The Lloyd Williamson Nurseries

Health and Safety Policy

2026-2027

Updated by Lucy Meyer
Date: 14.10.26
Due for Update: October 2027

Introduction

LWN fully recognises our responsibility for providing a safe environment for our children, staff and visitors. All staff have responsibility for promoting their own safety and that of all child and adult users of the nursery including visitors. Staff have a responsibility to follow all Health and Safety policies and carry out their duties with due diligence. Staff additionally are responsible for reporting any significant risks or issues to Lucy Meyer (Principal and H&S Officer) and/or Ramona Cristea (Nursery Manager).

Overall responsibility for the day-to-day oversight of all matters pertaining to Health and Safety lie with the Lucy Meyer (H&S Officer) and her deputies.

LWN outlines the following plan as guidance for managing H&S matters at the nurseries:

1. Responding with priority any H&S concerns raised by staff, children or parents.

2. Monthly meetings between H&S Officer and the manager (Ramona Cristea)to run through any concerns and formulating risk assessments.

3. Bi-annual meetings between the H&S Officer and her deputy to report on statistics on accidents, COSHH updates, Fire drills and updates to relevant policies.

4. Meetings when need occurs between the H&S Officer and Head of Buildings (CM) to assess the external and internal fabric of the buildings and decide on action plans as necessary.

5. H&S Officer to call upon competent persons to maintain and service boilers and conduct Fire risk Assessments and Fire alarm/emergency lighting etc maintenance.

6. LM, RC takes risk assessments for legionella on both sites. Reporting of any issues are covered in monthly meetings.

7. LWS employs a church cleaner for PGT 2 and staff do their own cleaning at PGT1.

8. LWN carries out fire risk assessments for all buildings using a suitably qualified company.

9. All staff employed by the LWN are trained in paediatric first aid within 6 months of joining the nursery where practically possible. Additionally, we have a minimum of 3 full first aiders spread across all sites of LWN.

10. All adults joining the nursery are given a full and comprehensive induction on entry.

11. The H&S policy is reviewed at least annually as needed.

12. An updated H&S policy is available on the nursery website as well as on BRIGHT HR. All staff have a duty to read, understand and comply. It is their prerogative to ask questions regarding anything they do not understand.

13. There is a separate Safeguarding Policy.

Aim

The aim of this policy is to create a whole nursery approach to all H&S matters, and to raise awareness of policies, precautions and procedures to be observed and implemented in order to raise a culture of health and safety within the nurseries. This policy maintains that all adult users are accountable for following policies and procedure and raising concerns. This policy has due regard to the Health and Safety at Work Act (1974) and RIDDOR regulations. It is written with regard to current guidance from the DfE as published.

Objectives

- To promote a culture of safety and welfare for all users
- To promote a culture a culture of care and consideration for the safety and wellbeing of others
- For each adult user to be fully conversant in first aid, fire drills and what to do in an emergency
- For children to have good wellbeing and safety knowledge and practice
- To encourage children to have good personal hygiene and a healthy lifestyle e.g. healthy meal options, handwashing and oral hygiene etc

LWN promotes wellbeing and safety in all areas:

- Sensible and safe use of the classroom environment e.g. furniture, equipment etc
- Moving about and around the nursery buildings and outside areas
- Walking to the external parks (regular)
- When on visits (educational or otherwise)

Responsibilities:

Everybody in the workplace has a duty of care to themselves and others. *The Management of Health and Safety At Work* regulations, (1999, reg. 14) covers employees' duties:

> *Employees must use all machinery, equipment, dangerous substances, means of production, transport equipment, and safety devises in accordance with any relevant training and instructions, and inform their employer or fellow employees of dangerous situations and shortcomings in the health and safety arrangements.*

The **Nursery Director/Health and Safety Officer** will:

- Ensure that there is an effective policy for Health and Safety
- Ensure that all risks are evaluated relating to accidents at work, health risks at work and also risks to the public through any nursery activity
- Be familiar with the basic requirements of the Health and Safety Act 1974
- Ensure that members of the Senior Management Team are communicating effectively with each other and with staff, parents and pupils on matters relating to Health and Safety
- Act quickly to address health and safety issues brought to her attention
- Monitor and update the Health and Safety Policy as necessary

The **Senior Management Team (Nursery Manager and her deputy)** will:

- Have day-to-day responsibility for all Health and Safety issues
- Ensure any problems in implementing the policy are negotiated and dealt with
- Check procedures are being followed

The **Designated Health and Safety Officer** will:

- Support the Senior Management Team in developing and reviewing this policy
- Act as first point of referral, along with the Senior Management Team, for health and safety concerns
- Report concerns to the Director / Manager
- Undertake appropriate training as necessary or directed
- Carry out routine health and safety checks
- Help to create and maintain a climate where health and safety is given high priority
- Keep a health and safety log of incidents, drills, concerns and action taken

The **Nursery Staff and Peripatetic Staff** will:

- Be familiar with and understand the Health and Safety Policy
- Check classrooms/work areas are safe
- Undertake appropriate training as necessary or directed
- Give due regard to their own health and safety and that of others
- Check equipment is safe and used appropriately
- Ensure safe procedures are followed
- Report defects to the Manager
- Carryout special tasks e.g. First Aid (not peripatetic staff)
- Suggest ways of eliminating hazards
- Provide appropriate guidance and model good practice for pupils.

Lucy Meyer is the Designated Health and Safety Officer at the nursery and any concerns over these issues can be reported to her, the Nursery Managers or her deputy.

Care and Awareness

Staff are aware of:

- The ability of each individual to protect him/herself;
- Concern and consideration for the safety of others;
- Knowledge of what to do in an emergency;
- To be alert and controlled in an emergency.

Procedures:

Road Safety
Due to the nature of the nursery site, Road Safety is one of our priorities.

We encourage parents to walk to nursery whenever possible.

Road safety is taught/discussed at regular intervals in the nursery year when the children go on nursery trips either on foot or using public transport.

Most parents use public transport or walk to the nursery. With regard to car parking, we encourage parents who park their cars on the streets near the nurseries for drop off / pick up, to show due consideration for the safety of other public road users and pedestrians. All parking regulations must be adhered to and parking is at the users' risk.

When off the nursery premises, safety is the sole responsibility of the parents. We have limited cycle and scooter storage.

Animals in Nursery

LWN occasionally have nursery pets. We currently have a xenopus.

At times. Dogs come to the nurseries. Dogs are not allowed within the nursery classrooms at PGT1 and must be kept on a lead when coming in and out of buildings.

Children's parents or carers are informed about nursery pets and if they do not want their children to be in contact with nursery pets due to religious, cultural or allergic reasons etc, this can be recorded in writing on the Nursery Contract.

The likelihood of diseases being passed on from pet animals is low. However, allergic reactions to mammals, birds and animals cannot be discounted. These might result from handling the animals or being in close proximity and be detected by the development of skin rashes, irritation to the eyes and nose or breathing difficulties. Staff will watch for the development of allergic reactions in pupils who come into contact with the animals. Children known to have allergic reactions to specific animals will have restricted access to those that may trigger a response. When animals are handled, good hygiene will be practiced.

When handling animals:

- Children will not consume food or drink

- Children will wash their hands with soap and water before and directly after handling animals

- Children will be taught to care about the welfare of the animals at nursery. This includes practical management of their care, empathy, to protect themselves as well as the pet and to enjoy their company safely.

General Responsibilities during the Nursery Day

1. Qualified staff on duty are available from 0730 until 1800 in case of accident. Parents are aware of the general nursery hours and these are published in the prospectus and the Parents Handbook.

2. All breaktimes are supervised by staff on a rota system. All accidents and incidents are reported on the Accident and Incident Report form. During wet weather, staff make a decision as to whether or not to go outside to the garden. Daily (or as used) H&S written checks for potential hazards in the Nursery playground are made by staff responsible for the children using the playgrounds. Broken equipment must not be used and must be reported to a member of the Senior Management Team, who will decide upon the action to be taken, as necessary. It is the duty of supervising staff to decide whether it is safe to enter the garden based on their checks on a particular day, or if the equipment is safe to use in certain weather conditions. This can be in negotiation with the Manager.

3. Pupils are never left unsupervised.

4. Teaching staff do not leave the premises before the end of their shift without prior arrangement with the Manager.

5. Apprentices must never be left in sole charge of children.

First Aid

It is the responsibility of the Designated Health and Safety Officer's deputy, on a monthly basis, to ensure that the First Aid boxes are stocked appropriately and to inform the Manager of anything needing to be replaced.

Notices are placed to ensure that all adults know the position of First Aid boxes. We recommend when practicable to have another adult present when administering First Aid. We operate an open-door policy and complete transparency.

As per recommendations, we use water or sterile wipes to wash all the cuts and grazes. Ice packs must be applied (wrapped in a cloth) on bruises or bumps. Bandages, plasters and triangular bandages are also kept, should they be needed. Ointments, lotions and creams should not be used as cross contamination/bacterial infections could be caused by the use of them. Plasters must only be used after checking that the child is not allergic to them.

No drugs/medicine will be kept in First Aid boxes. A contents list will be kept inside or near each box and supplies ordered as necessary. The contents will comply with the Health and Safety (First Aid) Regulations 1981.

All staff must pass the Educare training of administration of medicine. Medicine may only be administered if parental consent has been received. There must always be

two staff present when medicine is given and forms completed in full. Please refer to Administration of Medicine policy for full details.

Sick Children
Staff will attempt to limit the spread of infections as much as possible within the nursery.

Staff take many precautions daily to ensure that the children and themselves are protected from germs, including wearing gloves, using anti-bacterial spray and washing hands thoroughly throughout the day.

The following guidelines are adhered to by staff in relation to common ailments experienced by children and young people:

*Please note that those ailments marked with an asterix are notifiable diseases.

Pregnant staff/visitors and parents/carers are requested to inform the nursery of their condition in order that they may be notified immediately of any disease that may affect the pregnancy.

Children should remain away from nursery for the following periods of time – weekends count as two days of the period:

Illness	**Can Attend Nursery?**	**Exclusion Period**
Common Cold / Cough	Yes (if mild and child is well)	Stay home if child has a high temperature or feels unwell.
Conjunctivitis	Yes	No exclusion needed unless part of an outbreak. Please treat immediately
Chickenpox	No	Stay off until 5 days after rash appears and all spots have crusted over (looks like raisins)
Measles	No*	Stay off for at least 4 days from onset of rash.
German Measles (Rubella)	No	Stay off for 4 days from onset of rash.
Mumps	No*	Stay off for 5 days after swelling starts.
Scarlet Fever / Strep Throat	No	Stay off for 24 hours after starting antibiotics.
Whooping Cough	No	Stay off for 5 days after starting antibiotics or 21 days if untreated.

Illness	Can Attend Nursery?	Exclusion Period
Diarrhoea and Vomiting	No	Stay off for 48 hours after last episode of diarrhoea or vomiting.
Impetigo	No	Stay off until sores are crusted over or 48 hours after starting antibiotics.
Hand, Foot & Mouth (HFMD)	Yes (if child feels well)	No exclusion needed.
Head Lice	Yes	No need to stay off but start treatment promptly.
Threadworms	Yes	No exclusion needed; treat as soon as possible.

Whilst waiting for the arrival of parents or the nominated person to collect a sick child, staff will do their best to make the child comfortable and will seek further medical advice if necessary. Depending on the ailment and its severity, the child may be kept in a different room to the other children or waiting with the administrator to be picked up by parent.

For infestations such as head lice, staff will inform parents immediately and whilst children will not be excluded, they must be treated to limit the spreading of such problems. Parents and carers will be notified there has been a case of head lice at the nursery or nursery setting.

Procedure in the event of contact with blood or other bodily fluids
Staff should take the following precautions to avoid risk of infection:

- cover any cuts and grazes on their own skin with a waterproof dressing
- wear suitable disposable gloves when dealing with blood or other bodily fluids
- use suitable eye protection and a disposable apron where splashing may occur
- use devices such as face shields, where appropriate, when giving mouth to mouth resuscitation
- wash hands after every procedure

If a member of staff suspects that they or any other person may have been contaminated with blood and/or other bodily fluids which are not their own, the following actions should be taken without delay:

- wash splashes off skin with soap and running water
- wash splashes out of eyes with tap water and/or an eye wash bottle
- wash splashes out of nose or mouth with tap water, taking care not to swallow the water
- Record details of the contamination
- take medical advice (if appropriate)

Administering Medication During Nursery Hours – please see separate policy.

Accident Reports
When aged appropriate, children are encouraged to take care of themselves and each other, but in a nursery environment, accidents do occur. Most accidents in nursery are minor and can be dealt with by a member of staff. The accident must be recorded on the Accident/Incident Report form, together with any first aid administered and the name of the teacher involved. Parents should sign the Accident/incident Report form.

If a member of staff, contractor or visitor has an accident this must be recorded on an Accident/Incident Report form, and any first aid administered must be recorded. Near miss accidents must also be recorded whether an adult or child is involved.

Significant accidents must be reported to the Manager as soon as possible.

When an emergency occurs, or a child is taken ill at nursery, the following procedure should be followed:

- An ambulance should be called if necessary
- First Aid care should be administered if appropriate
- The parents should be contacted (or the person with parental responsibility)
- The child's records should be consulted to see what medication the child is taking and for what condition (to be given to the emergency services)

Staff must not take the child to hospital in their own car. Always rely on the emergency services.

Vaccinations
Via the government, vaccinations are sometimes offered on the nursery premises by qualified authorised personnel. Parents will be given consent forms and it is their personal decision whether or not vaccinations happen.

Types of Incidents Requiring Reporting to *Social Services/RIDDOR* Procedures

LWN will refer to current guidelines about RIDDOR reporting as necessary.

Notifiable Diseases
Notify to the Director and/or the Senior Management Team in the first instance. The following is a list of notifiable diseases:

Acute Poliomyelitis	Acute Encephalitis
Anthrax	Cholera
Diphtheria	Food Poisoning
Dysentery	Lassa Fever
Leprosy	Leptospirosis
Malaria	Marburg Disease
Measles	Meningitis
Meningococcal Septicaemia	Mumps

(without meningitis)
Ophthalmia Noenatorum
Paratyphoid Fever
Plague
Rabies
Relapsing Fever
Rubella
Scarlet Fever
Smallpox
Tetanus
Tuberculosis
Typhoid Fever
Typhus
Viral Hepatitis
Yellow Fever
Viral Haemorhagic Fever
Whooping Cough
Severe Acute Respiratory Syndrome

Any other tropical/unusual disease may also be notifiable.

Health and Safety with specific regard to EYFS

- To encourage children's development of independence skills at a developmentally age-appropriate stage, children may go to the toilet on their own with supervision.
- Handwashing afterwards will be both encouraged and checked for.
- In the event of a toileting accident, children will be reassured, and spare clothing provided as necessary.

Smoking Policy
No smoking allowed in any part of the nursery premises. Staff wishing to smoke must do so out of sight of the nursery. Staff must never enter the building smelling of cigarettes.

Fitness to Work
LWN will ensure, as far as reasonably practicable, that staff are fit to work. Staff must not be under the influence of alcohol or drugs when working at The Lloyd Williamson Nursery. LWN expect staff to declare any medical condition, which may affect their ability to work with children.

LWN will ensure that all staff have been subject to the procedures set out in the Safeguarding Policy.

LWN will, as far as reasonably practicable, ensure that staff, managers and volunteers are suitable for their post, and are able to apply themselves both mentally and physically to their jobs.

Fire Safety
It is the duty of the H&S Officer and the SMT to ensure that all staff and pupils are aware of the Fire Drill procedure. Fire drills are carried out at least once per term.

On discovering a fire (see also Fire Evacuation Procedure):

- Break the nearest alarm if one is available
- Telephone for the Fire Brigade – dial 999 and state the address, the nature of the fire (if known) and if anyone is trapped inside

- If circumstances allow, teachers take the class they are supervising to the assembly point allocated for each building via the nearest exit
- All staff must be fully conversant and practiced in the evacuation of very small children
- Staff and children will assemble at the designated assembly point
- Teachers will check that all children are present
- Designated Fire Marshalls will check the buildings unless unsafe to do so
- Children/Staff will remain at the assembly point until given the 'all clear' by a member of the Senior Management Team or H&S team.

Individual staff must be familiar with the following information about fire procedures:

- Where all the nursery alarm points are situated
- How to operate the alarms
- What to do when the alarm sounds
- Where all fire extinguishers are located
- Where all the normal exists and emergency exists are and where the assembly point is, outside the building, if there is an evacuation.
- The evacuation procedure for PGT1 should they need additional help from PGT2 staff to evacuate safely.

The fire alarm system is tested regularly including a weekly bell test. The qualified person at PGT1 on duty on Monday mornings will conduct the weekly bell test before the children arrive. The Landlord conducts the alarm bell teat at PGT2. This is recorded.

All portable electrical equipment is checked annually (PAT testing).

All fire safety checks, and risk assessments are recorded. They are evaluated and revised as necessary.

Fire
There are separate risk assessments covering each building, evacuation of babies etc.
All staff undergo "what to do in the event of a fire" training in their induction.
We have fire wardens on each site who are trained in the use of extinguishers.
Fire extinguishers and blankets are checked to be in working order by external consultants at least annually. Currently we usually use Delta Tech for this.
PAT testing is done annually by Clark Electrical
Risk assessments are carried out by the Director.
Staff complete online training in Fire Awareness with Educare.
Fire drills are carried out a minimum of three times a year.
Fire doors are checked that they are free, easy to open and not locked during daily opening checklists. Any concerns are logged in a risk assessment and remedial works, memos etc are completed and recorded.
Staff on both sites are trained Fire Wardens. The training is provided by Good Skills and takes place every year.

Emergency Evacuation – Contingency Plans
If the nursery building has to be vacated for gas leaks, bomb alerts etc., the children will be evacuated using the standard fire drill procedure. Staff and children will make their way to the designated assembly point. Staff must take the emergency contact details with them. In the event of a tornado, everyone should remain inside the nursery. Staff and children should safely make their way to a safe place, away from windows. If there is a chemical attack, everyone should remain in the building, shut all the windows and doors, and await instructions from the police via the Senior Management Team. In the event of a terrorist attack in London, and where transport links fail, the children will be kept at nursery under the supervision of staff until parents, or a nominated replacement, can pick them up.

There are specific areas in the case of 'lockdown' (in case of attack) – staff must be aware of the lockdown area for their class and the procedures to follow. We will have lockdown drills.(See Lockdown Policy).

Equipment
The furniture, equipment and toys provided are age appropriate to encourage the development of the children and to help to create an accessible and stimulating environment.

LWN ensures that equipment is mended or replaced if faulty or damaged. The equipment will be of suitable design and condition, well maintained and conform to safety standards.

Only an adult, and never a child, should move the playground equipment into the play area. A teacher of the first group that visits the nursery playground should check the equipment daily.

If an injury or accident occurs whilst using any equipment, it is recorded on an Accident/Incident Report form.

All equipment should be clean and stored correctly. The sandpit must be covered at night.

When using computers, laminators and any other office equipment, such as guillotines or kitchen equipment, staff must always follow the maker's instructions.

VDU assessments are carried out annually or as necessary for admin staff.

Nursery Visits
Nursery visits are an essential part of the curriculum in this nursery. Permission for nursery visits must always be gained from the Senior Management Team. The visit must have a clear reason and value. Staff should follow the trips policy. It is the responsibility of the individual teacher to:

a) Organise and plan the visit.
b) Inform parents of the arrangements made prior to the visit. Consent for a trip is part of the *Terms and Conditions* contract signed by parents.

c) Provide the Manager with written details of the visit, which should include travel times, address and telephone number of destination, names of people on the trip and risk assessment (to be kept in the Nursery Trips file kept in the Nursery Office).
d) Ensure that a First Aid Kit and an authorised nursery mobile is taken on each visit (staff are NOT allowed to take personal mobiles on trips).

Pupils must be aware of the necessity for good behaviour and road safety awareness before the visit. Good order, discipline and positive attitudes to safety must be adhered to..

A guide for staff on adult/child ratio is:

1:2	6 months-2 years old
1:4	3-4 years old

Basic Safety Rules – In the Classroom to minimise the risk of accident:

- The layout of the classroom is important, exits should be kept clear and pupils' bags not allowed to be kept in the classroom;
- Fire doors should be kept clear;
- Non flammable materials should be used for display;
- Electrical equipment should be used correctly and checked regularly;
- Safety electric socket covers should always be in place in sockets where there is no plug;
- Furniture must be checked for defects;
- Staff should take care when using heavy equipment;
- Teachers should make pupils aware of the danger from detachable pen tops or pencils with erasers**;**
- Toys used in nursery must be an appropriate type, in good condition, used properly and stored safely;
- Staff should not stand on chairs to mount a display; step-ladders (available in the Nursery/staff kitchen) should always be used.

Violence at Work

Our nursery is concerned that all employees should be able to carry out their work at all locations and in all circumstances with the minimum risk of encountering violent or aggressive behaviour from parents or general members of the public. Staff should report incidents of aggressive behaviour to the manager as soon as possible.

Building Maintenance

Day-to-day repairs are scheduled on a priority basis by the Director. Priorities are decided by:

- Health and Safety,
- Budget Allocation

The Director is informed immediately about Emergency repairs e.g. loss of services.

Security
We aim to ensure that the premises are made as secure as is possible and protected against vandalism. Keys are held by the Director, the Manager, and qualified staff.

All visitors are accompanied when moving around the nurseries.

Staff at all sites should always take visitors to the Nursery Office.

- All doors should always be closed and secured so that they are not able to be opened from the outside.
- All entrances and exits must be always kept clear.

Hygiene

1. Hygiene is part of Staff Training. At a developmentally age-appropriate stage, staff direct children to wash their hands after using the toilet and before eating. For babies, staff support children on a 1:1 basis.
2. Children are encouraged to develop healthy hygiene habits through good practice and education.
3. A policy for healthy eating is maintained at the nursery. Educational projects are carried out to encourage an understanding of healthy eating and good hygiene.

Cleaning of Buildings
The nursery areas used by staff and pupils should be cleaned to a good standard. Any concerns raised by parents should be reported to the Manager who will ensure these are taken seriously and attended to.

Storage and Use of Hazardous Substances
Storage of all cleaning materials will be stored safely in the nursery office. PGT 2 have a locked housekeeping cupboard. COSHH records are kept at PGT1. LWN considers always the first rule of COSHH, which is to remove or reduce the use of hazardous chemicals.

There is a specific policy on COSHH.

Contractors on Nursery Premises
Work of a disruptive nature during the nursery day will be avoided. When necessary, a risk assessment will be carried out regarding the nature of the work to be carried out, working hours and duration of the work, and who will be present at the nursery to carry out the work.
External contractors (if working during nursery hours) are required to provide an up-to-date DBS, proof of insurance and, as necessary, a RA on the work to be carried out.A contractors' questionnaire should be completed prior to a new company starting at the nurseries.
Permits to work will be requested as necessary. Most of the work is carried out by Corne Meyer who has undergone relevant checks and training. Specific risk assessments are carried out depending on work being undertake. Whenever possible, works will be carried out during holidays and weekends.
Contractors will be required to sign in, hand in mobile phones. They will be supervised around the premises by a member of staff.

Manual handling
All staff should undergo manual handling training via Educare before carrying loads.

Manual Handling operations are defined as *any transporting or supporting of a load including lifting, putting down/lowering, pushing, pulling, carrying, moving, either by hand or bodily force. Load includes any person, animal or inanimate object.*

Best practice is to create a hierarchy of measures for reducing the risks involved in tasks requiring manual handling.

Risk assessments will include looking at the hazards, deciding who might be harmed and how, evaluating the risks and precautions needed to carry out a task, record findings and review the assessment as necessary.

Factors taken into consideration are:

- The nature of the TASK
- The LOAD
- The working ENVIRONMENT
- The INDIVIDUAL CAPABILITY

Manual handling tasks in the Nursery are avoided so far as is practicable. For tasks which cannot be avoided, all possible steps are taken to reduce the risk of injury to the lowest possible level. All manual handling operations are subjected to the risk assessment process.

- General handling tasks such as moving paper supplies, furniture, materials, books, and equipment have standing risk assessments and must be carried out safely and with help, where necessary.

- A specific risk assessment MUST be completed for any specialist or unusual handling operation e.g. moving equipment stored at height, pushing and pulling heavy trollies, setting up temporary staging, moving gas cylinders and chemical etc, and general movement of heavy workplace equipment.

- The SMT will consider whether the object needs to be moved at all. If it does, can this be completed using a trolly or other mechanism? SMT will decide if a risk assessment must be undertaken and will ensure those undertaking such tasks have received appropriate training.

- Staff must NEVER attempt to lift or move something which is beyond their capability (see above).

- Always ASK FOR HELP if you need it.

- When carrying large, heavy, or awkwardly shaped objects, choose your route carefully. Whenever possible, avoid the stairwell.

All staff who undertake manual handling activities must adhere to good lifting techniques, including:

1. Planning the lift including how many staff are needed etc
2. Keep the load close to the waist
3. Adopting a stable position with a straight back
4. Make sure you have a good hold on the object
5. Keeping the back straight as you lift
6. Keeping your head up
7. Moving smoothly without jerk like movements
8. Putting the load down as necessary to adjust position

In the manual handling of a child with a physical disability, a risk assessment will be made, and advice will be taken from specialists such as, Physiotherapists, and Occupational Therapists under the guidance of the SEND.

Dealing with Asbestos
There is no asbestos on either site. Whenever an asbestos problem *is* suspected, the H&S Officer will respond immediately with appropriate action.

Hot Works
The H&S Officer is the person responsible for ensuring that an appropriate risk assessment is made when hot works are carried out in or on the nursery premises. It is extremely unlikely that any such works would be carried out whilst the nurseries are open or by anyone who is not a competent contractor.

In the unlikely event that such work is undertaken, the following procedure applies:

1. A risk assessment is carried out
2. The area is cleared of all combustible material
3. Appropriate fire extinguishers are provided
4. Someone must keep a watch for any fires breaking out
5. When grinding, cutting or welding or similar activities take place, the work area must be screened off with non-combustible material.
6. Extra care must be taken in activities which cause sparks.
7. Gas cylinders should be in a vertical position and fitted with a regulator and flashback arrestor

Working at Height
It is unlikely that any member of staff will be required or likely to be working at height. In the unlikely event that it is unavoidable, a risk assessment must be conducted which must take into account:

- The HSC document INDG402 (Safe Use of Ladders and Stepladders) must be adhered to
- (Children) and staff must never stand on desks or chairs
- The most suitable equipment for task must be provided
- Only competent adults are allowed to work at height

Water Quality
Regular legionella testing is conducted throughout the nursery buildings. Copies of these tests are kept for a minimum of 5 years and stored in a secure location.

Cold water temperature is taken to make sure it is below 20C. Boilers should be kept at 55C – 60C.

In the event of a positive water sample, the H&S Officer will take remedial action and any outbreak of the disease will be reported to the HSE and Health Protection Agency.

New and Expectant Mothers
LWN aims to ensure that suitable arrangements are in place to protect the health, safety and welfare of members of staff who notify us that they are pregnant, breast feeding or have recently given birth.
The Director or Manager will complete a Risk Assessment for the employee. It must be carried out with the specific employee and take account of any medical advice that has been provided by her doctor. The completed risk assessment must be retained and treated as confidential; a copy will be given to member of staff. The individual assessed will be informed of any significant risks to them / their child. Any required actions or recommendations will be discussed between the member of staff and the Manager.

The Risk Assessment should be reviewed as necessary, as the member of staff's condition changes. The staff member must notify the Director / Manager of any changes to their condition so that any revision to the Risk Assessment can be made. Revision will be fully documented and communicated both to the member of staff and the SMT.

The member of staff being assessed should:

- inform their doctor of the nature of their work
- follow any arrangements implemented for their protection at work
- not act in a manner that could adversely affect their own health and safety, or that of their child
- keep the SMT informed of any concerns or difficulties they may have
- Follow all recommendations made by the SMT e.g. pregnant staff are not allowed to carry loads such as boxes or lift children.

Stress
LWN pays due consideration to the HSE management standards so that workloads can be considered, appropriately designed, organised and managed. LWN offers support (e.g. EAP, supervision meetings, mentoring etc) for members of staff when stress related issues have been identified.

The SMT will consider the following standards when exploring options for stress management with members of their team:

- **Demands** (workload, work patterns and the work environment)
- **Control** (autonomy to decide how some of the workload is performed)

- **Support** (reassurance and encouragement, EAP resources provided by LWN)
- **Relationships** (the sense of belonging to a team for the aim of positive team spirit)
- **Role** (individuals understanding their place and purpose)
- **Change** (healthy 360 degree communication)

The SMT will endeavour to:

- Give constructive feedback
- Consult with members of staff during periods of change
- Ensure the team has been trained effectively to enable them to do their job
- Monitor workloads and working hours
- Offer a positive working environment: to include staff member of the month rewards, birthday and Christmas gifts, celebrations of life affirming events, mental health training as needed etc

Where issues of stress are identified, the SMT will:

- Raise awareness of support mechanisms available (e.g mentoring, EAP counselling etc)
- Undertake a risk assessment to identify the sources of stress
- Put an action plan in place to address any issues identified
- Monitor any phased return to work and allow the individual to provide relevant feedback
- Record and maintain confidential notes if relevant

Employees should report any issues of concern to the SMT and cooperate with any remedial issues that are put into place.

Working from Home

Members of staff working from home (not generally permitted at LWN) are subject to the same rules, procedures, nursery policies and expected standards of conduct and performance as when working at nursery. If, when working from home, staff have any health and safety concerns or if an accident or incident takes place relating to work, this must be reported immediately to the SMT.

If staff are using a screen for prolonged periods of time without significant breaks a VDE RA must be completed.

Sun Protection

Parents of children who attend LWN are requested to apply sunscreen to their children and to provide sunhats as necessary. Staff are permitted (through a signed form by the parents) to additionally apply suncream which the parents have supplied to younger children. This will be done in the presence of another member of staff. Specific risk assessments are conducted in extreme hot weather.

Visitors to the Nurseries

All visitors must report to the Nursery Office. They are required to sign in and will be given a visitor's badge to wear. They are informed that mobile phones are not to be used during the visit. At the end of their visit, they must again report to the Nursery

Office, return the badge and sign out. For potential new parents, personal details are taken before the visit. They are accompanied by the Nursery Manager throughout the visit.

If an unknown individual appears suspicious or out-of-place on the premises, a member of staff should approach them (if safe to do so), politely ask for their name and purpose in the Nursery and make them aware of procedures for visitors. They should be escorted to the Nursery Office and be signed in as a visitor. Anyone found on the premises who should not be there should be escorted (if it is safe to do so) off the premises immediately. The incident should be reported to the Manager, who will take appropriate action as necessary.

Young Persons
We have taken this to be individuals aged under 18 but we recognise our duty of care to young staff under 25 and will act appropriately including referrals to DSL as needed e.g forced marriage etc. Occasionally the nursery may have young apprentices or work experience students in the nurseries.

The Director / Manager will complete all H&S paperwork in accordance with the young person's school or college.

Before starting their placement, the YP will complete the nursery's induction training.

If an apprentice, the individual will additionally be expected to undergo all training, checks etc as older members of staff.

Specific risk assessments will be written dependent on the YP's location and placement description in the nursery.

The YP must be always supervised.

Staff must be aware of the safeguarding policy and take this into account when working with a young person.

Tutoring and Baby Sitting
LWN staff are not allowed to baby sit any children from the school or nurseries. Failure to adhere to this policy may lead to disciplinary action.

Opening and Closing checklists
It is the responsibility of the nursery staff to complete the opening checklists prior to the children arriving to nursery at 7:30am. It is the responsibility of all staff at the end of the afternoon sessions to make sure the rooms are secure, the windows closed and equipment and lights are switched off before they leave the premises.

Protective Personal Equipment

Children must wear protection such as aprons or an old shirt over their clothes in painting or messy activities.

For nappy changing and all activities involving bodily fluids aprons and gloves must ALWAYS be worn.

Electrical and Gas Safety

All electrical control panels and switch rooms will be kept secure and display electrical hazard signs.

Users of electrical equipment should visually check for defects before use. If a defect is noticed, the manager must be notified. The equipment should be taken out of action until checked, if in any doubt, the equipment will be disposed of.

All portable electrical appliances issued for use by the Nursery will be PAT tested annually by Clark Electrical. Staff must bring in any devices they may use at the nurseries e.g. mobile phone chargers, for PAT testing.

We use socket covers in the nurseries.

How to work safely with ICT including printers

Some general points to consider:

- Ensure that all electrical installations are carried out by a qualified electrician.
- All equipment must be of a reliable standard and must be checked annually by qualified PAT tester.
- Ensure that no cabling is trailing on the floor and that plugs are not overloaded.
- Ensure that seating is suitable for the size of pupils using it.
- Ensure that the tables/desks are strong enough to carry the weight of the equipment.
- Follow health and safety guidance regarding the height, position and distance of screens.
- Children must be always supervised and be reminded of correct use of equipment and moving safely around the room e.g. no running, sitting on tables etc.
- Food and drink must never be consumed near the equipment or during lessons.
- Check there is no direct sunlight or glare on the screens and that children can see the display adequately.
- Make sure there is fresh air.
- Make sure the children have time looking away from the screens regularly.
- As with all electrical equipment, all equipment should be turned off at the mains during extended breaks e.g. Christmas
- If you are using laptops, ensure that they are located on firm desks or tables.
- If using the tablets make sure children and students know how to handle them with care.
- Ensure that all electrical equipment is located away from water supplies, and that pupils have a sound understanding of electrical safety.

Use of Visual Display Equipment

For staff (usually administrative staff and SMT) who use VDE for prolonged periods of time, a risk assessment must be completed at least once a year or, if a new member of staff is employed or, if the somebody's job role changes to more of an administrative role.

The nursery will ensure that chairs, arm rests etc are supplied for any staff (as above) who requests it or if a concern is raised on the VDE risk assessment. The nursery will cover the cost of eye tests.

Updated October 2026

Lucy Meyer - Director