Springboard Sunderland Trust

Springboard Nursery

Health and Safety and Risk Assessment

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Health and Safety and Risk Assessment	
Category:	Springboard Nursery
Responsible Person:	Jane Waggott
Accountable Person:	Marie Hunter
Date of First Issue:	November 2015
Next Review Date:	10/08/2027

Policy statement:

Springboard Nursery believes that the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, parents, staff and volunteers by assessing and minimizing the hazards and risks to enable children to thrive in a healthy and safe environment.

Health and safety in nursery is extremely important due to the particularly vulnerable nature of early years pupils. All employers, managers or owners are legally required to make sure nursery children and staff are protected so far as 'reasonably practicable' from the hazards of being and working in a nursery

Health and safety law. The Health and Safety at Work Act 1974 says that employers are responsible for making sure that all their employees are safe at work and are protected from possible dangers to their health. This includes making sure that the job and the work environment are safe and has no health risks.

- We aim to make children, parents and staff 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.
- To provide adequate control of the health and safety risks arising from our work activities.
- To consult with our employees on matters affecting their health and safety.
- To provide and maintain safe premises and equipment.
- To ensure safe handling and use of substances.
- To provide information, instruction, and supervision for employees.
- To ensure all employees are competent to do their tasks, and to give them adequate training
- To prevent accidents and cases of work-related ill health.
- To maintain safe and healthy working conditions.
- To review and revise this policy as necessary at regular intervals.

This policy operates in accordance with:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Control of Substances Hazardous to Health Regulations (COSHH) 2002
- Regulatory Reform (Fire Safety) Order 2005
- Early Years Foundation Stage (EYFS) Statutory Framework
- Working Together to Safeguard Children
- Keeping Children Safe in Education (where applicable)
- Food Safety Act 1990 and associated regulations
- Equality Act 2010

Responsibilities

1. The nursery has a Designated Safeguarding Lead (DSL) and Deputy DSL(s)
2. Overall and final responsibility for health and safety within Springboard is that of Steve Reay – Springboards Chief Executive
3. Day-to-day responsibility for ensuring this policy is put into practice is delegated to Jane Waggott/ Marie Hunter (Nursery Managers), Gemma Dunn (Deputy Manager) and Carl Fox (Health and Safety Manager)
4. To ensure health and safety standards are maintained / improved, the following people have the responsibility in the following areas

Name	Responsibility
Jane Waggott/Marie Hunter	Nursery Environment
Gemma Dunn	Nursery Environment
Steve Reay	Wider Springboard
Carl Fox	Wider Springboard

5. All employees have to:
   - Co-operate with managers / owners on health and safety matters.
   - Not to interfere with anything provided to safeguard their health and safety.
   - Take reasonable care of their own health and safety.
   - Report all health and safety concerns to an appropriate person (as detailed in this policy statement)

Health and Safety risks arising from our work activities

Risk Assessments – Also see additional Risk assessment file

At Springboard Nursery our risk assessment process covers adults and children. We maintain lists of health and safety issues, which are checked before the session begins as well as those that, are checked on a weekly and termly basis when a full risk assessment is carried out.

Springboard Nursery follows the 5 steps approach of risk assessment to identify aspects of the environment that need to be checked on a regular basis. The process follows the five steps below:

Step 1 Identify the hazards.

Step 2 Decide who might be harmed and how.

Step 3 Evaluate the risks and decide on precautions.

Step 4 Record your findings and implement them.

Step 5 Review your assessment and update if necessary.

- Risk assessments will be undertaken by all members of staff.
- The findings of the risk assessments will be reported to Jane Waggott, Marie Hunter, Gemma Dunn, Carl Fox and Steve Reay
- Action required to remove/control risks will be approved by Steve Reay, Carl Fox and Jane Waggott/Marie Hunter
- Steve Reay will be responsible for ensuring the action required is implemented
- Jane Waggott, Marie Hunter, Gemma Dunn, Carl Fox and Steve Reay will check that the implemented actions have removed/reduced the risks
- Risk assessments: continue six-monthly and following significant changes, accidents, incidents, environmental changes or legislative updates.

Consultation with employees

Employee representative(s) are

Jane Waggott and Marie Hunter- Nursery Managers, COSHH assessments, Risk Assessments

Gemma Dunn – Deputy Manager

Fred Wood – Springboard Fire Marshall

Carl Fox- Health and Safety Manager

Steve Reay – Chief Executive Officer

Consultation with employees is provided by – Springboard Sunderland Trust

Safe equipment

All staff members are responsible for identifying all equipment needing maintenance and ensure inspection and maintenance guidelines for outdoor play equipment below are followed.

Inspection and Maintenance Guidelines for Outdoor Play Equipment

In accordance with European Standards BS EN1176 our outdoor play equipment will be inspected and maintained at the following 3 levels:

Level 1 checks

Level 1 checks will be carried out on a daily or pre-use basis. Such checks will consist of a brief visual inspection of the equipment and surrounding area.

Level 2 checks

A more thorough check of the equipment will be carried out every term and this will be recorded.

Level 3 checks

The equipment will be inspected on an annual basis and certified by a competent person capable of inspecting to European Standards BS EN 1176 and BS EN 1177. This check will be formally recorded, and records kept. Where the competent person identifies safety deficiencies they will be rectified immediately. Where deficiencies are identified regarding European Standards, we will endeavour to bring the equipment up to these standards within the medium to long term.

Any Problems found with equipment should be reported to either, Jane Waggott, Marie Hunter Gemma Dunn, Carl Fox and Steve Reay. They will be responsible for ensuring effective maintenance procedures are drawn up and ensuring that all identified maintenance is implemented.

Jane Waggott, Marie Hunter and Gemma Dunn will check that new equipment meets health and safety standards before it is purchased.

Windows

- Low level windows are made from materials that prevent accidental breakage or are made safe.
- Windows are protected from accidental breakage or vandalism from people outside the building.

Doors

- We take precautions to prevent children's fingers from being trapped in doors by using door finger guards.

Floors

- All surfaces are checked daily to ensure they are clean and not uneven or damaged.

Kitchen

- Children do not have unsupervised access to the kitchen.
- All surfaces are clean and non-porous.
- There are separate facilities for hand-washing and for washing up.
- Cleaning materials and other dangerous materials are stored out of children's reach.
- When children take part in cooking activities, they:
    - are supervised at all times;
    - are kept away from hot surfaces and hot water; and
    - do not have unsupervised access to electrical equipment.

Electrical/gas equipment

- All electrical / gas equipment conforms to safety requirements and is checked regularly.
- Our boiler/electrical switchgear/meter cupboard is not accessible to the children.
- Fires, heaters, electric sockets, wires and leads are properly guarded, and the children are taught not to touch them.
- There are sufficient sockets to prevent overloading.
- The temperature of hot water is controlled to prevent scalds.
- Lighting and ventilation are adequate in all areas including storage areas.

Storage

- All resources and materials from which children select are stored safely.
- All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

Outdoor area

- Our outdoor area is securely fenced.
- Our outdoor area is checked for safety and cleared of rubbish before it is used.
- Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides.
- Where water can form a pool on equipment, it is emptied before children start playing outside.
- All outdoor activities are supervised at all times.

Activities and resources

- Before purchase or loan, equipment and resources are checked to ensure that they are safe for the ages and stages of the children currently attending the setting.
- The layout of play equipment allows adults and children to move safely and freely between activities.
- All equipment is regularly checked for cleanliness and safety and any dangerous items are repaired or discarded.
- All materials - including paint and glue - are non-toxic.
- Sand is clean and suitable for children's play.
- Physical play is constantly supervised.
- Children are taught to handle and store tools safely.
- Children who are sleeping are checked regularly.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.
- All faulty equipment is removed from use and is repaired. If it cannot be repaired it is discarded.
- Large pieces of equipment are discarded only with the consent of the Manager and the Chief Executive Officer

Children's Sleep Procedures

Safe sleep practices are followed in accordance with current EYFS guidance.

- Children sleeping in the setting are monitored regularly and sleep environments are kept free from hazards. Staff follow safer sleep guidance and maintain appropriate records.

Digital Safety and Screen Use

Digital devices and screen use:

The nursery recognises the importance of balanced and developmentally appropriate screen use. Any screen-based activities will:

- Have a clear educational purpose.
- Be age appropriate.
- Be supervised by staff.
- Not replace active play, interaction or learning experiences.
- The nursery will have regard to current government guidance on screen use in early years settings.

Animals

- Animals visiting the setting are free from disease and safe to be with children, and do not pose a health risk.
- Our setting's pets are free from disease, safe to be with children, and do not pose a health risk.
- Children wash their hands after contact with animals.
- Outdoor footwear worn to visit farms are cleaned of mud and debris and should not be worn indoors.
- No dogs are allowed onsite at any time.
    - Banned dog breeds (meaning dogs to which section 1 of Dangerous Dogs Act 1991 applies including XL Bully type) must not be kept or present on the premises at any time.

Hygiene

- We regularly seek information from the Environmental Health Department and Health Authority to ensure that we keep up to date with the latest recommendations.
- Our daily routines encourage the children to learn about personal hygiene.
- We have a daily cleaning routine for the setting, which includes a DBS checked employed cleaner/ caretaker of Springboard Sunderland trust.
- We have a schedule for cleaning resources and equipment, dressing up clothes and furnishings.
- The toilet area has a high standard of hygiene including hand washing and drying facilities and the disposal of nappies.
- We implement good hygiene practices by:
    - Cleaning tables between activities
    - Cleaning toilets regularly
    - Wearing protective clothing – such as aprons and disposable gloves – as appropriate
    - Provide sets of clean clothes
    - Providing tissues and wipes

Safety of adults

- Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.
- When adults need to reach up to store equipment or to change light bulbs they are provided with safe equipment to do so.
- All warning signs are clear and in appropriate languages.
- Adults do not remain in the building on their own or leave on their own after dark.

Safe handling and use of substances COSHH

- Jane Waggott and Marie Hunter is responsible for identifying all substances which need a COSHH assessment and carrying out COSHH assessments. (See COSHH assessment file)
- Jane Waggott, Marie Hunter and Gemma Dunn will be responsible for ensuring that all actions identified in the assessment are implemented.
- Jane Waggott and Marie Hunter will be responsible for ensuring all employees are informed about the COSHH assessments
- Jane Waggott and Marie Hunter will check that new substances can be used safely before they are purchased
- Assessments will be reviewed annually or when the work activities changes, whichever is soonest.

Information, instruction and supervision

All recruitment processes will follow Springboard's Safer Recruitment procedures.

The nursery will:

- Obtain references before employment commences.
- Verify employment history and qualifications.
- Complete enhanced DBS checks.
- Ensure individuals are not left unsupervised with children until suitability checks are complete.

- At Springboard Nursery our induction training for staff and volunteers includes a clear explanation of health and safety issues so that all adults are able to 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 safe lifting and the storage of potentially dangerous substances.
- Records are kept of these induction training sessions and new staff and volunteers are asked to sign the records to confirm that they have taken part.
- Health and safety issues are explained to the parents of new children so that they understand the part played by these issues in the daily life of the setting.

- As necessary, health and safety training is included in the annual training plans of staff, and health and safety is discussed regularly at staff meetings.
- We operate a no smoking policy / no vaping policy.
- Children are made aware of health and safety issues through discussions, planned activities and routines.
- The Health and Safety Law Posters are displayed in the Nursery entrance and in Reception areas. They are issued by Health and Safety Executive
- Health and Safety advice is available from Carl Fox, Steve Reay and The Health and Safety Executive
- Supervision of young workers / trainees will be arranged /undertaken / monitored by Jane Waggott, Gemma Dunn and Trainees Assessors
- Jane Waggott, Marie Hunter and Gemma Dunn and Keith Miller are responsible for ensuring that our employees working at locations under the control of other employers are given relevant health and safety information.

Competency for tasks and training

Induction training will be provided for all employees by Jane Waggott, Keith Miller, Lisa Greggory and Steve Reay

Job-specific training will be provided by

Sunderland City Council, Sunderland Safeguarding Children's Board (SSCB), Together for Children and Springboard Sunderland Rose Health and Safety ltd

Specific jobs requiring special training are

- Safeguarding Children	- Fire Warden
- Paediatric First Aid	- Manual Handling
- First Aid at work	
- Food Hygiene	
- COSHH	

- Training records are kept In individual CPD files within the office and by Jane Waggott and Marie Hunter (Nursery Managers)
- Training will be identified, arranged and monitored by Jane Waggott and Marie Hunter and all staff within reviews
- Training records will be maintained and monitored to ensure certification remains current.

Accidents, first aid and work-related ill health

- The nursery will maintain records of all reportable incidents, dangerous occurrences, occupational diseases and over-seven-day injuries and submit reports within required

timescales. Child protection matters or behavioural incidents between children are NOT regarded as incidents and there are separate procedures for this.

- All reportable incidents will be reported in accordance with current HSE RIDDOR guidance.
- Springboard Nursery accident book is accessible to all staff and volunteers, who know how to complete it, is reviewed at least half termly to identify any potential or actual hazards. The accident book is signed by parents on the same day or as soon as practically possible
- Ofsted is notified of any injury requiring treatment by a general practitioner or hospital doctor, or the death of a child or adult (We follow Ofsted's guidance to what is reportable or not).
- The sickness of staff and their involvement in accidents is recorded. The records are reviewed termly to identify any issues that need to be addressed.
    - The nursery will follow up all unexplained and prolonged absences promptly
- We keep a record of all substances that may be hazardous to health - such as cleaning chemicals, or gardening chemicals if used. This states what the risks are and what to do if they have contact with eyes or skin or are ingested. It also states where they are stored.
- We keep all cleaning chemicals in their original containers.
- The first-aid box is kept in the Nursery Kitchen
- The following people have a current paediatric first aid certificate-Jane Waggott, Gemma Dunn, Sandra Bolton, Shelly Gooch, Paige Pemberton, Ellie-May Lumsden and other staff members are booked on to First Aid courses in Autumn Term 2025.
- All accidents and cases of work-related ill health are to be recorded in the accident book.
- The book is kept in the main reception unit 1 by Admin Staff
- Jane Waggott, Marie Hunter, Gemma Dunn, Carl Fox and Steve Reay are responsible for reporting accidents, diseases and dangerous occurrences to the enforcing Authority (HSE or your local authority depending upon where you work)
- The nursery will ensure that sufficient staff with current Paediatric First Aid certification are available at all times, including outings, in accordance with EYFS requirements.

Monitoring

- To check our working conditions, and ensure our safe working practices are being followed, we will carry out daily risk assessments
- Jane Waggott, Marie Hunter, Carl Fox and Steve Reay are responsible for investigating accidents.
- Jane Waggott, Marie Hunter and Steve Reay are responsible for investigating work-related causes of sickness absences, and acting on investigation findings to prevent a recurrence.

Emergency procedures / Critical Incidents

The health, safety and welfare of all our children, staff and visitors at Springboard's Nursery is of paramount importance, we have the following procedures in place to ensure the nursery is able to operate effectively should any of the following incidents occur

Fire- please refer to the fire safety / emergency evacuation policy.

Flood

There is always a danger of flooding from adverse weather conditions. If flooding occurs during the nursery day, the Manager/ Deputy Manager will make a decision based on the severity and location of the flood, and it may be deemed necessary to follow the fire evacuation procedure, In this instance children will be kept safe and parent/carers will be notified.

Bomb threat

If the nursery should receive a bomb threat, the person taking the call must record all the details given over the phone as soon as possible and raise the alarm as soon as the phone call is terminated. The management will follow the fire evacuation procedure to ensure the safety of all on the premises and will provide as much detail to the emergency services as possible. (please refer to fire safety / emergency evacuation policy)

Terrorist attack

The nursery will follow current advice issued by the UK Government, Counter Terrorism Policing and emergency services regarding terrorism and major incidents.

https://www.gov.uk/government/publication/stay-safe-film

Intruder/missing children See our policy 'for the collection of children, uncollected children and missing children policy'

Other incidents

All incidents will be managed by the manager and all staff will co-operate with any emergency services on the scene. Any other incident that requires evacuation will follow the fire procedure other incidents will be dealt with on an individual basis taking in to affect the health, safety and welfare of the children, staff, and visitor's in the nursery.

ALWAYS REMEMBER: Remain calm at all times and give the children reassurance.

This policy was adopted at	Springboard Nursery
Date:	04/08/2022
Date to be reviewed	10/08/2027
Signed by the manager	JWaggott
Signed by the signatory	SReay
Name of signatory	Steve Reay

Role of signatory	Chief Executive