

Health and Safety: General Policy

At Liberty Kids we provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees and a safe early learning environment in which children are cared for and learn. To develop and promote a strong health and safety culture within the nursery for the benefit of all staff, children and parents, and any visitors, we provide information, training and supervision. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

The allocation of duties for safety matters and the particular arrangements which we will make to implement our health and safety procedures are set out within this policy and we make sufficient resources available to provide a safe environment.

Legal framework

We follow all relevant legislation and associated guidance relating to health and safety within the nursery including:

- The regulations of the Health and Safety at Work etc Act (1974) and any other relevant legislation such as Control of Substances Hazardous to Health Regulation (COSHH)
- The requirements of the Health and Social Care Standards (HSCS)
- Any guidance provided by NHS Health Scotland and Public Health Network.

Aims and objectives

The aim of this policy statement is to ensure that all reasonably practical steps are taken to ensure the health, safety and welfare of all persons using the premises.

To achieve this, we will actively work towards the following objectives:

- Establish and maintain a safe and healthy environment throughout the nursery including outdoor spaces
- Establish and maintain safe working practices amongst staff and children
- Make arrangements for ensuring safety and the minimising of risks to health in connection with the use, handling, storage and transport of hazardous articles and substances
- Ensure the provision of sufficient information, instruction and supervision to enable all people working in or using the nursery to avoid hazards and contribute positively to their own health and safety and to ensure that staff have access to regular health and safety training
- Maintain a healthy and safe nursery with safe entry and exit routes
- Formulate effective procedures for use in case of fire and other emergencies and for evacuating the nursery premises. Practice this procedure on a regular basis to enable the safe and speedy evacuation of the nursery
- Maintain a safe working environment for pregnant workers or for workers who have recently given birth, including undertaking appropriate risk assessments
- Maintain a safe environment for those with special educational needs and disabilities and ensure all areas of the nursery are accessible (wherever practicable)
- Provide a safe environment for students or trainees to learn in
- Encourage all staff, visitors and parents to report any unsafe working practices or areas to ensure immediate response by the management.

We believe the risks in the nursery environment are low. To maintain the maximum protection for children, staff and parents, the nursery:

- Ensures all entrances and exits from the building, including fire exits are clearly identifiable, free from obstruction and easily opened from the inside
- Regularly check the premises room by room for structural defects, worn fixtures and fittings or electrical equipment and take the necessary remedial action
- Ensures that all staff, visitors, parents and children are aware of the fire procedures and regular fire drills are carried out
- Has the appropriate fire detection and control equipment which is checked regularly to make sure it is in working order
- Ensures that all members of staff are aware of the procedure to follow in case of accidents for staff, visitors and children
- Ensures that all members of staff take all reasonable action to control the spread of infectious diseases and wear protective gloves and clothing where appropriate
- Ensures there are suitable hygienic changing facilities (see infection control policy)
- Prohibits smoking or vaping on the nursery premises
- Prohibits any contractor from working on the premises without prior discussion with the manager in charge
- Encourages children to manage risks safely and prohibits running inside the premises unless in designated areas
- Risk assesses all electrical sockets and take appropriate measures to reduce risks where necessary and ensure no trailing wires are left around the nursery
- Ensures all cleaning materials are placed out of the reach of children and kept in their original containers
- Ensures staff wear protective clothing when cooking or serving food
- Prohibits certain foods that may relate to children's allergies, e.g. nuts are not allowed in the nursery
- Follows the EU Food Information for Food Consumers Regulations (EU FIC) by identifying the 14 allergens listed by EU Law that we use as ingredients in any of the dishes we provide to children and ensure that all parents are informed
- Follows the allergies and allergic reactions policy for children who have allergies or have a reaction at the nursery
- Ensures risk assessments are undertaken on the storage and preparation of food produce within the nursery
- Familiarises all staff and visitors with the position of the first aid boxes and ensure all know who the appointed first aiders are
- Provides appropriately stocked first aid boxes and check their contents regularly
- Ensures children are supervised at all times
- Takes all reasonable steps to prevent unauthorised persons entering the premises and have an agreed procedure for checking the identity of visitors
- Ensures no student or volunteer is left unsupervised at any time
- Ensures staff paediatric first aid (PFA) certificates or a list of staff who hold a current PFA certificate are on display (and/or made available to parents).

Responsibilities

The designated Health and Safety Officer in the nursery is the Manager(s)

The **managers have overall and final responsibility** for this policy being carried out at:

Liberty Kids, 32 Reidhaven Street, Elgin, IV30 1QH and Woodlands Location

The co-manager will be responsible in his/her absence or the designated Lead practitioner.

All employees have the responsibility to cooperate with senior staff and the managers to achieve a healthy and safe nursery and to take reasonable care of themselves and others. Neglect of health and safety regulations and duties will be regarded as a disciplinary matter (see separate Disciplinary procedures).

Whenever a member of staff notices a health or safety issue or problem, which they are not able to rectify, they must immediately report it to the appropriate person named above. Parents and visitors are requested to report any concerns they may have to the advanced/senior/lead practitioner in the room or woodlands and the manager(s)

Daily contact, monthly staff meetings and health and safety meetings provide consultation between management and employees. These will include health and safety matters.

Health and safety training

Person responsible for monitoring staff training is the Manager(s)

Health and safety is covered in all induction training for new staff

At least one member of staff on duty **MUST** hold a full paediatric First Aid at Work certificate in the nursery and when on outings. Our trained first aiders are listed in the first aid policy.

Training table

Area	Training required	Who
Paediatric First aid	Course	All staff where possible
Dealing with blood	In house training/course	All staff and students
Child protection	In house training/course	All staff and students
Risk assessment	In house training/course	All staff
Fire safety procedures	In house training	All staff and students
Use of fire extinguisher	In house training/course	All staff where possible
Food hygiene	In house training/course	Anyone involved in preparing and handling food
Allergy Awareness	In house training/course	All staff and students
Manual handling	In house training/course	All staff and students

Area	Training required	Who
Stress awareness and management	In house training/course	All staff
Changing of nappies	In house training	All staff and students
Fire marshal duties	External course	Fire Marshall
Medication requiring technical or medical knowledge e.g. Epi Pen	External course	As required – arranged through local services
Supervision & appraisal	External course	Manager, deputy and room supervisor

Health and safety arrangements

- All staff are responsible for general health and safety in the nursery
- Risk assessments will be conducted on all areas of the nursery, including rooms, activities, outdoor areas, resources and cleaning equipment
- These are reviewed at regular intervals and when arrangements change
- All outings away from the nursery (however short) will include a prior risk assessment – more details are included in our Visits and Outings Policy
- All equipment, rooms and outdoor areas are checked thoroughly by staff before children access them. These checks are recorded and initialled by the staff responsible. Unsafe areas are made safe where possible, or the area is not used; in these cases, the manager will be notified immediately
- We provide appropriate facilities for all children, staff, parents and visitors to receive a warm welcome and provide for their basic care needs, e.g. easy to access toilet area and fresh drinking water

Health and safety arrangements

- The nursery will adhere to the Control of Substances Hazardous to Health Regulation (COSHH) to ensure all children, staff, parents and visitors are safe in relation to any chemicals we may use on the premises
- We identify and assess any water sources at risk of legionella¹ and manage these risks, including avoiding stagnant water
- All staff and students will receive appropriate training in all areas of health and safety, which includes risk assessments, manual handling, fire safety and emergency evacuation procedures. We may also use benefit risk assessments for particular activities and resources for children
- We have a clear accident and first aid policy to follow in the case of any person in the nursery suffering injury from an accident or incident
- We have a clear fire safety policy and procedure, which supports the prevention of fire and the safe evacuation of all persons in the nursery. This is to be shared with all staff, students, parents and visitors to the nursery
- We review accident and incident records to identify any patterns or hazardous areas
- All health and safety matters are reviewed informally on an ongoing basis and formally every six months or when something changes. Staff and parents will receive these updates, as with all policy changes, as and when they happen
-

¹ <https://www.hse.gov.uk/legionnaires/>



Health and safety arrangements

- We welcome feedback from staff and parents. They are able to contribute to any policy through informal discussions, the suggestion scheme and/or during regular meetings held at nursery.

Health and Safety: General Policy Links to Frameworks and Standards

Links to the Quality Improvement Framework for Early Learning and Childcare (2025):

This policy supports the following areas and Quality Indicators (QIs) from the Care Inspectorate’s latest QIF version:

- **Children thrive and develop in quality spaces**
Quality Indicator: Children experience high quality spaces (pages 25–30) — The policy ensures a safe, healthy, and well-maintained environment with clear procedures for hazard management, risk assessments, infection control, safe use of equipment, and emergency preparedness.
- **Children are supported to achieve**
Quality Indicator: Promoting health and wellbeing (pages 40–45) — Through robust health and safety training, supervision, infection prevention, and support for children’s individual needs (e.g., allergies, rest), the policy promotes physical health and emotional wellbeing.
- **Leadership**
Quality Indicator: Leadership and management of staff and resources (pages 55–60) — Leadership is accountable for setting clear health and safety responsibilities, ensuring staff training (including paediatric first aid), regular safety checks, risk assessments, and responsive communication with parents and staff.

Health and Social Care Standards (HSCS)

This policy aligns with the following relevant standards:

- **2.24** – I am helped to feel safe and secure.
- **2.27** – I experience high quality care and support based on relevant evidence, guidance, and best practice.
- **3.14** – I have confidence in people because they are trained, competent and skilled.
- **4.11** – I experience a service that is well led and managed.

United Nations Convention on the Rights of the Child (UNCRC)

This policy supports and promotes the following rights:

- **Article 3** – The best interests of the child must be a primary consideration in all actions concerning children.
- **Article 6** – Every child has the right to life, survival, and development.
- **Article 19** – Children have the right to be protected from all forms of physical or mental violence, injury, neglect, maltreatment or exploitation.
- **Article 24** – Every child has the right to the highest attainable standard of health and to facilities for treatment of illness and rehabilitation of health.

This policy was adopted on	Approved by	Date for Review
August 2025	Gail Anderson & Samantha Wilson	August 2026