

Little VIPs Health and Safety – General Policy



LOWTHER ENDOWED SCHOOL

& LITTLE VIPs DAY CARE



At Little VIPs Day Care, we provide and maintain safe and healthy working conditions, equipment and systems of work for all employees and a safe early learning environment in which children learn and are cared for.

We aim to develop and promote a strong culture of health, safety and wellbeing throughout the nursery for the benefit of all staff, children, parents and visitors. We provide appropriate information, training and supervision to support this.

We also recognise our responsibility for the health and safety of others who may be affected by our activities.

We regularly monitor our health and safety procedures and practices and ensure that appropriate risk assessments are in place, reviewed regularly and updated where necessary.

The allocation of duties for safety matters and the arrangements we make to implement our health and safety procedures are set out within this policy. We ensure that sufficient resources are available to maintain a safe environment.

Legal Framework

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

- Early Years Foundation Stage (EYFS) Statutory Framework
- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Control of Substances Hazardous to Health Regulations (COSHH)
- Food Information Regulations 2014 (Natasha's Law)
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

We also follow guidance provided by:

- the UK Health Security Agency
- the local health protection unit
- the local authority environmental health department
- the fire authority
- the Health and Safety Executive.

Aims and Objectives

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

To achieve this we will:

- Establish and maintain a safe and healthy environment throughout the nursery, including outdoor spaces
- Establish and maintain safe working practices amongst staff and children
- Minimise risks in connection with the use, handling, storage and transport of hazardous substances
- Ensure the provision of sufficient information, instruction, training and supervision
- Ensure staff receive appropriate health and safety training
- Maintain safe entry and exit routes at all times
- Ensure effective emergency procedures, including fire evacuation procedures, which are practised regularly
- Maintain a safe working environment for pregnant staff or staff returning from maternity leave, including risk assessments

- Maintain a safe environment for those with Special Educational Needs and Disabilities (SEND) and ensure reasonable adjustments are made where possible
- Provide a safe learning environment for students and trainees
- Encourage staff, parents and visitors to report unsafe practices or hazards

Maintaining a Safe Environment

We believe the risks within the nursery environment are generally low. To maintain maximum protection for children, staff and visitors we:

- Ensure all entrances and exits, including fire exits, are clearly identifiable, unobstructed and easily opened from the inside
- Regularly check the premises for structural defects, damaged fixtures, faulty equipment or electrical hazards, taking immediate action where necessary
- Ensure all staff, visitors, parents and children are familiar with fire procedures, and conduct regular fire drills
- Maintain appropriate fire detection, alarm and firefighting equipment, which is tested regularly
- Ensure staff understand procedures to follow in the event of accidents or incidents
- Take all reasonable steps to control the spread of infectious diseases, including appropriate hygiene practices and use of protective equipment
- Provide suitable hygienic nappy changing and toileting facilities
- Operate a no smoking or vaping policy across the nursery premises
- Ensure contractors working on site are authorised, supervised where necessary and comply with the school's health and safety requirements
- Encourage children to manage risks safely, supporting them to develop awareness of safe behaviour
- Ensure electrical equipment is safe, sockets are risk assessed and trailing wires are avoided
- Store all cleaning materials safely and out of children's reach
- Ensure staff wear appropriate protective clothing when preparing or serving food
- Operate as a nut-free setting to reduce allergy risks
- Clearly identify and manage food allergens in line with UK Food Information Regulations, ensuring parents are informed
- Follow our Allergies and Allergic Reactions Policy
- Carry out risk assessments relating to food storage, preparation and hygiene
- Ensure first aid boxes are appropriately stocked and accessible
- Ensure children are supervised at all times
- Take steps to prevent unauthorised persons entering the premises and operate visitor identification procedures
- Ensure students and volunteers are never left unsupervised
- Display or make available information regarding staff holding Paediatric First Aid certificates

Responsibilities

The designated Health and Safety Officer for the nursery is:

- Michelle Clark – Headteacher

The employer, The Governing Body of Lowther Endowed School and Little VIPs Day Care, holds overall responsibility for ensuring this policy is implemented.

In the absence of the Headteacher, responsibility will be delegated to the Nursery Manager Hayley Fassam and Assistant Manager Chrissy Byrne.

All employees have a responsibility to cooperate with management to maintain a safe working environment and to take reasonable care of their own health and safety and that of others.

Failure to follow health and safety procedures may be treated as a disciplinary matter.

Staff must report any health or safety concern immediately to the appropriate person. Parents and visitors are also encouraged to report concerns to staff.

Health and safety matters are discussed through daily communication, staff meetings and health and safety reviews.

Health and Safety Training

Responsibility for monitoring staff training lies with:

- Michelle Clark – Headteacher

Health and safety forms part of all staff induction programmes.

Training includes areas such as:

- Paediatric First Aid
- Safeguarding and Child Protection
- Baby care
- Risk assessments
- Fire safety procedures
- Fire extinguisher use
- Food hygiene
- Allergy awareness
- Manual handling
- Stress awareness and wellbeing
- Nappy changing procedures
- Fire marshal training
- Medication administration (e.g. EpiPen)
- SENDCo training
- Supervision and appraisal training

Paediatric First Aid Requirements

All Nursery staff hold a full Paediatric First Aid (PFA) certificate and a PFA trained member of staff must accompany children on outings.

The certificate must:

- be a full 12-hour course
- meet EYFS criteria
- be renewed every three years

Staff who completed Level 2 or Level 3 early years qualifications after 30 June 2016 must obtain PFA or Emergency PFA within three months of starting work.

Health and Safety Arrangements

All staff share responsibility for health and safety.

Risk assessments are undertaken for:

- nursery rooms and activities
- outdoor areas
- equipment and resources
- cleaning substances
- legionella management
- lone working
- manual handling

Risk assessments are reviewed regularly and whenever circumstances change.

Daily safety checks are carried out before children access areas or equipment.

Any unsafe areas are made safe or removed from use immediately, and management is informed.

We also:

- provide appropriate facilities for children, staff and visitors
- follow COSHH guidance
- manage risks related to water systems and legionella
- review accident and incident records to identify patterns
- regularly review health and safety procedures

Monitoring and Review

Health and safety practices are monitored continuously and formally reviewed at least every six months or when circumstances change.

Staff and parents may contribute feedback through discussions, meetings or communications via Family App.

Policy Review

This policy was adopted on	Signed on behalf of the nursery	Date for review
April 2026	Hayley Fassam – Nursery Manager	April 2027