

Health and Safety – General Policy



POLICY DOCUMENT	
Health and Safety Policy	
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Policy Author:	Kate McLeod
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1.0 Introduction

The Little Dragon's Day Nursery Health and Safety Policy Document detail its commitment to effective, successful health and safety management. It contains a statement of intent, together with organisational details of the arrangements and monitoring systems for Health and Safety management.

The Little Dragon's Day Nursery Health and Safety Policy is central to an understanding 'that health and safety must feature prominently in all aspects of the operation of each setting in order to ensure compliance with the health and safety legislation'.

This policy relates to and will ensure compliance with statutory and Ofsted requirements by establishing clearly defined roles, responsibilities and arrangements at both a strategic and local level. The Health and Safety schedule can be found in the Management File.

This policy document sets the required health and safety standards for: Little Dragon's Day Nursery

In addition, Ofsted requires that the nursery holds various other documentation relating to health and safety. This policy reinforces the culture of the Company in relation to the importance of health, safety, welfare and wellbeing of all who visit the nursery; this includes both employees and visitors.

There are three parts to this Policy: -

Aim, objective and statement of intent
Declaration of intent by the Manager and Owners
Organisation
The management structure and defining of roles and responsibilities
Arrangements
The procedures and systems necessary for implementing the policy.

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2.0 Policy aim, objectives and statement of intent

2.1 Policy Aim

To create a culture where everyone can undertake their roles and responsibilities and fulfil their potential free from work related or education related injury or ill health; this includes all employees, agency staff, peripatetic staff, volunteers, children, partners and others who may be affected by our work activities.

2.2 Policy Objectives

- ❖ To conduct all activities safely and in compliance with legislative standards
- ❖ To provide safe working and learning conditions
- ❖ To ensure a systematic approach to the identification of risks and the allocation of resources to control them
- ❖ To be a Company that promotes a positive health and safety culture that is demonstrated by open communication and a shared commitment to the importance of health, safety and welfare
- ❖ To promote the principles of sensible risk management which enables innovation and learning

2.3 Policy Statement

Little Dragon's Day Nursery recognises and accepts its responsibility as an employer and provider of education; and will provide a safe and healthy workplace and learning environment for all staff, children and other persons as may be affected by its activities.

Little Dragon's Day Nursery will strive to meet and adhere to all relevant health and safety legislation and educational standards, to demonstrate statutory compliance.

Good health and safety management will be an integral part of the way that the Company operates and will be considered across all work activities and across the wide range of educational activities delivered.

Little Dragon's Day Nursery will ensure that we have access to technical advice, support and guidance on health and safety matters to assist us in meeting our objectives; we will do this by:

- Accessing the services of a competent Health and Safety Practitioner.

Little Dragon's Day Nursery will:

- ❖ Seek to ensure that its buildings, grounds, plant and equipment meet appropriate health and safety standards.
- ❖ Promote health and safety training to ensure competence and awareness
- ❖ Develop and communicate information on sensible risk management and safe working practices.
- ❖ Require all employees and encourage the support of all children and visitors to show a proper personal concern for their own safety, for that of the people around them through management example, through joint consultation, within the delivery of the curriculum and through pastoral care.

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- ❖ Require staff to exercise due care and attention, and observe safe working methods, including those inherent in their professional conduct or training.

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Little Dragon's Day Nursery will adopt a planned risk-based approach to health and safety management based on the principles of sensible risk management. This will involve:

- ❖ Assessment of hazards and associated risks
- ❖ Identification and implementation of preventive and protective control measures against those risks to an acceptable/ tolerable level
- ❖ Monitoring the effectiveness of those measures including the enforcement of proper working practices by the senior leadership team and other supervising staff members and the review of incident statistics
- ❖ Including health and safety requirements/responsibilities into contract conditions which will be enforced by the owners, senior leadership team and other supervising staff members
- ❖ Provision of information, instruction, training and protective equipment to staff (and children where required)
- ❖ Review of risk assessments, policies, procedures and practices at regular intervals and where additional information is gained through monitoring or following an incident.

It is a requirement of Little Dragon's Day Nursery that this policy statement and its implications are understood and acted upon by all staff and other relevant persons. Linked to this policy statement are documents recording the organisational arrangements and procedures by which we will ensure that the policy is implemented effectively.

Copies of the policy will be issued to all Staff and will be available from the Company website with the master copy held in the Office.

This Policy will be reviewed and approved by the Nursery Owners and Senior Leadership Team annually. It will be reviewed on or before September each year.

Signed: Kate McLeod

MD (insert name): Kate McLeod

Date: 19/11/2025

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3.0 Organisation Roles and Responsibilities

3.1 General

The Health and Safety at Work Act 1974 and subordinate legislation states that all employees have health and safety responsibilities when at work. Although some duties and responsibilities may be delegated, accountability for health, safety and welfare at work is not transferable and cannot be evaded.

3.2 Health & Safety roles and responsibilities

Successful health and safety management depends on a systematic approach throughout the Company so that health and safety becomes fully integrated with all other aspects of management. A proactive health and safety culture will require strategic leadership from the Owners, Management Team and Senior Leadership Team with support from all staff. This policy assigns roles and responsibilities to the post holders as specified below:

3.3 Nursery Owners

The Owners Little Dragon's Day Nursery have overall accountability for health and safety at the Nursery. The owners can delegate responsibility but cannot discharge their accountability. The owners will develop, implement, monitor and review the nursery's safety management systems on a regular basis to be satisfied that systems are robust and demonstrate statutory compliance.

Health and safety matters will be considered within the nursery's decision making process (as set out within policies and procedures, and any statutory provisions set out in legislation).

The owners will ensure that adequate resources are made available to implement successful health and safety management that conforms to all relevant statutes. Health and safety matters will be considered and accounted for when making managerial decisions.

The owners will:

- ❖ Provide clear and visible health and safety leadership that encourages employee involvement in improving health and safety standards
- ❖ Ensure that all decisions made reflect their health and safety intentions as articulated in the Company's health and safety policy statement of intent.
- ❖ Implement the effective operation of an integrated health and safety management structure that supports successful health and safety management
- ❖ Monitor health and safety arrangements that includes progress against the Company's health and safety action plan. There will be regular reports with the Owners, Manager and Senior Leadership Team. The provision of adequate resources to enable the delegation of their health and safety responsibilities
- ❖ Produce a health and safety policy and devise appropriate procedures for managing health and safety related issues
- ❖ Ensure that they develop, implement, monitor and effectively review agreed policies, guidance or procedures where appropriate
- ❖ As part of their decision-making process, take into account the costs of implementing the health and safety policies, seeking and setting aside reasonable funding for their implementation
- ❖ Receive and action health and safety reports from the Manager at least annually, to

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monitor and evaluate the effectiveness of the health and safety management systems across the Nursery.

- ❖ Ensure when awarding contracts that health and safety is included in specifications and contract conditions.
- ❖ Ensure that the nursery has access to competent health and safety advice
- ❖ Work proactively to promote a positive safety culture

3.4 Nursery Manager

The Nursery Manager has been appointed by the owners as the responsible person for Health and Safety within the nursery on a daily basis. The Manager will promote the adequate and proper consideration of health and safety to senior managers and employees within the nursery.

The Nursery Manager will present an annual report to the owners on the health and safety performance of the nursery, which will include:

- Accident statistics
- Setting performance related targets and objectives
- Measuring health and safety performance
- Monitoring of health and safety to include:
 - Auditing
 - Inspection
 - Accident recording and investigation
 - Review of performance
 - Training

Critical incidents will be escalated to the Owners.

Under the direction of the Nursery Owners, the Nursery Manager will:

- ❖ Ensure that satisfactory health and safety standards are maintained through effective management and risk assessment processes;
- ❖ Ensure that when making decision/arranging new projects for the service area, health, safety, welfare and wellbeing issues are considered and dealt with fully;
- ❖ Ensure that adequate health and safety communication channels exist within their area of control;
- ❖ Ensure that adequate resources are provided to maintain health, safety and welfare, and manage these resources on a risk priority basis;
- ❖ Work proactively to promote a positive safety culture;
- ❖ Ensure that procedures exist and are effectively implemented to identify and provide information, instruction, training and supervision needed to ensure health and safety;
- ❖ Seek to proactively develop and improve health and safety within their area of responsibility;
- ❖ Ensure procedures are in place for the reporting and recording of accidents and incidents, and near miss investigation and taking appropriate action to prevent recurrence within the statutory time scales;
- ❖ Review and monitor accidents and incident statistics to identify trends and areas of high risk. Provide support and resources to ensure adequate controls are put in place to prevent recurrence, and to ensure continual health, safety and wellbeing improvement;
- ❖ Ensure that their employees understand and accept their individual and collective responsibilities regarding health and safety and are adequately trained to carry out their

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- responsibilities;
- ❖ In conjunction with Senior Leadership Team/ health and safety representatives, monitor and review health and safety targets and priorities in line with Company objectives; and ensure the provision of adequate resources to achieve compliance;
 - ❖ Ensure that health and safety arrangements and performance are formally evaluated, monitored and reviewed at least on an annual basis;
 - ❖ Ensure that the Nursery Owners, along with employees' representatives, and that professional health and safety advice is sought, prior to changes in accommodation and working practices;
 - ❖ Ensure that the Nursery Owners are informed of any breach of health and safety statutory requirements; and immediately when there is Health and Safety Executive (HSE) involvement;
 - ❖ Ensure that safe systems of work are fully discussed, recorded, implemented and reviewed with the appropriate employees concerning:
 - Current work activities
 - Planning new activities, methods of work etc.
 - Design/acquisition of new buildings, plant and equipment
 - ❖ Ensure that informal tours of the workplace are carried out to proactively identifying good and poor health and safety performance. This will demonstrate visible management commitment to health and safety within their service areas.
 - ❖ Ensure that a formalised workplace inspection regime is in place to identify hazards and to take appropriate action;
 - ❖ Ensure that new employees and contractors receive an induction to the premises/ area they are working, including emergency evacuation.
 - ❖ Consult and seek advice where necessary; and
 - ❖ Provide clear leadership on health and safety and set a personal example.

3.5 Senior Leadership Team (Deputy Manager's and Head of Room Leaders)

All Managers/Leaders are responsible for managing health and safety in their area of responsibility.

They will:

- ❖ Comply with the Nursery's health and safety policies and room specific Risk Assessments;
- ❖ Ensure that risk assessments are undertaken with the application of a sensible risk management approach for work activities/ processes/ and operations;
- ❖ Eliminate the risk or reduce to the lowest possible level by managing the risk effectively;
- ❖ Ensure that all employees are familiar with the relevant risk assessment findings, control measures, safe systems of work, and local arrangements;
- ❖ Set up and maintain safe, healthy working conditions;
- ❖ Provide all new starters with a health and safety induction;
- ❖ Audit and monitor safe working practices and procedures;
- ❖ Ensure that procedures and training programs are set up and maintained for all employees;
- ❖ When designing, buying and using new equipment, ensure that health, safety and wellbeing is considered as part of the risk assessment process;
- ❖ Ensure that new, reviewed or changed processes and services are assessed for risks before they are put into practice;
- ❖ Ensure that accidents, incidents and near misses are reported and investigated, where necessary, so that appropriate action can be taken to prevent a recurrence;
- ❖ Ensure that contractors and other people's activities are monitored;

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- ❖ Ensure that all employees, including safety representatives, are able to carry out their responsibilities, and encourage them to work with managers to promote an attitude of safe working across the nursery;
- ❖ Ensure that a formalised workplace inspections regime is in place to identify hazards and to take appropriate action;
- ❖ Ensure that contractors receive an induction to the premise/ area in which they are working.
- ❖ Provide clear leadership on health and safety and set a personal example.

3.6 Employees

All employees, including those with managerial responsibilities, have an important role to play in effective health and safety management. All employees have a responsibility to:

- ❖ Take reasonable care, while at work, to ensure that they do not endanger either themselves or anyone else who might be affected by their actions or omissions.
- ❖ Co-operate with their employer or other person in respect of their health and safety duties and follow all instructions (written and verbal) to protect their own and other people's health and safety.
- ❖ Not misuse or interfere with any safety equipment and/or protective clothing provided and avoid improvisation in any form, which could create unnecessary risks to health and safety.
- ❖ Ensure that plant and equipment is in a safe condition, before use and familiarise themselves with all relevant processes, materials and substances and use as advised. Report any defects, loss or damage to their manager.
- ❖ Be aware of their capabilities and competence, both physically and mentally and inform a manager if they feel unable to continue with their duties.
- ❖ Behave appropriately at all times in the workplace and not get involved in any horseplay.
- ❖ Avoid taking short cuts or changing work activities, which could create unnecessary risks to their health and safety.
- ❖ Use all safety equipment and/or personal protective equipment that is provided.
- ❖ Report all accidents, incidents (including incidents of violence, diseases and dangerous occurrence), near misses, as well as unsafe methods of work, unsafe conditions/tools/ plant/ equipment/ premises/ appliances/ practices, and concerns about health, safety or wellbeing to their manager, even if an injury was not sustained.
- ❖ Be familiar with any health and safety policies, procedures, risk assessments or any other health and safety documentation, applicable to them and their work. Follow all instructions therein (whether verbal or written).
- ❖ Be appropriately dressed for their working environment and activity.
- ❖ Be aware of the first aid provision at their workplace and understand the fire/emergency evacuation and fire prevention procedures, position of fire alarms and equipment and participate in drills as required.
- ❖ Take part in health and safety training and development as necessary.
- ❖ Set a good personal example in respect of health and safety.
- ❖ Make suggestions to improve health and safety.

3.7 Children

All children are expected to behave in a manner that reflects the Nursery's behavior policy and values:

- ❖ With the support of their Key Person, children will take reasonable care for their own health and safety and that of their peers, teachers, support staff and any other person that may be at nursery

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- ❖ Cooperate with teaching and support staff and follow all health and safety instructions given.
- ❖ Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.
- ❖ Report to a member of the nursery staff any health and safety concerns that they may have
- ❖ Set a good personal example in respect of health and safety.

3.8 Visitors and volunteers

The health and safety of any visitor to the Nursery and volunteers involved in any nursery activity will be appropriately assessed with the implementation of adequate control measures. All visitors to the nursery are expected to comply with the Nursery's health and safety arrangements and:

- ❖ Take reasonable care for their own health and safety and that of anyone who may be affected by their activity.
- ❖ Cooperate with staff and follow all health and safety instructions given.
- ❖ Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.
- ❖ Report any health and safety concerns that they may have to a member of staff.

4.0 ARRANGEMENTS

The following arrangements have been agreed and adopted by Little Dragon's Day Nursery to ensure that Owners and Management fulfil their responsibilities and provide the foundation for securing the health and safety of employees, and all users of the site.

4.1 Setting health and safety objectives

The Nursery Owners, Management Team and Senior Leadership Team will specifically review progress of health and safety objectives at least annually. Where necessary, health and safety improvements will be identified and included within the Nursery's action plan.

4.2 Provision of health and safety training

Little Dragon's Day Nursery will provide an annual health and safety refresher in line with the Nursery's health and training matrix, focusing on mandatory training as a priority.

4.3 Joint consultative process

The Nursery's health and safety committee will meet at least once per term. This committee will report to the Management Team, who will ensure that concerns are considered and addressed within a clear action plan, with identified responsibilities and target dates. The committee membership should include representation from all areas of the Nursery.

4.4 Specialist advice and support

Specialist advice and support will be obtained from competent health and safety practitioners, as required.

4.5 Establishing adequate health and safety communication channels

Communication channels will be established for the exchange of health and safety knowledge and information. Where necessary, these communications will be recorded and include: -

- ❖ Owner, Management, Senior leadership team and Staff/team meetings;

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- ❖ Site health and safety committee;
- ❖ Provision of information relating to safe systems of work and risk assessments;
- ❖ Training provided

Where health and safety issues cannot be resolved at local level, they will be escalated through the management structure as appropriate.

4.6 Financial resources

The Nursery Owners and Management will review budgets to determine, in the light of past performance, if adequate resources are being deployed to ensure adequate health and safety management and control.

4.7 Health and Safety Schedule

Specific site arrangements can be found in the Management file located in the Office and are summarised in the table below. The Nursery's nominated Health and Safety lead is our Nursery Manager Kerri Scott.

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Item	Action												
<u>Annual</u>	<u>Date Completed & Signature</u>												
Boiler													
Full Fire Risk Assessment													
PAT Testing													
Health and Safety Audit (External)													
COSHH Audit													
Risk Assessments (Review whenever needed throughout the year but at least annually)													
<u>Termly</u>	<u>Date Completed</u>												
Fire Drill	<u>Autumn</u>				<u>Spring</u>				<u>Summer</u>				
Emergency Lockdown Drill													
Health and Safety Audit (Internal)													
<u>Monthly</u>	<u>Date Completed</u>												
Accident Review	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>Aug</u>	
Incident Review	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>Aug</u>	
Low-Level Concern Review	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>Aug</u>	
Health and Safety Inspection Form	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>Aug</u>	
Fire Safety Check Sheet	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>Aug</u>	
Sleep Check Audit	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>Aug</u>	
First Aid/Medicine Cabinet Audit	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>Aug</u>	
<u>Weekly Checks</u>	<u>Evidence</u>												
Fire Alarm Test	<u>See Fire Log Book for Alarm Test Dates</u>												
<u>Daily Checks</u>	<u>Evidence</u>												
Opening/Closing Checklist	<u>Completed Daily Checklist (Photos every Friday)</u>												
Garden H&S Checklist	<u>Completed Daily Checklist (Photos every Friday)</u>												
Manager's Checklist	<u>Completed Daily Checklist (Archived every Friday)</u>												
Room Checklist	<u>Completed Daily Checklist (Photos every Friday)</u>												
Sleep Checklist	<u>Completed Daily Checklist (Archived daily)</u>												
Garden Monitor Checklist	<u>Completed Daily Checklist (Archived daily)</u>												
Dynamic Risk Assess Board	<u>Completed Daily (Photos every day)</u>												