



## **Health and Safety Policy**

**Version 5**

**This policy and associated procedures are applicable  
to all Minibugs Nurseries sites**

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## 1. Aim of the Policy

Minibugs Nurseries Ltd believes that the health and safety of children is of paramount importance. We make our setting a safe and healthy environment for children, parents/carers, staff, and volunteers by having robust procedural measures in place and necessary resources available. Ensuring the health and safety of everyone who enters our settings is at the heart of what we do, and safety for all runs through all of our organisation in policies, training and actions.

he allocation of duties for safety matters and the particular arrangements we make to implement our health and safety procedures are set out within this policy.

### 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 the Management of the Health and Safety at Work Act 1999 and Control of Substances Hazardous to Health Regulation (COSHH)
- Any guidance provided by Public Health England, the local health protection unit, the Local Authority, fire authority, Ofsted or the Health and Safety Executive

### Aim

We aim to make children, parents/carers, and staff aware of health and safety issues and to minimise the hazards and risks to enable the children and our employees, to thrive in a healthy and safe environment.

Minibugs Nurseries will:

- Establish and maintain a safe, caring, healthy and educational environment throughout the nursery.
- Establish and maintain safe working practices amongst staff members.
- Appoint a person within each nursery setting with designated Health and Safety responsibilities.
- Consult with our employees on matters affecting their health and safety
- Ensure safe handling and use of any substances and provide a COSHH (Control Of Substances Hazardous to Health) list that is relevant to the products in use. This list will be reviewed and updated as required.
- Provide staff members with information and training in relevant aspects of Health and Safety, including undertaking risk assessments and the identification of potential hazards.
- Implement emergency procedures for the safe evacuation of the nursery setting in the event of fire or other emergency situations and subsequently practice this procedure on a regular basis to enable the safe and speedy evacuation of the nursery.
- Provide high levels of cleanliness and hygiene throughout the nursery setting.
- Provide resources to enable staff members, children, and parents to take reasonable action to control the spread of infection.

- Take reasonable steps to ensure that staff members wear the Personal Protective Equipment (aprons and gloves) provided for specific tasks.
- Provide welfare facilities for staff members.
- 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 apprentices to learn in.
- Review and revise this policy annually.

A breach of health and safety procedures by a staff member may constitute misconduct and may be dealt with as a disciplinary matter.

## 2. Responsibilities for Health and Safety

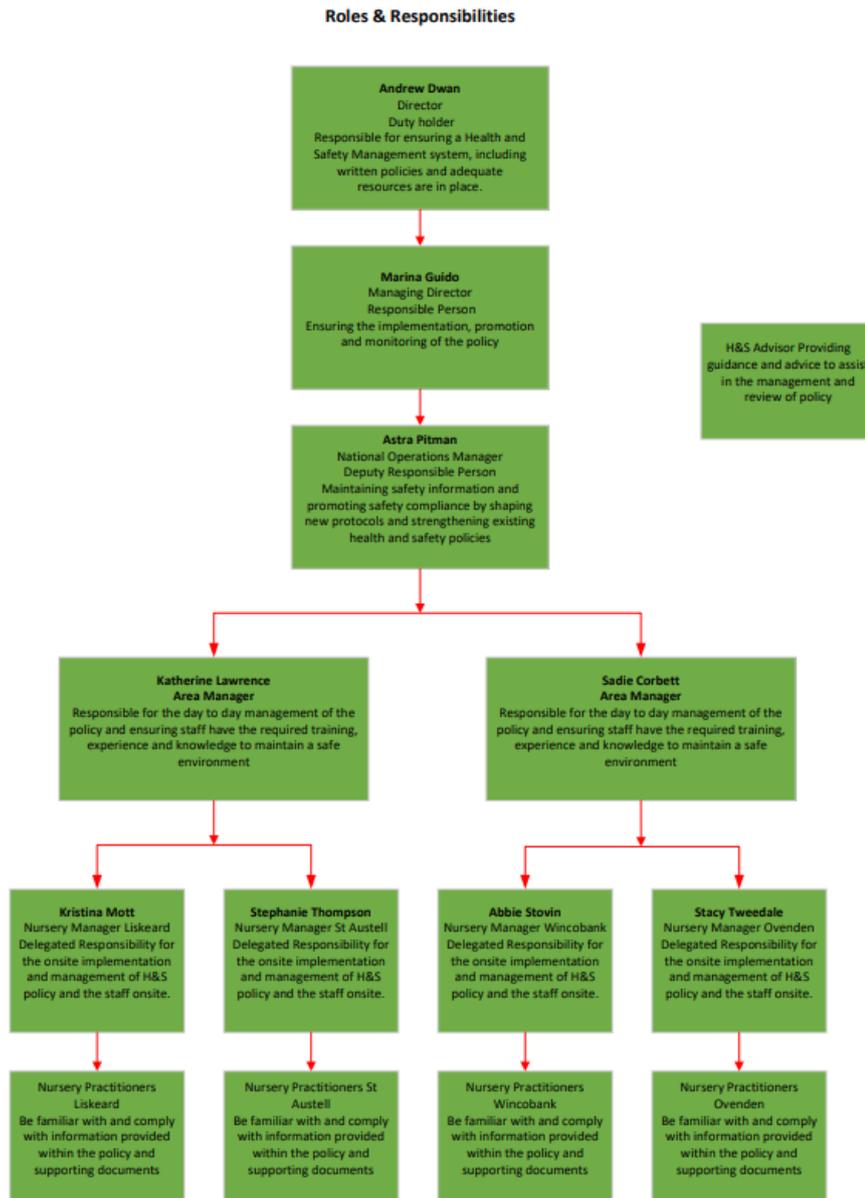
It is the responsibility of all members of staff to ensure that health and safety regulations are adhered to and that the health and safety of the children and other members of staff are not compromised in any way.

All employees should:

- co-operate with Area Managers and managers on health and safety matters;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to an appropriate person (as detailed below).

It is the day-to-day responsibility of the Nursery Manager with the support of the Operations Team to ensure that the health and safety of the setting as a whole, remains within legislative requirements and that the health and safety of all setting users, including children, staff and parents and carers is not compromised in any way. These individuals are competent to carry out these responsibilities. They have undertaken health and safety training and regularly update their knowledge and understanding. We also display the necessary health and safety poster in the Nursery.

The members of staff responsible for health and safety are:



### 3. Methods and arrangements for health and safety

In order to ensure the nursery maintains a high standard of health and safety relevant Minibugs policies and procedures and documents have been developed, and are communicated to appropriate staff members and are fully adhered to.. The list below is not exhaustive and is under continual review for current, accuracy and deliverability.

These policies, procedures and documents are kept within the Nursery Managers office and are freely available should you require them. further information.

In addition to the suite of policies, procedures and documents the additional measures are also in place.

### **3.1. Insurance cover**

Minibugs has public liability insurance and employers' liability insurance. The certificate for public liability insurance is clearly displayed for all visitors to see in the nursery entrance/ reception area.

### **3.2. Awareness raising**

The following form part of our day-to-day health and safety activities which all staff must adhere to:

- Induction training for staff and volunteers includes clear explanation of health and safety issues so that all adults are able to adhere to our policy and understand their shared responsibility for health and safety. The induction training covers safe working practices and procedures, matters of employee well-being, including safe lifting and the storage of potentially dangerous substances.
- Area Managers walk through of all settings is expected so that all staff can highlight and rectify any potential or actual health and safety issues or occurrences.
- 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 and read all nursery policies.
- Health and safety is discussed at all formal staff meetings as a standing agenda item.
- The Operations Team will be responsible for reviewing and auditing the health and safety training. In carrying out the review, particular attention will be paid to persons whose role has changed, possibly due to a change in their scope of work, or possibly due to legislation. Employees taking on additional responsibility may need additional training. Training records are maintained by the HR support team and Nursery Managers within each individual employee's personnel record.
- We have a no smoking policy.
- Children are made aware of health and safety issues through discussions, planned activities, and routines. We use our Minibugs health and safeguarding mascot 'Doty' to help to deliver these messages so children in our care at each age range understand key health, safety, wellbeing, and safeguarding issues.

### **3.3. 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, they are provided with safe equipment to do so.
- All warning signs are clear and in appropriate languages.
- Lone working is subject to a risk assessment.
- The sickness of staff and their involvement in accidents is recorded. The records are reviewed regularly to identify any issues that need to be addressed.
- Uniform and PPE is provided to all staff as necessary.

- We keep a record of all substances that may be hazardous to health - such as cleaning chemicals, or gardening chemicals if used. These state what the risks are and what to do if they have contact with eyes or skin or are ingested.
- We keep all cleaning chemicals in clearly labelled containers.
- PPE for the use of COSHH chemicals is kept appropriately.
- When purchasing substances, the first consideration will be that, where possible, the least hazardous products will be used. All substances will be kept in a secure area away from direct access from children's play area. Workplace precautions shall follow the HSE hierarchy of control with PPE being the last resort.

The workplace precautions will be implemented as identified by the risk assessments and the Nursery Manager will enforce the use of the precautions.

### **3.4. Children's safety**

- We ensure the criminal history of all staff employed has been checked by an enhanced DBS and adhere to all required safer recruitment practices.
- All children are supervised by appropriate members of staff at all times.
- Whenever children are on the premises at least two members of staff must be present.
- We comply with Statutory requirements regarding ratios of staff to children.
- Please refer to our suite of Safeguarding Policies for further information.

### **3.5. Security**

The safety and security of the children, parents, carers and staff are paramount to the running of the setting. A secure entry supervisory system is in place to ensure that only persons with a legitimate reason for being on the premises have access.

See Minibugs Nurseries 'Arrival, Collection and Visitors policy for further information.

### **3.6. Activities and resources**

- Before using equipment and resources, they are checked to ensure that they are safe for the ages and stages of the children attending the setting.
- The layout of play equipment allows adults and children to move safely and freely between activities and minimises potential supervision blind spots.
- All equipment is regularly checked for cleanliness and safety and any dangerous or faulty items are repaired or discarded.
- All materials, including paint and glue, are non-toxic.
- Sand is clean and suitable for children's play and is inspected on a regular basis.
- Physical play is constantly supervised.
- Children who are sleeping are checked every 10 minutes.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow. Our health and safeguarding mascot 'Dotty' supports the delivery of these messages.

### 3.7. Hygiene

- We regularly seek information from the Environmental Health Department and the Local 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 playroom(s), kitchen, rest area, toilets and nappy changing areas.
- 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.
- Refer to Minibugs cleaning regimes for the nursery setting and the Daily Care Routines policy for further information.

#### 3.7.1. Welfare Facilities

The following has been provided, as minimum facilities, at all premises:

- Facilities for warming food and boiling water for drinks.
- Toilets with facilities for washing
- An adequate supply of fresh drinking water

### 3.8. Premises

#### 3.8.1. Kitchen

- Children do not have 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 and securely.
- When children take part in cooking activities, they:
  - are supervised at all times;
  - are kept away from hot surfaces and hot water;
  - do not have unsupervised access to electrical equipment.

#### 3.8.2. Windows

- Low level windows are made from materials that prevent accidental breakage or are made safe.
- Windows above the ground floor are secured so that children cannot climb through them.

#### 3.8.3. Doors

- We take precautions to prevent children's fingers from being trapped in doors.
- Doors include vision panels where possible to allow for better supervision throughout the setting.

#### **3.8.4. Floors**

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

#### **3.8.5. 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.

#### **3.8.6. Outdoor play area**

- Our outdoor play area is securely fenced.
- Our outdoor play area is checked for safety and cleared of rubbish before it is used, a checklist is completed each morning.
- In circumstances of any outdoor play away from the nursery setting 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.
- Our outdoor sand pit is secure when not in use and is cleaned regularly.
- All outdoor activities are supervised at all times by adults and CCTV.
- We conduct a site safety and maintenance check of our boundary fencing and gates, at a minimum, on a quarterly basis.

### **3.9. Equipment**

#### **3.9.1. DSE**

Written assessments to check compliance with the Health and Safety (Display Screen Equipment) Regulations 1992, will be carried out by a competent person and thereafter repeated every two years for each user.

#### **3.9.2. Interactive ICT Equipment for Learning and Development**

- The use of interactive electronic equipment is increasing within nurseries. Generally, these devices are covered by DSE regulations but the types and associated hazards vary with the specific equipment and the nature of the usage. This equipment is mainly used by nursery staff. On occasions where ICT equipment is used by children, nursery staff will supervise and any associated hazards will be covered by the activity risk assessment which will take into account if children are required to wear glasses etc. As general guidance, usage should be for short intervals.

#### **3.9.3. Electricity/ Gas equipment**

- All electrical/gas equipment conforms to safety requirements and is checked regularly.
- 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 is adequate in all areas including storage areas.

- Boilers and appliances are serviced annually by a Gas Safe Registered Engineer. Records are kept in the Buildings Register file which is kept on site and also by our appointed estate management partners.

A competent contractor has been appointed at each Minibugs nursery setting to undertake all electrical and gas maintenance works. All pre-planned maintenance and any reactive maintenance works are recorded in site maintenance files at each nursery setting.

#### **3.9.4. Portable Electrical Equipment**

All portable electrical appliances will be fully tested every year by a competent person with the necessary training and skills required. Further to this a visual inspection will take place prior to use and a portable appliance register will be utilised to record inspections and will be kept at the Nursery site.

#### **3.9.5. Work Equipment**

All work equipment will be inspected on a regular basis.

Records of which shall be maintained by the appointed nursery setting estates management team in the site maintenance files located in the Nursery Managers office.

#### **3.9.6. Legionella**

Minibugs Nurseries has a duty to appoint a person to be managerially responsible for preventing and controlling the risk of legionella. The duty holder has delegated this responsibility to a competent nominated individual within the estates management partner for the monitoring of legionella testing.

### **3.10. General Health and Safety Procedures**

#### **3.10.1.PPE**

A standard issue of PPE will be provided to all employees where identified as being required by Minibugs Policies and Procedures.

#### **3.10.2.Permits to Work**

Permits to Work are issued and managed by the appointed estate management provider for such tasks as, Roof Work, Hot Work, Confined Space or any High Risk activity.

#### **3.10.3.H&S Inspections**

The Health and Safety Adviser will conduct an annual review of Health and Safety practices. This inspection is aimed at identifying management actions that will lead to improved health and safety performance and recommendations will be provided to the Duty Holder and Responsible Person.

#### **3.10.4.External H&S Inspections**

If an investigation by a Health and Safety Executive (HSE) Inspector is required, MBL will co-operate fully.

#### **3.10.5.Manual Handling**

Manual handling operations will be avoided, so far, as is reasonably practicable where there is a risk of injury. Where it is not possible to avoid manual handling operations, an assessment of the operation will be made taking into account the task, the load, the working environment and the capability of the individual concerned and reasonable steps will be taken to reduce the risk of injury.

### **3.10.6. Working at Heights**

No working at height is permitted for Minibugs Nurseries staff. The appointed FM contractor will provide site specific risk assessments for any working at height task they complete.

### **3.10.7. Safety Signs and Signals Regulations**

Under the Safety Signs and Signals Regulations 1996, where a risk assessment indicates that, having adopted all appropriate precautions, risks cannot be adequately controlled except by the provision of appropriate safety signs, then such signs must be provided.

Appropriate signs are displayed and are easy to follow.

A Health and Safety information notice board is provided and will display relevant information for staff and parents.

### **3.10.8. No Smoking Policy**

Minibugs Nurseries operates a strict no smoking policy. See Minibugs No Smoking Policy for further information.

### **3.10.9. Asbestos**

Minibugs Nurseries has a legal duty to its employees in preventing or reducing the risk of exposure to asbestos under the Control of Asbestos Regulations 2012 (CAR). This duty requires the employer to manage the risk from asbestos.

No Minibugs site contains asbestos in any form.

## **4. Monitoring of Compliance**

This policy will be reviewed annually by the Duty Holder.

Monitoring of the implementation of this policy will be undertaken by the Responsible Person on a regular basis.

Such monitoring will be underpinned by an annual health and safety audit completed by the Health and Safety Advisor with findings reported to the Responsible Person and Deputy responsible for the site.

### **4.1. Contact Details**

#### **Duty Holder**

Andrew Dwan, Director

Minibugs Nurseries Limited, Building 1000, Kings Reach. Stockport SK 4 2HD

T: 0161 831 9722

#### **Responsible Person**

Registered Person

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