Brabyns Nursery School

Health & Safety Policy

Note: Please refer also to separate, related policies which exist as follows:

- Anti-bullying Policy
- Child Protection (Safeguarding) Policy
- Educational Visits Policy
- Equal Opportunities Policy
- Fire Risk Assessment
- First Aid Policy
- Special Educational Needs and Disabilities Policy & Plan
- Supporting Medical Conditions Policy
- Allergy Safety Policy
- Missing Child policy
- Appropriate use of technology and Use of AI policies
- Mobile Phones and Cameras (Adults)
- Mobile Phones Policy (Children)
- Use of Reasonable Force and Physical Restraint
- Fire Prevention and Evacuation
- Risk Assessment Policy
- Critical Incident Policy
- Lockdown, Invacuation and Evacuation Policy
- Bellevue Guidance on Contractors Working in Schools

This Policy also incorporates

- Building Security and Visitors' Notice
- Policy for admission of visitors into the school building

Created: September 2015
Date Updated: July 2026
Date for revision: July 2027
Reviewed by: David Williams

1. General Statement

Brabyns Nursery School is fully committed to providing a safe, healthy and secure environment for all children, staff, parents, visitors, contractors and other members of our nursery community.

The nursery recognises that effective learning, development and care can only take place within an environment where health, safety and welfare are appropriately managed.

Brabyns Nursery School will ensure, so far as is reasonably practicable, that:

- All employees are safeguarded in respect of their health, safety and welfare whilst at work.
- All children, parents, visitors, contractors and other members of the public who enter the nursery premises are not exposed to avoidable health and safety risks.
- No work or activity is undertaken by the nursery or contractors that could expose children, staff or other persons to significant hazards unless suitable and sufficient risk assessments have been undertaken and appropriate measures have been introduced to eliminate or control the risk.
- Contractors working on the nursery premises have appropriate arrangements in place to secure health and safety.
- The nursery premises, equipment and resources are maintained in a safe and suitable condition.
- Staff receive appropriate information, instruction and training to enable them to carry out their responsibilities safely.

The nursery recognises that children in the Early Years require particular consideration because of their age, stage of development, curiosity, mobility and developing understanding of safety.

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2. Purpose and Aims

This policy sets out the arrangements by which Brabyns Nursery School will maintain a healthy and safe environment for children, staff and visitors.

Brabyns Nursery School aims to:

- **Ensure that everything reasonably practicable is done to safeguard children, staff and visitors.**
- Maintain and regularly review relevant health and safety policies and procedures.
- Identify hazards and maintain appropriate risk assessments.
- Take prompt action where hazards are identified.
- Ensure that health, safety and security arrangements are communicated to all staff and implemented consistently.
- Provide appropriate health and safety training.
- Maintain safe premises, equipment and resources.
- Ensure appropriate supervision of children at all times.
- Promote a positive culture in which everyone takes responsibility for health and safety.

3. Responsibilities of Staff

All members of staff are expected to:

- Take reasonable precautions to safeguard their own health and safety and that of children and others.
- Follow all nursery health and safety policies, procedures and risk assessments.
- Use equipment and resources safely and appropriately.
- Report hazards, defects, accidents, incidents and near misses to the Nursery Manager or appropriate member of the leadership team.
- Ensure that children are appropriately supervised.
- Follow appropriate staffing ratios at all times.
- Ensure that activities are suitable for the age and developmental stage of the children.
- Attend required health and safety training.
- Follow procedures relating to fire safety, safeguarding, first aid, food hygiene, allergies, safe sleep, manual handling, COSHH and other relevant areas.
- Never use equipment or machinery unless they have received appropriate instruction or training.

Staff must never knowingly put themselves, children or others at unnecessary risk.

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4. Health and Safety Management Arrangements

Overall responsibility for the implementation and monitoring of health and safety at Brabyns Nursery School rests with the Nursery Manager, supported by the Deputy Nursery Manager and the leadership team.

Where appropriate, health and safety matters will also be supported and monitored by Bellevue Education in its capacity as proprietor.

Health and safety will be regularly considered through:

- Leadership meetings
- Staff meetings
- Health and safety checks
- Risk assessment reviews
- Accident and incident reviews
- Fire drills and emergency procedure reviews
- Premises and equipment checks
- Maintenance checks
- Staff training
- Compliance and safeguarding reviews

Health and safety actions will be recorded where appropriate and monitored until completed.

5. Monitoring Health and Safety

The Nursery Manager and leadership team will monitor:

- Accidents, incidents and near misses
- Risk assessments
- Fire safety and evacuation procedures
- Daily health and safety checks
- Outdoor area checks
- Equipment and resource safety
- Premises and maintenance issues
- Staff training and qualifications
- First aid arrangements
- Food safety and allergy procedures
- Safe sleep arrangements
- Safeguarding-related health and safety concerns
- Contractor activity
- Visitor and site security
- Issues raised by staff

Health and safety arrangements will be reviewed as part of the nursery's wider compliance and quality assurance processes.

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6. Consultation Arrangements

Staff are encouraged to raise any health and safety concerns immediately with the Nursery Manager, Deputy Nursery Manager or another member of the leadership team.

Concerns relating to:

- Premises
- Facilities
- Equipment
- Resources
- Staffing
- Supervision
- Activities
- Accidents or near misses
- Environmental hazards

should be reported promptly.

Health and safety may be included as a regular item within staff meetings and team briefings. Staff will be informed of relevant changes to procedures through meetings, briefings, training, written communication and email where appropriate.

Staff are expected to contribute positively to maintaining a safe environment and to raise concerns rather than assuming that somebody else will do so.

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7. Risk Management

Health and safety risks will be regularly considered throughout the nursery.

Brabyns Nursery School's Risk Assessment Policy sets out the nursery's approach to identifying, assessing and controlling risks.

Risk assessments will be completed for significant activities, environments, equipment and circumstances where a foreseeable risk has been identified.

Staff are responsible for:

- Following existing risk assessments.
- Carrying out appropriate dynamic risk assessments.
- Reporting new or changing risks.
- Implementing agreed control measures.
- Taking immediate action where a serious hazard is identified.

All staff are expected to inform the Nursery Manager or appropriate member of the leadership team of any potential risk as soon as it is identified.

Risk assessments will be completed by staff who have the appropriate knowledge, experience and understanding of the activity or environment being assessed.

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8. Fire Safety

All staff must:

- Familiarise themselves with Brabyns Nursery School's fire safety procedures.
- Know the location of fire exits and assembly points.
- Keep fire exits and escape routes clear.
- Ensure fire doors are not obstructed.
- Report damaged or missing fire safety equipment.

- Understand the procedure to follow when the fire alarm sounds.
- Know how children in their care will be evacuated.
- Follow the nursery's emergency evacuation procedure.
- Ensure visitors are directed safely during an evacuation.
- Participate in fire drills and training.

Fire drills will be carried out regularly and recorded.

Particular consideration will be given to the evacuation of babies and younger children who may require physical assistance or specialist evacuation arrangements.

Staff must never delay an evacuation in order to collect personal belongings.

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9. On-Site Vehicle Movement

Vehicle movement around the nursery site presents a particular risk to young children.

Brabyns Nursery School will take reasonable steps to separate children and pedestrians from vehicles wherever practicable.

Staff, parents, visitors and contractors must follow any site arrangements relating to vehicle movement and parking.

Particular care must be taken during:

- Arrival and collection times
- Deliveries
- Maintenance work
- Contractor visits
- Special events

Children must never be allowed to move unsupervised through areas where vehicles may be present.

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10. Working at Height

Brabyns Nursery School recognises the risks associated with working at height and follows the principles of the Working at Height Regulations 2005.

Staff must not use unsafe methods to gain additional height.

For example, staff must not stand on:

- Chairs
- Tables

- Children's furniture
- Boxes
- Other unsuitable equipment

Appropriate equipment, such as a suitable step ladder or kick-step, must be used.

Where a task requires greater height or presents additional risk, it must be undertaken by a suitably competent person or referred to an appropriate contractor.

Work at height should be avoided where reasonably practicable and, where it cannot be avoided, appropriate measures must be taken to prevent falls.

Children must be kept away from areas where work at height is taking place.

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11. Manual Handling, Slips and Trips

Staff will receive appropriate guidance regarding manual handling.

Heavy, bulky or awkward items should only be moved by staff who are competent to do so and, where necessary, appropriate equipment should be used.

Staff should use safe lifting techniques and seek assistance when an item is too heavy or awkward to move safely.

The nursery will take reasonable steps to reduce slips and trips by:

- Keeping walkways clear.
- Cleaning spillages promptly.
- Using appropriate signage where floors are wet.
- Maintaining outdoor areas.
- Checking flooring and surfaces.
- Removing damaged or unsafe equipment.
- Addressing hazards promptly.

Children must be supervised appropriately where a slip or trip hazard has been identified.

Weather conditions will also be considered when assessing outdoor areas and activities.

Where conditions such as ice, snow, flooding or extreme weather create an unacceptable risk, areas may be restricted or activities adapted or postponed.

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12. Safeguarding and Health and Safety

Health and safety and safeguarding are closely connected.

All staff have a responsibility to protect children from harm and must follow the Brabyns Nursery School Safeguarding and Child Protection Policy.

Staff must report safeguarding concerns immediately to the Designated Safeguarding Lead or in accordance with the nursery's safeguarding procedures.

Risk assessments should take account of safeguarding considerations, including:

- Appropriate supervision
- Safe collection arrangements
- Access to and from the nursery
- Visitors
- Contractors
- Unauthorised access
- Missing children
- Children leaving the premises
- Staffing arrangements
- Individual children's needs

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13. Staff Welfare and Wellbeing

Brabyns Nursery School recognises that staff health and wellbeing are an important part of maintaining a safe working environment.

Staff are encouraged to:

- Take reasonable care of their own health and wellbeing.
- Support colleagues appropriately.
- Raise concerns about excessive or prolonged workplace stress.
- Speak confidentially with the Nursery Manager or appropriate member of the leadership team where they require support.
- Report workplace hazards that may affect their health or wellbeing.

Where appropriate, further support may be available through Bellevue Education and relevant employment procedures.

The nursery recognises that staff wellbeing can have a direct impact on the quality of care, supervision and education provided to children.

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14. Lone Working

Where staff are required to work alone, appropriate lone-working procedures must be followed.

Staff working alone must ensure that:

- They follow nursery signing-in and communication procedures.
- Appropriate arrangements are in place for contacting another member of staff.
- They understand the emergency procedures.
- They report any concerns relating to lone working.
- They do not undertake tasks that cannot safely be completed alone.

Where an activity presents a significant risk, staff should not undertake it alone.

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15. Management of Asbestos

Where applicable, Brabyns Nursery School will maintain appropriate arrangements for the management of asbestos within the premises.

Staff must not disturb, damage or interfere with materials that may contain asbestos.

Any suspected damage or disturbance must be reported immediately to the Nursery Manager or appropriate responsible person.

Contractors undertaking work on the premises must follow appropriate asbestos management procedures.

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16. Control of Substances Hazardous to Health (COSHH)

Brabyns Nursery School will ensure that hazardous substances are appropriately managed in accordance with COSHH requirements.

This includes:

- Safe storage
- Appropriate labelling
- Access restrictions
- Staff awareness
- Suitable risk assessments
- Appropriate protective equipment where required
- Safe disposal
- Access to relevant safety information

Cleaning products and other hazardous substances must never be left where children can access them.

COSHH information and safety data should be available for relevant substances used within the nursery.

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17. Legionella Monitoring and Prevention

Brabyns Nursery School recognises the importance of managing the risk of exposure to Legionella bacteria within water systems.

Appropriate arrangements will be maintained for:

- Water temperature monitoring
- Flushing of infrequently used outlets
- Maintenance of water systems
- Cleaning and disinfection where required
- Risk assessment
- Record keeping
- Appropriate contractor involvement

Checks and monitoring will be undertaken in accordance with the nursery's arrangements and relevant guidance.

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18. Maintenance of Plant, Equipment and Resources

Brabyns Nursery School will ensure that equipment and facilities are appropriately maintained and safe for use.

This includes, where applicable:

- Electrical equipment testing
- Fixed electrical installation testing
- Fire safety equipment
- Heating and water systems
- Outdoor play equipment
- Furniture
- Learning resources
- Kitchen equipment
- Cleaning equipment
- Security systems

Equipment that is damaged, defective or unsafe must be removed from use or appropriately isolated until the issue has been resolved.

Staff must report damaged equipment promptly.

19. Display Screen Equipment (DSE)

Where staff regularly use computers, laptops or other display screen equipment as part of their work, appropriate consideration will be given to their workstation and working environment.

Staff should ensure that:

- Their workstation is appropriately arranged.
- They take appropriate breaks from prolonged screen use.
- Any discomfort or problems are reported.
- A workstation assessment is undertaken where required.

Particular consideration will be given to staff who require reasonable adjustments.

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20. Glazing

Brabyns Nursery School will take reasonable steps to ensure that glazing within the nursery is appropriately managed.

Where glazing presents a foreseeable risk, an appropriate assessment will be undertaken and control measures introduced.

Any damaged glazing must be reported immediately and children must be prevented from accessing the affected area until it has been made safe.

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21. First Aid and Accidents

Appropriate first aid arrangements will be maintained throughout the nursery day.

All accidents involving children, staff or visitors must be recorded in accordance with the nursery's Accident, Incident and First Aid procedures.

Accident records will be reviewed periodically to identify:

- Patterns
- Recurring hazards
- Locations where incidents are occurring
- Equipment-related issues
- Supervision concerns

- Whether additional risk controls are required

Where an accident or incident is significant, the nursery will consider whether further reporting is required, including RIDDOR where applicable.

Parents/carers will be informed of accidents and injuries involving their child in accordance with nursery procedures.

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22. Behaviour and Physical Safety

Brabyns Nursery School recognises that children's behaviour can sometimes create health and safety risks.

The nursery's approach is set out in the Behaviour Policy and is based on positive relationships, emotional regulation, clear boundaries and supporting children to make safe and appropriate choices.

Staff will:

- Maintain appropriate supervision.
- Support children to understand safe behaviour.
- Use positive behaviour strategies.
- Help children recognise and regulate their emotions.
- Intervene where behaviour presents a risk of harm.
- Follow appropriate procedures where physical intervention may be necessary to prevent significant harm.

The nursery recognises that children are still developing their understanding of risk and behaviour and therefore require consistent adult support.

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23. Records

Brabyns Nursery School will maintain appropriate records relating to health and safety, including where applicable:

- Risk assessments
- Accident and incident records
- First aid records
- Fire drill records
- Health and safety checks
- Equipment checks
- Maintenance records
- COSHH information
- Staff training records
- Relevant inspection records
- Contractor records

Records will be reviewed as appropriate to ensure that actions have been identified and followed through.

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24. Visitors and Contractors

All visitors and contractors must follow Brabyns Nursery School's visitor and site security procedures.

Visitors must enter through the designated entrance and sign in using the nursery's visitor recording system.

Visitors should:

- Provide appropriate identification where required.
- State the purpose of their visit.
- Wear an appropriate visitor badge where required.
- Remain appropriately supervised when accessing areas where children are present.
- Sign out when leaving the premises.

Contractors undertaking work at the nursery must comply with relevant health and safety requirements.

Where contractor activity could create a risk to children or staff, appropriate arrangements must be made to separate children from the work area.

Any member of staff who has concerns about an unknown or unauthorised person on the premises must report this immediately to the Nursery Manager or another member of the leadership team.

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25. Security and Access to the Nursery

Brabyns Nursery School will take reasonable steps to maintain the security of the premises and protect children, staff and visitors.

This includes:

- Controlling access to the building.
- Ensuring external doors and gates are appropriately secured.
- Ensuring visitors are identified and recorded.
- Maintaining appropriate supervision at arrival and collection times.
- Ensuring children cannot leave the premises without appropriate authorisation.
- Monitoring access points.
- Ensuring staff are aware of security procedures.
- Following the nursery's procedures for responding to unauthorised persons.

Children must never be given responsibility for admitting visitors to the nursery.

26. Exceptional Procedures and Unauthorised Access

If an unknown or suspicious person attempts to enter the nursery, staff should follow the nursery's security and emergency procedures.

Staff should:

- Challenge or question access appropriately where it is safe to do so.
- Immediately alert the Nursery Manager or another member of the leadership team.
- Keep children away from the person where appropriate.
- Secure doors or access points where possible.
- Follow lockdown or invacuation procedures if required.
- Contact emergency services where necessary.

Staff must prioritise the safety of children and themselves.

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27. Violence or Aggression Towards Staff

Brabyns Nursery School recognises that staff may occasionally experience verbal or physical aggression from an adult or, in some circumstances, a child.

Staff should follow the nursery's procedures for managing challenging behaviour, physical intervention and safeguarding.

Where a potentially difficult or confrontational meeting with an adult is anticipated, appropriate leadership support should be considered.

Staff should:

- Remain calm and professional.
- Avoid escalating confrontation.
- Seek assistance from the Nursery Manager or another member of the leadership team.
- Remove themselves and children from immediate danger where appropriate.
- Record and report incidents of aggression.

Any serious incident involving aggression towards staff will be reviewed to identify whether additional measures or support are required.

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28. Responsibilities

Bellevue Education

Overall responsibility for Health and Safety rests with Bellevue Education as proprietor.

Bellevue Education provides oversight through appropriate governance, compliance and monitoring arrangements, including:

- Regular communication with the nursery.
- Compliance and monitoring visits.
- Review of regulatory requirements.
- Oversight of safeguarding and health and safety.
- Access to appropriate advice and support.
- Governance oversight of relevant school documentation and improvement planning.

Nursery Manager

The Nursery Manager has overall responsibility for the implementation and operation of this policy within Brabyns Nursery School.

The Nursery Manager will:

- Ensure the Health and Safety Policy is implemented.
- Ensure relevant legislation and guidance are considered.
- Establish safe working practices.
- Ensure staff understand health and safety responsibilities.
- Ensure appropriate risk assessments are completed.
- Ensure effective control measures are implemented.
- Monitor the condition of premises and equipment.
- Ensure appropriate fire safety arrangements are maintained.
- Ensure suitable first aid arrangements are in place.
- Ensure appropriate staff training is provided.
- Monitor accidents, incidents and near misses.
- Ensure health and safety concerns are acted upon.
- Liaise with Bellevue Education where appropriate.
- Review this policy and associated procedures.

Deputy Nursery Manager and Leadership Team

The Deputy Nursery Manager and leadership team will support the Nursery Manager by:

- Monitoring health and safety within their areas of responsibility.
- Ensuring staff follow agreed procedures.

- Supporting risk assessment and dynamic risk assessment.
- Monitoring supervision arrangements.
- Identifying and reporting hazards.
- Supporting accident and incident reviews.
- Supporting staff training.
- Ensuring appropriate records are maintained.
- Escalating significant concerns to the Nursery Manager.

All Members of Staff

All staff will:

- Familiarise themselves with this Health and Safety Policy.
- Follow all relevant health and safety procedures.
- Take reasonable care of themselves and others.
- Maintain appropriate supervision of children.
- Carry out and follow relevant risk assessments.
- Report hazards, accidents, incidents and near misses.
- Use equipment safely.
- Maintain safe working practices.
- Attend required training.
- Follow fire and emergency procedures.
- Follow safeguarding procedures.
- Report any health and safety concerns promptly.

Health and safety is the responsibility of every member of the Brabyns Nursery School team.

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29. Equal Opportunities

Brabyns Nursery School is committed to equality, inclusion and non-discrimination.

In implementing this policy, the nursery will take account of individual needs and ensure that health and safety arrangements are applied fairly and appropriately.

Reasonable adjustments will be considered where necessary to support children, staff or visitors with additional needs or disabilities.

This policy should be read alongside the nursery's Equality, Diversity and Inclusion Policy.

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30. Monitoring and Review

The Nursery Manager will monitor the implementation and effectiveness of this policy.

The policy will be reviewed regularly and whenever there are significant changes to:

- Legislation
- EYFS requirements
- Nursery procedures
- Premises
- Equipment
- Staffing
- Health and safety guidance
- Identified risks

Accidents, incidents, near misses and feedback from staff will also inform the review process.

The aim is to ensure that the Health and Safety Policy remains **current, practical, proportionate and effective in protecting children, staff and visitors at Brabyns Nursery School.**

Appendix 1 – Visitors' Health and Safety Notice

Welcome to Brabyns Nursery School

Please read and follow the following information while visiting our nursery.

1. **Signing in and out**
   Please sign in on arrival and sign out when leaving the nursery.
2. **Visitor identification**
   Please wear your visitor badge where required and return it when leaving.
3. **Children's safety**
   Please follow staff instructions and do not enter areas restricted to visitors.
4. **Fire alarm**
   If the fire alarm sounds, leave the building immediately using the nearest safe exit and follow staff instructions to the designated assembly point.
5. **Accidents or injuries**
   Please report any accident, injury or first aid requirement to a member of staff immediately.
6. **Hazards**
   If you identify a hazard, spill, damaged equipment or other safety concern, please inform a member of staff immediately.

7. **Children**
   Visitors must not supervise or have unsupervised access to children unless this has been specifically authorised and appropriate safeguarding arrangements are in place.
8. **Security**
   Please do not allow other people to enter the nursery behind you. All visitors must follow the nursery's visitor procedures.

Thank you for helping us to keep Brabyns Nursery School safe.