidents will be recorded in writing and Ofsted will be contacted and informed of any incidents.

There may be opportunities for parents to assist on outings. The manager will speak to parents prior to the visit regarding health and safety and code of conduct.

In the event of an emergency (including a terrorist attack)

In the event of an emergency whilst out on a visit, we encourage staff to find a safe haven and remain there until the danger passes. Each outing will have a detailed risk assessment, which covers all these risks and is planned ahead.

This could cover other issues such as extreme weather, emergency (such as an ill or injured child) etc.

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)
- Protection of Children Act (1999)
- Regulation Reform (fire safety order) 2005
- Health and Safety (First Aid) Regulations (1981)
- Reporting of injuries, diseases and dangerous occurrences (RIDDOR) 1995
- Children Act (1998,2004)

Further guidance

- 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)
- Five Steps to Risk Assessment (HSE 2011)
- RIDDOR guidance for reporting form www.hse.gov.uk/riddor
- PHE Guidance on infection control (2014)

The above Health and Safety policies were adopted by Littleworld Day Nurseries Ltd on 12th June 2025.

To be reviewed no later than June 2026