



16 Health and Safety Policy

We aim to provide a healthy and safe environment for all children, staff and parents. We take appropriate steps to prevent the spread of infection, promote good health and minimise hazards.

Health and Safety Checks

Staff carry out daily opening and closing checks of the indoor and outdoor areas, including the kitchen, laundry room and classrooms. Any risks identified are reported to management and appropriate action is taken. Where necessary, concerns may be escalated to the committee for support.

Fridge temperatures are recorded daily, with action taken if temperatures are outside safe limits.

Staff, Students and Volunteers

All staff, students and volunteers receive health and safety information during induction. Everyone is responsible for familiarising themselves with the setting's policies and procedures and reporting any concerns to the manager or deputy.

COSHH

At Summertime, dangerous substances are stored and handled in accordance with COSHH guidance. They are kept out of children's reach and have an appropriate COSHH safety data sheet, stored in the COSHH folder in the office. Substances must never be transferred into different bottles.

Risk Assessments

The manager completes risk assessments for each area annually, with support from the committee. Risk assessments are stored in the filing cabinet in the office.

Paediatric Lifting and Moving

Staff are encouraged to complete manual handling training. Staff should bend at the knees when lifting and must never lift anything they consider too heavy or uncomfortable. Large or heavy items must not be moved by one person alone.

Personal Hygiene

To reduce the spread of infection, staff encourage children to wash their hands after using the toilet and before eating or handling food. Tissues are provided and disposed of appropriately. Surfaces are cleaned regularly using antibacterial products.

Clinical Waste and Soiled Nappies

Nappies and items soiled with bodily fluids are placed in a nappy sack and then disposed of in the nursery's nappy bin with a yellow clinical waste bag. At the end of each day, the bags are transferred to the locked yellow bin outside the nursery for regular collection.

The nursery has a contract with Initial for the safe disposal of clinical waste.

Cleaning Bodily Fluids

Blood, vomit and excrement are cleaned up promptly. Appropriate PPE, including gloves and aprons, is worn and disposed of with the clinical waste.

Reusable fabrics are washed on a hot cycle. Soiled children's clothing is placed in a nappy sack, and spare clothing is provided.

Laundry and Cleaning

A safety gate prevents children from accessing the laundry area unless accompanied by a member of staff. Cloths and tea towels are washed on a hot cycle. Mops and cleaning cloths are washed separately. Sheets and blankets are washed for each child using non-bio washing powder.

RIDDOR

Any reportable major injuries, dangerous occurrences or diseases will be reported to RIDDOR, and appropriate advice will be sought. Accident records will be maintained by Summertime.

Responsibility

Cathy White and Natasha King have overall responsibility for Health and Safety.

Cathy White
Manager
September 2026