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Health and Safety Policy

1. Policy Statement

Peques Anglo-Spanish Nursery Schools is committed to ensuring, so far as is reasonably practicable, the health, safety, and welfare of all children, staff, parents, visitors, and contractors.

In line with the **Health and Safety at Work Act 1974** and the **Statutory Framework for the Early Years Foundation Stage (EYFS)**, we recognise our duty not only to take appropriate action to safeguard health and safety, but also to demonstrate this through clear policies, robust procedures, and effective monitoring.

A safe environment is fundamental to children's wellbeing, learning, and development. Health and safety responsibilities are shared across all levels of the nursery, supported by clear leadership, accountability, and safe working practices.

2. Scope

This policy applies to:

- All Peques nursery settings
- All staff (including agency staff, students, and volunteers)
- All children attending the nursery
- Parents, carers, visitors, and contractors

3. Roles and Responsibilities

Nursery Managers

Nursery Managers hold overall responsibility for the implementation and day-to-day management of health and safety within their setting. This includes ensuring that procedures are followed, concerns are acted upon promptly, and staff are supported and trained appropriately.

Health & Safety Officers

Each setting has a **designated Health & Safety Officer**, who is appropriately trained and responsible for:

- Carrying out regular premises and equipment checks
- Recording findings accurately
- Reporting and escalating concerns
- Ensuring identified actions are followed up and resolved

Managers and Health & Safety Officers work together to ensure a consistent, proactive, and effective approach to health and safety across the setting.

4. Our Health and Safety Commitments

To maintain the highest standards of health and safety for children and staff, Peques will ensure that:

- The highest standards of **cleanliness and hygiene** are maintained throughout the premises and on all equipment.
- **Electrical safety checks** are carried out in line with statutory requirements:
 - Portable Appliance Testing (PAT) annually
 - Fixed electrical circuit testing every five years
- **Safe and clear access is maintained:**
 - Within buildings
 - To and from entrances and exits
 - With fire exits clearly marked and unobstructed
- **All staff are:**
 - Fully aware of evacuation procedures
 - Involved in regular fire drills
(See Fire Safety and Evacuation Policy)
- **All staff understand procedures relating to:**
 - Accidents and incidents
 - First aid
 - Emergency response
- Staff fulfil their **individual and collective responsibilities** for health and safety at all times.
- Measures are in place to **prevent and control the spread of infection**, including:
 - Use of personal protective equipment (PPE) where appropriate
 - Adherence to infection control procedures
- **Kitchen staff:**
 - Are fully informed of allergy requirements
 - Hold a current **Level 2 Food Safety qualification**
 - Complete and record daily and weekly health and safety checks
- Hot drinks are **never taken into areas where children are present**.
- All new staff receive **health and safety induction training**.
- **Daily indoor and outdoor health and safety checks** are completed and recorded (See Risk Assessments Policy).

- **Contractors:**
 - Do not carry out repairs or maintenance without an appropriate **risk assessment**
 - Are managed to ensure both safety and safeguarding requirements are met
- **Staff support children's understanding of health and safety through:**
 - Positive role modelling
 - Everyday routines
 - Age-appropriate discussion and role play
- **Sleeping arrangements:**
 - Bed linen is washed daily
 - Children are spaced appropriately
 - Head-to-toe positioning is used to reduce the risk of cross-infection
(See **Safer Sleeping Policy** for full details)

5. Staff Responsibilities

All staff must remain constantly mindful of their responsibilities for:

- Their own health and safety
- The health and safety of children
- The safety of colleagues, visitors, and contractors

Health and safety is a shared responsibility and requires vigilance, professionalism, and effective communication at all times.

6. Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR)

Peques complies fully with the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013**.

RIDDOR requires certain serious workplace incidents to be reported. Further guidance is available at:

www.hse.gov.uk/riddor

The following must be reported to the **Health & Safety Officer, Nursery Manager, Health and Safety Executive (HSE)**, and **Ofsted**, where applicable:

- Any accident on nursery premises involving a child, staff member, parent/carer, or visitor that requires treatment by a GP or hospital.
- Any disease or dangerous occurrence that has caused, or could have caused, serious injury or fatality due to exposure within the setting.

All incidents are recorded accurately and reported within required timescales.

7. Breaches of Health and Safety

Any breach of health and safety procedures by staff is taken seriously. Failure to comply may constitute misconduct and will be addressed through the disciplinary procedure. Serious or repeated breaches may be treated as gross misconduct.

This policy should be read in conjunction with:

- Safeguarding Children Policy & Procedure
- Risk Assessment Policy
- Fire Safety & Emergency Evacuation Policy & Procedure
- First Aid Policy
- Cleaning Policy
- Infection Control Policy
- Kitchen Food & Hygiene Policy
- Outdoor Play Policy
- Outings Policy
- Pet Policy (PFB Only)
- Allergies Policy & Procedure
- Medication Policy
- Common Ailment Policy
- Workplace Wellbeing Policy
- Lone Working Policy

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Approval route: Head Office