



Health & Safety Policy & Procedures

Last approved: 29 May 2026

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Approval level: Board

At Crossley Mill Nursery 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 learn and are cared for. To develop and promote a strong health and safety culture within the nursery for the benefit of all staff, children, 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 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.

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1. POLICY

Legal framework

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

- The requirements of the Early Years Foundation Stage (EYFS) Statutory Framework
- 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)
- Any guidance provided by UK Health Security Agency, the local health protection unit, the local authority environmental health department, fire authority or the Health and Safety Executive.

Aims and objectives

The aim of this policy statement is to ensure that all reasonable 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 every 6 months 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 hazards 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
- Annual and ongoing checks of 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 and annual and ongoing basis 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 permission from the officer 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 action plans 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
- Prevent unauthorised persons entering the premises by maintaining all controlled entry points to 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

Health & Safety is everyone's responsibility however all Board Members are accountable for health and safety within the nursery and will ensure that health and safety is considered when any business decision is taken and ensuring this policy being carried out at:

Main site	Holiday Club Site	External outings
Crossley Mill Nursery New Road Hebden Bridge HX7 8AD	Unit 1 - Croft Mill Albert Street Hebden Bridge HX7 8AH	Such as day trips / visits to external venues

The Management Team has day to day responsibility for the management of health and safety within Crossley Mill. The designated Health and Safety Officer in the nursery is Jessica Cracknell, (Nursery Manager). The Deputy Manager or 3rd in Charge will be responsible in her absence.

Where appropriate professional advice will be sought from OFSTED or, in matters of infection control, the Health Protection Agency.

Health and safety notices are displayed for parents and carers were required, and individual communications sent out to provide updates or changes in procedure.

All employees have the responsibility to cooperate with senior staff and the manager to maintain 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 Procedure).

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 Management Team.

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

Health and safety training

Person responsible for monitoring staff training is Jessica Cracknell, Nursery Manager. Health and safety is covered in all induction training for new staff and by completion of Health & Safety online training course.

Training table:

Area	Training required	Who
Paediatric First Aid	Course	All staff
Dealing with blood	In house training/course	All staff
Safeguarding children and child protection	In house training/course	All staff and students
Care of babies	In house training/course	At least half of the staff working with under twos
Risk assessments	In house training/course	All staff
Fire safety procedures	In house training	All staff and students
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
Changing of nappies	In house training	All child-facing staff
Fire marshal duties	External course	Fire marshal
Medication requiring technical or medical knowledge, e.g. Epi Pen	External course	As required
SENCo	External course	SENCo
Supervision and appraisal	In house training/course	Manager, deputy and room supervisors

At least one member of staff on the premises and available at times when children are present MUST hold a full paediatric first aid (PFA) certificate in the nursery and must accompany children on outings. The certificate must be for a full 12-hour course consistent with the criteria set out in Annex A of the EYFS.

This must be renewed every three years.

In addition to this, all newly qualified entrants to the early years workforce who have completed a level 2 and/or level 3 qualification on or after 30 June 2016, must also have either a full PFA or an emergency PFA certificate within three months of starting work and ongoing in order to be included in the required staff: child ratios at level 2 or level 3. To continue to be included in the ratio requirement the certificate must be renewed every three years.

At nursery, we take in to account the number of children, staff, layout of premises to ensure that a paediatric first aider is able to respond to emergencies quickly.

2. PROCEDURES

Risk Assessments

At Crossley Mill, the nursery the management system we employ for the identification, reduction and management of all Health and Safety issues relies on a series of risk assessments being undertaken, agreed and fully implemented.

These risk assessments fall into three main categories:

- The risks that all people on the nursery premises, internally or externally, whether child, employee or visitor are likely to face;
- The risks that are likely to occur in relation to the provision of day-to-day nursery activities;
- The risks that are likely to occur as a result of additional or occasional projects or events.

The first two sets of risks are the responsibility of the management team to ensure that risk assessments are undertaken, communicated and implemented. These risk assessments will be reviewed and updated every 6 months as standard. Where there are significant changes to the premises or delivery of activities, or health and safety incident, the relevant risk assessment will be re-assessed with any changes discussed during staff meetings prior to implementation.

In respect of the third set of risks it will be the responsibility of the Management Team to ensure that a risk assessment is undertaken, communicated and implemented. The risk assessment process will be undertaken in conjunction with the Nursery Manager.

In all cases impacting vulnerable persons e.g. young people, pregnant women, nursing mothers, those with disabilities, lone workers or those working out of hours are likely to be exposed to risks, additional consideration will be given.

All current risk assessments are stored centrally within the risk assessment file in the office and are maintained in line with GDPR retention timescales (see Data Protection & Confidentiality & Access, Storage and Retention Policy).

Accident and near miss reporting and investigation (including RIDDOR)

This section outlines the procedures that are to be followed when any child, employee, visitor or contractor experiences an accident, near miss or dangerous occurrence on the nursery premises, Holiday Club premises, or during an activity organised by Crossley Mill.

Brief definitions are given below:

Accident - An accident is an unplanned event that causes injury to persons, damage to property or a combination of both.

Near Miss - A near miss is an unplanned event that could have caused harm but did not. Near misses are important to recognize and report because they can indicate potential hazards.

Dangerous Occurrence - A dangerous occurrence is an undesired event with a high potential to cause death or serious injury, but which happens relatively infrequently

The policy covers reporting and recording procedures for managers, employees and non-employees. Suitable information and training will be given to all personnel regarding accident reporting, and the locations and completion of the accident book, and the relevant Accident / Near Miss Forms for completion.

Accidents involving children

All accidents/incidents/injuries/ near misses must be reported to the Management Team or senior Nursery Practitioner immediately. Only staff holding an up to date paediatric first aid certificate can deal with children's accidents and incidents. All accidents and incidents should be written onto an accident form immediately with a copy for parents/carers to sign on collection of their child. If a child has a bump to the head then the parent/carer of the child must also be contacted immediately. A copy of the form will then be sent home on collection of their child.

Accidents involving adults: The Accident Book

All accidents resulting in personal injury must be recorded in the Accident book, located in the office, and reported immediately to the Management Team. Similarly, all near misses are recorded via completion of Near Miss Form, located in the office, and also reported immediately to the Management Team.

Where a person is injured and is unable to complete this entry it will be the responsibility of that person's line manager in the case of an employee or senior member of staff in the case of non-employees being injured, to make an entry containing as much information as is possible.

Once an Accident Book entry has been completed it will be removed from the Accident Book Pad and forwarded to the Management Team. A member of the Management Team will review the accident record, or Near Miss Form, and conduct an appropriate investigation within 5 working days. Where any changes to established procedures are identified as a result of the investigation, changes will be implemented and communicated to the whole staff team at the next possible staff meeting.

The accident record is stored in the accident file in the office, with a copy stored in the relevant member of staff's personnel file.

RIDDOR Requirements

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 place a legal requirement upon organisations to report every incident where serious harm is caused. These regulations state -

If any accident or incident results in:

- The person subject to that incident receiving major injuries, or
- That person being unfit for work for over three consecutive days.

The employer must make a report to the Health and Safety Executive at Public Health England <https://www.hse.gov.uk/riddor/how-to-report.htm>

Reporting Procedures - Employees

Where an employee is subject to any incident/accident and suffers major injuries or is unfit for work as a result of that incident/accident they will notify the nursery in line with staff contracts. They should at this time ensure that they make it clear to a member of the Senior Management team that the absence is due to a reportable incident/accident.

Reporting Procedures – Senior Management

Where a member of staff is unfit to work through major injuries or for a period exceeding 3 days, as a result of a reportable incident/accident the Senior Manager will complete and submit the necessary reporting form in accordance with the RIDDOR requirements.

Emergency Evacuation Procedures (Fire & Flood)

In the event of Fire, Flood or Emergency, the safety of life will override all other considerations, such as saving of property or extinguishing a fire. Management will ensure:

- All staff are instructed at induction to familiarise themselves with the Emergency Evacuation Procedures.
- Evacuation routes are clear at all times.
- To maintain up-to-date contact information for all children and staff.
- To have a designated secondary evacuation site in case the primary assembly point is unsafe.
- For children with mobility difficulties, to assign specific staff members to assist them during evacuation.

The Fire Evacuation Procedure is displayed within all rooms, a fire drill will be carried out every 6 months. All fire exits must be kept clear of obstruction and are clearly marked. Staff should not interfere with any emergency equipment. Fire wardens all undertake Fire Marshall Training. Faulty fire equipment must immediately be brought to the attention of a Fire Warden. The matter should then be notified by the above immediately to the Board in order that action can be taken as soon as possible.

See Annex A - Emergency Evacuation Procedure - Fire & Emergency

See Annex B - Emergency Evacuation Procedure – Flood

See Annex C – Flood Plan

Arrangements for Provision of Adequate First Aid Cover

The nursery will ensure that the staff team receive appropriate first aid training and that adequate first aid equipment is available to treat children, staff and visitors.

- All staff will undertake paediatric first aid training every 3 years.
- The management team and senior practitioner will all undertake First Aid at Work training every 3 years

First Aid Kits are clearly marked on each nursery floor.

All members of the Management Team are the nominated First Aider at Work. The Senior Practitioner is responsible for monitoring all first aid kits and restocking contents.

Health and safety arrangements

Summary of 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, cleaning equipment, legionella and lone working
- Risk assessments 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 to promote the safety of children. 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 to meet their basic care needs, e.g. easy to access toilet area and clean drinking water
- We 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 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 Accidents 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 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 receive these updates, as with all policy changes, as and when they happen
- 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.

Arrangements for Persons using and Repairing Electrical Equipment

The nursery is committed to ensure that all electrical equipment meets the safety requirements of the Electricity at Work Regulations 1989 so that employees, children and visitors are not exposed to electrical danger.

The nursery is protected by residual current circuit breakers. All electrical equipment should be used in accordance with the operating instructions and display a current electrical safety check sticker. Staff should undertake visual inspections of all portable electrical equipment for visible signs of damage or danger before use. Any electrical equipment found to be faulty will be taken

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

out of service immediately by the person identifying the fault and clearly marked “faulty – do not use”, and reported to the Nursery Manager.

All electrical appliances are PAT tested annually, with a record maintained in the office diary.

Arrangements in Respect of Control of Substances Hazardous to Health

The nursery recognises that no substance can be considered completely safe but will ensure that all reasonable steps will be taken to ensure that exposure of children or employees to substances hazardous to health is prevented or at least controlled to an acceptable limit.

A member of the Management Team will ensure that all substances purchased are evaluated as to the risk they pose to users and will always seek to purchase items with the lowest risk to health. They will be responsible for compiling a list of hazardous substances, maintaining a central record of the appropriate action in case of spillage or misuse and ensuring appropriate use including identification of any protective equipment. They will ensure that all hazardous substances are kept in a safe place secure from the children and in secure, clearly labelled containers. A COSHH file is maintained and located in the ground floor cleaning cupboard.

All employees will have access to understandable information and instruction on the nature of any substances hazardous to health they are likely to use in their duties.

Arrangements for the purchase, storage and use of such materials will be reviewed annually.

Arrangements in Respect of Persons Undertaking Manual Handling Activities

The nursery will ensure that measures are taken in the delivery of activities involving manual handling to eliminate the risk of injury or harm, as far as is reasonably practical. Measures will include the provision of appropriate training and guidance and mechanical aids such as trolleys.

Risk assessments will be completed for any task involving manual handling and will include assessment of the risk of those activities which might lead to Musculoskeletal Disorders and the measures to reduce the risks to the lowest level reasonably practicable.

Duties and Responsibilities.

The management team must ensure that:

- Risk assessments are carried out where relevant and records are kept;
- Employees are properly supervised;
- Adequate information and training is provided to persons carrying out manual handling activities;
- Safety arrangements for manual handling operations are monitored and reviewed;
- Special arrangements are made for individuals with health conditions that could be adversely affected by manual handling operations;
- Risk assessments are reviewed no later than six months after the completion or last review date.

Employees must ensure that:

They report to the Nursery Manager with any personal conditions which may contribute to a Musculoskeletal Disorder;

- They comply with instruction and training provided;
- Their own health and safety is not put at risk when carrying out manual handling activities;
- They use equipment that has been provided;
- Any problems relating to the activity are reported to a member of Senior Management.
- Information and training

Suitable information and training will be provided to staff required to carry out manual handling activities as part of their induction. All new staff will access the manual handling training included in the Health & Safety training at induction. The Nursery Manager will then ensure that staff understand how they will apply manual handling techniques in their day to day work, with a record maintained that induction has been undertaken and fully understood.

Arrangements to Prevent Slips, Trips and Falls

The nursery will ensure that locations or activities that involve a high risk of slip, trip and fall accidents will, so far as is reasonably practicable, be eliminated. This will be achieved through careful design, maintenance and inspection of work areas, play areas and traffic routes.

Assessment of Risks and Responsibilities

- Risk of slips, trips and falls will be properly assessed by the Management Team within all risk assessments.
- Individual employees must ensure that they do not add to this risk by placing articles in areas where staff, children or visitors are likely to pass.
- Employees must ensure that, should they drop any liquid or substance that is likely to increase the risk of slip that they take appropriate action to dry the affected area and to place a warning notice whilst the area dries;
- They inform the Management Team if a change in their personal circumstances means that they are more at risk of a slip, trip or fall;
- They comply with any instruction and training which is provided in relation to the control of slips, trips and falls;
- Their own health and safety is not put at risk from slips, trips and falls as they carry out work activities;
- They use equipment in a way which does not increase the risk of slips, trips and falls to either themselves or others, e.g. by trailing leads or causing obstructions in walkways;
- Any problems relating to slips, trips and falls are reported to the management team.
- The management team must ensure that
- Employees wear appropriate footwear and clear away toys, materials and other equipment not in use;
- Any injuries or incidents relating to slip, trips and falls are investigated and remedial action is taken, and records of the injury, incident or near miss is recorded via an Accident / Near Miss Form;
- Employees adhere to safe systems of work;
- Safety arrangements for the control of slip, trip and fall risks are regularly monitored and reviewed;
- Regular inspections of work areas and traffic routes which cover slip, trip and fall risks: housekeeping, trailing leads, lighting levels and the condition of floors and the building fabric etc.

Accident & First Aid Policy & Procedures

We have a clear Accident & First Aid Policy & Procedures to follow in the case of any person in the nursery suffering injury from an accident or incident.

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 receive these updates, as with all policy changes, as and when they happen.

Arrangements for the Kitchen

Staff must ensure that no children or unauthorised adults (i.e. parents/visitors) are allowed into the kitchen at any time. The kitchen door is to remain closed when there are children on the premises.

The Management Team will ensure that all kitchen staff have relevant and up to date training.

Arrangements with regard to Hot and Cold Substances

All staff must ensure that no substances or objects which are either extremely hot or cold should be exposed in any area where the children may have access to them (e.g. hot drinks).

Arrangements for Building Security

The nursery uses an intercom system for accessing the nursery; under no circumstances must unannounced visitors be allowed into the building at any time. Visitors must book in advance and are assisted by a member of staff during their visit in line with the Visitors Policy. If a staff member is uncertain of who is buzzing in on the intercom they must always go to the door and check before allowing them to enter. All parents/carers and visitors must never allow anybody else to enter the building with them. Visitors from external contractors or suppliers should show their ID badge where applicable.

Arrangements for users of Display Screen Equipment

Under the Health and Safety (Display Screen Equipment) Regulations 1993 there is a duty of care to eliminate or reduce injury or ill health to all employees who work with Display Screen Equipment (DSE).

Under this legislation a user is someone who uses DSE for periods of an hour or more at a time, more or less on a daily basis.

The nursery will ensure that

- All workstations with display screen equipment will be designed and installed to meet the user's requirements.

- All employees identified as users of display screen equipment will be entitled to a free eye test.
- The nursery will ensure that for all identified users that Work stations will be assessed and any risks will be reduced
- Work is planned so that regular breaks from DSE can be taken
- Information and guidance is provided.

Work Station Assessment Procedure

Identified users will utilise the DSE Work Station Assessment Sheet to check and alter the position of equipment in their workspace, and identify need for any additional equipment e.g. foot rest. Requirements will be discussed and additional arrangements made by the Nursery Manager. Users will be responsible for ensuring that they regularly assess their workstation, with a formal assessment made using the Assessment Sheet at least every 12 months.

Arrangements for Respect of the Workplace Environment

The Nursery Manager will ensure that general inspections of the premises will be carried out on a regular basis, ensuring that

- there is adequate space for delivery of nursery services and storage of equipment and resources
- materials and equipment are stored in correct locations
- walkways are kept clear
- there are no trailing cables

Floors will be cleaned on a regular basis and waste bins emptied daily. Rubbish will be kept in suitable containers and will not be allowed to overflow. Combustible waste must be kept away from ignition sources. Large items of rubbish that pose a particular hazard e.g. redundant furniture will be removed without delay.

Information will be provided for all staff as part of their induction, and through staff meetings, about housekeeping arrangements and standards within the nursery .

Employees will be required to maintain housekeeping standards and report any problems to the Nursery Manager regarding storage or removal of equipment.

Lighting

The nursery will ensure that reasonable steps are undertaken to ensure that lighting is adequate for delivery of tasks and activities and will:

- Ensure that the lighting level never falls below the absolute minimum lighting level required for the safe performance of the task;
- Ensure that there is no disabling or distracting glare caused by lighting equipment, sunlight through windows, bright room surfaces or reflections on equipment;
- Confirm that for any machine, appliance, apparatus or tool the lighting is sufficient to provide the required level of task illumination; if the task requires higher levels of illumination, supplementary local lighting will be provided;
- Ensure that minimum levels of emergency lighting are met;

- Ensure so far as is reasonably practicable, that all workers have natural light in their workplace;
 - In the office, arrange the lighting system, the workplace and the equipment used so that no distracting reflections appear on display screens;
 - Ensure that lighting equipment is located or guarded so that combustible materials are not likely to come into contact with hot components of the lights;
 - Carry out checks of all above aspects of lighting at regular intervals and whenever changes are made.
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Arrangements for Washroom and Toilet Facilities

The nursery will ensure that sufficient and appropriate washroom and toilet facilities are provided to meet the needs of both staff and children and that appropriate facilities will be provided for use by staff or children with disabilities.

Arrangements have been made to regularly clean and maintain toilets and washing conveniences. Any reported defects in these facilities will be remedied, as soon as is reasonably practicable.

Regular testing of water systems will be undertaken to ensure that the required standards of health and safety are maintained. Water temperatures will be controlled to ensure the health and safety of children and staff.

Staff must report immediately any defects in these facilities to the Management Team for investigation and action.

Arrangements for Outdoor Area

The Nursery Manager will ensure that an up-to-date risk assessment is in place for the outdoor play areas, balcony, and entrances taking into account changes in weather conditions. A daily check of the outdoor areas will be undertaken by a member of staff, which is signed and dated and stored in the risk assessment file. Where general repairs or maintenance are required, which may cause a risk to the children, the area or equipment will be taken out of use until repairs have been completed.

Arrangements for the Lift

The lift is not currently in use and has been decommissioned. No person should enter the lift at any time. Should a fault or other issue be observed by staff they should inform the Nursery Management Team as soon as possible. Nursery Management should contact the supplier Thyssenkrupp.