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## 20 Health and Safety Policy

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### 20.1 Health and Safety Policy: Aims and Intent

Milland Valley Nursery School Ltd believes that the health and safety of children is of paramount importance. We make our nursery a safe and healthy place for children, parents, staff and volunteers.

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.

### 20.2 Health and Safety Policy: Policy Methods

The member of staff responsible for health and safety is Jo Mealey. She is competent to carry out these responsibilities. She has undertaken health and safety training and regularly updates her knowledge and understanding.

### 20.3 Health and Safety Policy: Risk Assessments

Our risk assessment process includes all reasonably practicable actions:

- Checking for hazards and risks indoors and outside, and in our activities and procedures. Our assessment covers both children and adults.
- Deciding which areas need attention, and developing an action plan which specifies the action required, the timescales for action, the person responsible for the action and any funding required.
- We maintain lists of health and safety issues as they arise and take appropriate action to ensure safety of staff and children. This will be recorded in our health and safety folder and any action that has been taken.



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- Risk assessments for the nursery are stored in the health and safety folder.
- We report any issues regarding the building or outside areas to the correct people. If unsafe, the areas will be of limits or where necessary the nursery will take action and close

## 20.4 Health and Safety Policy: Insurance

We have public liability insurance and employers liability insurance. The certificate is displayed on the notice board in the foyer.

## 20.5 Health and Safety Policy: Awareness Raising

Our induction training for staff and volunteers includes a clear explanation of health and safety issues so that all adults can adhere to our policy and 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.

Health and safety issues are explained to the parents of new children so that they understand the part they play in the daily life of the nursery.

As reasonably practicable, health and safety training is included in the annual training plans for staff and health and safety is discussed regularly at staff meetings.

We have a no smoking policy.

Children are made aware of health and safety issues through discussions, planned activities and routines.

## 20.6 Health and Safety Policy: Children's Safety

Only persons who have been checked for criminal records by an enhanced disclosure from the Disclosure Barring Service and are deemed trusted and suitable have unsupervised access to the children, including helping them with toileting. Adults do not normally supervise children on their own. Adults supervise all children at all times. Whenever children are on the premises at least two adults are present.



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## 20.7 Health and Safety Policy: Security

Systems are in place for the safe arrival and departure of children.

Children and Staff, bank staff and work experience students are registered twice daily.

Visitors are signed in/out of the building on arrival and departure.

Collection forms are used to prevent non-authorised collection of children.

On arrival and departure the door is manned by a member of staff who will keep hold of keys. The door will be closed and locked between collections.

During the day, both main doors will be locked and a door bell will be used.

Double Fences are used around the patio area to form a perimeter around the patio doors.

## 20.8 Health and Safety Policy: Windows

Low-level windows are made from materials, which prevent accidental breakage or are made safe.

## 20.9 Health and Safety Policy: Doors

We take precautions to prevent children's fingers from being trapped in doors.

## 20.10 Health and Safety Policy: Floors

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

## 20.11 Health and Safety Policy: Electrical and Gas

All electrical/gas equipment conforms to safety requirements and is checked regularly by the Memorial Hall.

Boiler/electrical switchgear/meter cupboard is not accessible to the children.



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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.

## 20.12 Health and Safety Policy: Kitchen

Children do not have unsupervised access to the kitchen.

The kitchen is fenced off.

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 in a locked cupboard.

We have separate cleaning supplies and clothes to the Memorial Hall and coloured cloths for different uses.

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.

When the cooker is in use the sliding door into the kitten will remain closed.

## 20.13 Health and Safety Policy: Storage

All resources and materials which children select are stored safely.

All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.



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The step or ladders will be used to reach higher shelves and will be used appropriately and safely in line with health and safety and risk assessments.

## 20.14 Health and Safety Policy: Outdoor Area

All reasonably practicable actions regarding our outdoor area are carried out for safety and cleared off rubbish before it is used. Any concerns will be recorded.

Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides. All outdoor activities are supervised at all times.

## 20.15 Health and Safety Policy: Hygiene

We regularly seek information from the Environmental Health Department and the 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 nursery, which includes kitchen, toilets and nappy changing areas.

Resources and equipment, dressing up clothes and furnishings are cleaned regularly. The toilet area has a high standard of hygiene including hand washing and drying facilities.  
We implement good hygiene practices by:

Cleaning tables between activities.

Checking bathrooms regularly and cleaning/tidying where necessary.

Wearing protective clothing, such as aprons and disposable gloves – as appropriate.

Provide sets of clean clothes.

Provide tissues and wipes.

## 20.16 Health and Safety Policy: Activities

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 nursery.

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.



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All materials – including paint and glue – are non-toxic.

Sand is clean and suitable for children's play and changed regularly.

Play dough is changed regularly.

Physical play is constantly supervised.

Children are taught to handle and store tools safely.

Children learn about health, safety and personal hygiene through activities we provide and the routines we follow.

## 20.17 Health and Safety Policy: Food and Drink

Staff who handle food receive appropriate training and understand – and comply with – food safety and hygiene regulations.

All food and drink is stored appropriately.

Adults do not carry hot drinks through the play areas and do not place hot drinks within reach of the children. Adults with hot lunches sit a distance away from the seated children or eat in the kitchen.

Snacks and mealtimes are appropriately supervised and children do not walk about with food and drinks. Fresh drinking water is always available to the children.

We operate systems to ensure that children do not have access to food/drinks to which they are allergic to. Individual care plans are developed for allergies where appropriate.

## 20.18 Health and Safety Policy: Outings and Visits

We have agreed procedures for the safe conduct of outings.

**Procedures to be followed on outings are contained in our operational plan.**

A risk assessment is carried out before an outing takes place by the manager and deputy and all reasonably practicable actions are taken.

All children and adults are to wear a high-vis jacket.

Children will hold onto the doughnuts when walking.

Parents always sign consent forms before major outings and walks. Our adult to child ratio is high.



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The children are appropriately supervised to ensure no child gets lost and that there is no unauthorised access to children.

Registers, medicines, phones, tissues, wipes/nappies, spare clothes and nappy sacks will be taken on the outing.

When an outside agency visits or runs a session at nursery a risk assessment will be completed.

Outside agencies are asked to sign in and read the visitors risk assessment before entering the building.

Visitors and Outside agencies will not be permitted to be left alone with children.

## **20.19 Health and Safety Policy: Injury**

Any injury requiring General Practitioner or hospital treatment to a child, parent, volunteer or visitor is reported to the local office of the Health and Safety Executive.

We meet our legal requirements for the safety of our employees by complying with RIDDOR (the reporting of injury, disease and dangerous occurrences regulations). We report to the local office of the Health and Safety executive:

- Any accident to a member of staff requiring treatment by a General Practitioner or hospital
- Any dangerous occurrences (an event which does not cause an accident, but could have done)

## **20.20 Health and Safety Policy: Medicines**

Children's prescribed drugs are stored in their original containers, are clearly labelled and are inaccessible to the children. They are stored in the first aid box in the kitchen or in the fridge if required.

Epi pens are clearly labelled and are hanging by the snack area in an easy access bag. The location is clearly on display to all.

Epi Pens, Inhalers and Antihistamines will be signed in and out of the nursery every half term. This allows us to check expiry dates and raises awareness of the medicines. The child will not be allowed to stay at nursery if we do not have their correct life saving medication.



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Parents fill out a permission form for the administration of medication. We have a short term and a long term medicine form. The long term medicine form is for use of anti-histamines, inhalers, creams, auto-injectors and other medicine deemed appropriate at the time such as Calpol where a child is prone febrile convulsions. A short term medicine form will be used when a child may be on antibiotics/eye drops or other prescribed medicine.

With severe allergies and severe asthma a healthcare plan will be written and signed by the parents. If there is a health care plan from medical professionals that may be useful we will ask to see it. These will be displayed in the kitchen

Staff have regular reminders through videos and discussions on the use of medical devices such as auto-injectors and inhalers.

When Medicine is administered there will be 2 members of staff present. One to administer and one to witness. The date, time administrator and witness will be recorded and the family will be asked to sign to acknowledge that the child has received the medicine.

In the instance that the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional.

## 20.21 Health and Safety Policy: Sickness

Our policy for the exclusion of ill or infectious children is discussed with parents. The exclusion period for vomiting and diarrhoea is 48 hours after the last time they had an episode.

For all other infection illnesses we will discuss with families when they occur.

Parents will be asked to collect their children from nursery if we believe the child to be showing signs of an infectious illness and/or is unwell in themselves.

If a child has needed Calpol before the nursery day, families are asked to consider if they are really well enough to be with us. We do not administer Calpol unless a child becomes poorly while in our care and families are unable to get to us in good time. Permission will always be sought.



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We will always contact the first person on the child's registration form first unless instructed otherwise by the family.

Ofsted is notified of any infectious diseases, which a qualified medical person considers notifiable.

## 20.22 Health and Safety Policy: Safety of adults

Adults are provided with guidance about the safe storage, movement, lifting and erecting of large pieces of equipment.

The sickness of staff and their involvement in accidents is recorded. The records are reviewed each term to identify any issues which need to be addressed. We follow the guidelines set out under RIDDOR 2013 (please see separate policy).

## 20.23 Health and Safety Policy: Records

In accordance with the National Standards for Day Care, we keep records of:

- Adults authorised to collect children from the nursery
- The names, addresses and telephone numbers of emergency contacts in case of children's illness or accident.
- The allergies, dietary requirements and illnesses of individual children.
- The days of attendance of children, staff, volunteers and visitors.
- Accidents and incidents.