



Burgh Wood Montessori Nursery School

Health & Safety Policy



This policy is made available to all parents, prospective parents, staff and prospective employees of Burgh Wood Montessori Nursery School on our website, and a hard copy can also be viewed upon request.

Introduction to policy

Burgh Wood Montessori Nursery School (*hereafter the "Nursery School"*) have a responsibility to provide a safe environment for everyone on premises. The Principal at the Nursery School is responsible for health and safety matters concerning the Nursery Schools' premises. The team are aware of potential hazards within the Nursery School and the surrounding environment and actively protect children, staff and visitors from hazards.

All members of the team have Paediatric and First Aid training. All accidents and any incidents are recorded on the Blossom Parent App. All accidents are accurately notified to the Parent/Carers as soon as possible. Accidents at Home are also recorded on the Blossom Parent App.

Hygiene rules relating to bodily fluids are followed with particular care and all staff are aware of how infections can be transmitted.

We recognise the importance of delivering the curriculum to our children in a safe and secure environment both within our School and on outings. Our curriculum itself plays a vital role in educating the children how to behave in a safe and healthy manner. Our behaviour policy aims to ensure that children learn how they are expected to behave.

This policy should be read in conjunction with the Nursery School's other policies with particular regards to the following:

1. Safeguarding and Child Protection Policy
2. Behaviour Management and Anti-Bullying Policy
3. Risk Assessment Policy
4. First Aid Policy and Medical Treatment
5. Fire and Evacuation Policy

Summary of procedures

General

The Nursery School ensures that the premises, including overall floor space and outdoor space, is fit for purpose by carrying out daily risk assessments. We do this by:

1. Completing daily risk assessments of both the indoor and outdoor environment.
2. Reporting any hazards and faulty equipment to Joanne Stewart-Nash (The Principal) or in her absence Natalie Herbert (Manager)/Louise Brennan (Deputy Manager) at the Nursery School.
3. Reporting an accident or an incident to Parents/Carers on the same day before the end of a session.
4. In the event of a head bump, staff will make contact with the parent/carer and inform them of the incident.
5. Reporting and notifying Ofsted of any serious accident, illness, or injury - 0300 123 1231.
6. Report to C-SPA 0300 470 9100.
7. The Nursery School's overall objective within this Policy is to make the contents of this document intrinsic to our working practices on a day to day basis by:
 - Involving and motivating the nursery staff in all matters concerning Health & Safety.
 - Providing adequate control of the health and safety risks arising from our work activities.

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- Ensuring the door to the kitchen and downstairs store cupboard is locked at all times.
 - Ensuring that the child safety gates at the bottom and top of the stairs are closed at all times.
 - Ensuring that the fire doors are closed at all times.
 - Ensuring that the alarms are on throughout the opening times of the Nursery School.
 - Ensuring that the fire evacuation route is clear at all.
 - Ensuring regular reviews of any risks and check that control measures remain adequate.
 - Consulting with all employees on all matters affecting their health and safety.
 - Providing and maintaining safe toys and equipment.
 - Ensuring safe handling and storage of any substances.
 - Providing the necessary instruction, training, information and supervision for all staff, to ensure the competence of all staff.
 - Achieving a high standard of occupational health, safety, welfare and hygiene.
 - Providing a healthy environment.
 - Eliminating hazardous situations.
 - Preventing accidents/ill health through good risk assessment processes.
 - Creating a culture of thinking safety where staff regularly bring forward any observations and concerns.
 - Providing adequate funds to rectify any health and safety issues.
 - Reviewing and revising this Policy as necessary at regular intervals.
 - Regularly checking and cleaning all toys and equipment both indoors and outdoors.
 - Ensuring toys containing small parts are kept away from younger children.
 - Keeping all medicines and hazardous substances out of reach.
 - Encouraging children to develop good hygiene practice.
 - Ensuring children hold hands or use Walkodile when outside the school premises..
 - Checking for broken glass or dog/fox faeces when visiting parks.
 - Wearing high-viz jackets on outings.
8. All relevant and complete Health and Safety posters are displayed in the store room for staff, student and volunteer reference.
9. Parents and carers are informed about health and safety issues through emails and newsletters.

Vehicles

Car parking at the beginning and end of the day at the Nursery School is monitored by staff. Parents/Carers are not permitted to park on the staff driveway unless previously arranged with the Principal at Burgh Wood Montessori. Parents/carers are able to park on the slip road or in The Drive.

Fire Prevention

1. All members of staff are responsible to keep fire routes and exits clear.
2. Electrical Safety Testing. Both buildings have current electrical installation certificates.
3. Regular portable appliance testing.
4. All gas appliances are regularly maintained and serviced.
5. Termly fire practices.

Sun Safety and Cold Weather

1. Parents/carers are regularly reminded through newsletters and emails to ensure that, during the summer, they have applied sun cream to their child before attending the Nursery Schools. We



also ask parents/carers for permission to reapply sun cream if needed and ask parents to provide their own brand of sun cream.

2. Parents are also asked to provide sun hats. If a child does not have a sun hat, the team will ensure that the child remains in the shady part of the outdoor environment.
3. Water is always available for children.
4. A base layer and layers of clothing are advised. A warm and waterproof coat with hat and gloves should be provided.

Water activities

Water play activities are closely supervised by a team member at all times. Children are not left unsupervised with water play activities.

Hygiene

1. The play areas, kitchen, toilets and nappy changing areas are all checked before, during and after closing to ensure that they are clean.
2. Deep cleans of the nursery school are carried out once a term.
3. Role play clothes and cushion covers are washed three times per term.
4. Cloths are washed daily.
5. Children are taught how to wash their hands as part of their personal hygiene.
6. Children are required to wash their hands before eating their snack or lunch and when they come in from the outdoor environment.
7. Children are encouraged to use tissues which are readily available in the School and to dispose of them in the bins provided.
8. With regard to nappy changing, the team wear gloves and dispose of nappies in the nappy disposal unit. The baby changing mat is disinfected after each nappy change.
9. Cloths are colour coded dependent upon their use.

A list of notifiable diseases is provided to Parents/Carers and the team is regularly reminded to be aware of the signs and symptoms of communicable diseases.

Staff

The Schools staffing arrangements meet the needs of all children and ensure their safety (EYFS 2024 para: 3.35)

'Staffing arrangements must meet the needs of all children and ensure their safety. Providers must ensure that children are adequately supervised, including whilst eating, and decide how to use staff to ensure children's needs are met. Providers must inform parents and/or carers about how staff are organised, and, when relevant and practical, aim to involve them in these decisions.'

Children aged two years:

1. There is one member of staff for every four children.
2. Each member of staff will have a full and relevant Level 2/3 Qualification.

Children aged 3 and 4:

1. A member of staff with Qualified Teacher Status or Early Years Professional Status, or Level 6 Qualification provides 1:13 adult-child ratio.
2. A full and relevant Level 3 qualified member of staff for every 8 children.
3. A Level 2 and Level 3 will work together with groups of children.



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Further reading/contacts

Reporting Accidents and Incidents at Work:
www.hse.gov.uk

NHS Online:
www.nhsdirect.nhs.uk

The Royal Society for the Prevention of Accidents:
www.rospa.com/homesafety/adviceandinformation