

University of Warwick Nursery

HEALTH AND SAFETY POLICY

Aims and Objectives

The aim of this policy statement is to ensure that all reasonably practicable steps are taken to ensure the health, safety and welfare of all persons using the premises. All staff are responsible for the Health and Safety of all children, family and colleagues within the nursery building. This policy must be upheld and anything contrary must be reported to the Manager. To achieve the aims of this policy we will actively work towards the following objectives:

- To establish and maintain a safe and healthy environment throughout the nursery in accordance with the requirements of health and safety legislation (Health and Safety at Work Act 1974) and the policy of the University Health, Safety and Well Being Department both of which include hygiene obligations.
- To establish and maintain safe working procedures amongst staff and children.
- To make arrangements for ensuring safety and the absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- To 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 safety and health at work.
- To maintain a safe and healthy place of work with safe accesses to and egress from it.
- To formulate effective procedures for use in case of fire and other emergencies and for evacuating Nursery premises.

We will work towards these objectives by:

- Working within the University Health and Safety guidelines as detailed in the Safety in the University document (SITU).
- Holding regular fire drill and evacuation practices and participating in University fire drills and reviewing our Fire Risk Assessment.
- Ensuring that staff have access to health and safety training as and when provided
- Carrying-out regular risk assessments on Nursery practices in accordance with our risk assessment policy.
- Ensuring that Nursery policy on Illness exclusion, administration of medication, staffing ratios and accident and incident procedures are adhered to.

- Having as a mandatory condition of employment, and inline with the requirements of the EYFS Statutory Framework 2025, each member of staff should undertake first aid training that specialises in the care of young children and ensuring that this is regularly updated and renewed.
- Ensuring that the first aid boxes are regularly checked and maintained by the Nursery Health and Safety Officer.
- Ensuring that all hazards are reported to the nursery manager or senior member of staff on duty, who reports the same to the Estates helpline.