Health & Safety Arrangements at The Orchard Nursery

Policy Statement
These procedures are specific to The Orchard Nursery and operate alongside the Plymouth CAST Health and Safety Policy. We are committed to maintaining the highest standards of health and safety for children, staff, parents, and visitors.

We will:

1. Conduct risk assessments at least annually, and more frequently if needed.
2. Cover indoor and outdoor spaces, furniture, equipment, and toys in risk assessments.
3. Maintain records of safety checks.
4. Ensure **all staff** are responsible for keeping the premises safe and hazard-free.
5. Promote awareness of health and safety issues to minimise risks and create a safe, healthy learning environment.

Health & Safety Coordinator: Kelsie Moss
Health & Safety Poster Location: Main corridor near the baby room.
Public Liability Insurance Certificate: Displayed in the main entrance.

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1. Premises Safety

1.1 **Daily Checks**

- Staff must sign in and out daily using eyLog on room tablets.
- A safety check of indoor and outdoor areas is carried out at the start of each day.

1.2 **Security & Access**

- Parents drop off and collect children at the allocated entrance door.
- Parents entering the nursery for meetings must be accompanied by staff.
- Fire doors/exits must never be propped open or obstructed.
- Gates and doors must be secure; main gate checked before outdoor play.
- A staff member must be positioned near the main gate during outside play.
- Staff must follow the outdoor supervision map so that they are positioned around the outdoor space appropriately.
- Secure gate at school entrance with magnetic buzzer/intercom; child's name required for entry.
- Secure gates at the nursery entrance. Either a door bell or video entrance system to access the nursery.
- Responsibility for the child's care transfers to the nursery once the parent hands the child to staff.

1.3 **End-of-Day Procedures**

- All electrical equipment switched off.

- Windows closed.
- Premises checked for safety.
- Blinds down

1.4 **Other Requirements**

- Parents supervise children on climbing equipment outside nursery hours.
- Potential hazards must be reported to the manager or health and safety coordinator.
- Evacuation procedures displayed in all rooms; staff trained at induction and refreshed annually.
- Fire drills every 6 weeks (recorded).
- Fire extinguishers and alarms checked regularly.
- No smoking/ vaping on premises; smoking off-site in breaks and not in uniform.
- No hot drinks in children's rooms; food not to be eaten in front of children (unless it is nursery food)
- Spills must be cleaned immediately.
- Do not enter the building if signs of forced entry—call police.

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2. Children's Safety

2.1 **Arrival & Collection**

- Parents sign children in/out via eyLog; room supervisors oversee compliance.
- Secure gate at school entrance with magnetic buzzer/intercom; child's name required for entry.
- Parents must close gates behind them.
- Only authorised collectors (with photo and password) may collect children.
- Secure gates at the nursery entrance. Either a door bell or video entrance system to access the nursery.
- Emergency collection by unauthorised person allowed only with manager/deputy approval and password and photo verification.

2.2 **Supervision & Ratios**

- Ofsted adult:child ratios maintained at all times.
- No staff member left alone with children. Blossom room has supervision safety window and door not to be closed if working alone. Stair gate locked to prevent other children entering.

2.3 **First Aid**

- First aid boxes in kitchen, baby room, front garden, and outings bag and older children's rooms.
- A trained paediatric first aider must be on site at all times.
- Any staff member who completes a **Level 2 or Level 3 early years qualification on or after 30 June 2016 must also hold a valid Paediatric First Aid (PFA) certificate**—

either a full PFA or an Emergency PFA—**within three months of starting work**. If they don't, they **cannot** be counted in the required staff-to-child ratios.
- At least **one person with a current PFA certificate must be on the premises** at all times when children are present, and that person must also **accompany children on outings**.
- At the Orchard Nursery we ensure that all staff have a first aid certificate, and renew this every 3 years, where possible.
- All accidents recorded on eyLog; parents informed, sign acknowledgement form and electronic record.

2.4 **Clothing & Jewellery**

- Staff: No dangly/large hooped earrings, high heels, or flip flops. Sandals must have an ankle strap.
- Children: No jewellery that poses safety risks (e.g., long necklaces, large bracelets, hooped earrings).

2.5 **Health Precautions**

- Hazardous materials stored securely in locked cupboards.
- Sleeping children checked every 10 minutes and recorded.
- Fresh sheets for each child; sleep mats cleaned after use.
- Sunscreen (factor 30+) provided and applied before outdoor play.
- No outdoor play 11am–3pm during hot weather.
- Parents provide sunscreen if child has allergies/sensitive skin.

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3. Equipment Safety

3.1 **Standards & Suitability**

- All equipment must be age-appropriate and meet British/European safety standards.
- Used in accordance with manufacturer's instructions.

3.2 **Maintenance**

- Regular checks carried out; broken/dangerous items repaired or removed.
- Weekly cleaning of toys with Milton; large equipment wiped with Milton solution.
- Cleaning records kept in storage cupboard.

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4. Health & Hygiene

4.1 **Hygiene Practices**

- Follow Public Health England guidance.
- Adhere to Environmental Health requirements in case of contagious illness.
- Staff handling food must have a Basic Food Hygiene Certificate.

- Children wash hands before meals and after toilet use.
- Hand dryers / paper towels and anti-bacterial soap in all wash areas.
- Floors cleaned daily; tables sanitised before/after meals.

4.2 **Food Safety**

- Fridge temperatures checked twice daily.
- Food delivery vehicle temperatures recorded.
- All snacks/meals nutritious and meet dietary requirements and EYFS Nutrition guidance.
- Two-week menu displayed.

4.3 **Nappy Changing & Personal Care**

- Gloves worn for soiled nappies; discretion allowed for wet nappies (one glove to reduce plastic waste).
- Hands washed thoroughly after each change and changing area thoroughly wiped with anti-bac spray.
- White aprons are available for staff to use when carrying out nappy changes or dealing with bodily fluids, where additional protection is required.
- Nappy bins used and cleaned appropriately.
- Soiled clothing sent home in sealed bags.

4.4 **Illness & COSHH**

- Risk assessments for all chemicals; safety data sheets kept in COSHH folder.
- Hazardous substances stored away from children.
- Comply with RIDDOR reporting requirements.

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5. Manager's Responsibilities

The Manager must:

1. Know and implement nursery policies and national safety requirements.
2. Ensure fire/safety equipment meets required standards.
3. Maintain insurance cover and keep policies up to date.
4. Ensure sufficient trained staff and regular safety training.

Signed on behalf of the nursery.....Emma Middleton.....Date:… August 2026