

Sheffield Hallam University Nurseries

Health and Safety Policy

At Sheffield Hallam University Nurseries, the health, safety, and wellbeing of children, staff, and visitors are central to everything we do. We are committed to creating a safe, secure, healthy, and welcoming environment where children can learn, play, and thrive.

The Nurseries operate in accordance with the Health and Safety Policy of Sheffield Hallam University and work closely with the University to ensure best practice is consistently followed.

Governance and Oversight

The Nursery has an established Health and Safety Group, which reports directly into the University's Health, Safety and Compliance Team.

The Childcare Local Safety Action Group includes:

- Claire Carroll – Chairperson
- Rachael Hinchcliffe – Deputy Chairperson
- Beth Norton and Natalie Charlesworth – Staff Representatives (Collegiate Nursery)
- Sadie Broadhead – Staff Representative (Meadows Nursery)

This group meets regularly to review health and safety arrangements, incidents, and risk assessments, ensuring continuous improvement across both nursery sites.

Our Commitment

We aim to provide a safe and healthy environment for all children, staff, and visitors. This includes:

- Preventing injury and accidents wherever possible
- Maintaining a secure, hygienic, and well-managed setting
- Promoting positive health and safety awareness for children and adults

A wide range of nursery policies, procedures, and guidance documents support this commitment. Anyone with a concern about health and safety within the nursery is encouraged to speak to a member of staff or report the concern directly to the Chairperson or a Deputy. All concerns are taken seriously and addressed promptly.

Insurance Cover

The Nurseries hold both Public Liability Insurance and Employers' Liability Insurance. The public liability insurance certificate is displayed within the nursery buildings.

Staff Responsibilities

All staff and volunteers receive a comprehensive induction, which includes clear guidance on health and safety responsibilities. This ensures everyone understands their role in maintaining a safe environment and their shared duty of care.

- Daily risk assessment checks are carried out on rooms, outdoor areas, and resources.
- Any hazards identified are addressed immediately.
- Accident and incident forms are completed for all significant injuries.
- For children, all incidents are recorded, even where no visible injury is present.
- Serious accidents or incidents are reported to the University Health and Safety Office and the Departmental Health and Safety Committee.

The Head of Nurseries, Claire Carroll, monitors all accident and incident records and undertakes investigations to identify causes and prevent recurrence.

Beth Grayson acts as Health and Safety Officer, with Natalie Charlesworth as Deputy Health and Safety Officer.

Nursery Security

- Nursery access for staff is controlled via SHU card or security fob. Any lost or replaced access devices must be reported immediately to the management team.
- At Collegiate Nursery, parents access the building via an intercom system operated by the management team.
- Visitors and tradespersons follow a separate Visitors Policy.
- Garden gates are kept locked at all times and checked daily, with checks recorded on the daily checklist.

Outings and Visits

We have clear procedures in place to ensure outings are safe, enjoyable, and well managed.

- Written parental consent is obtained before major outings.
- A risk assessment is completed before each outing.
- Adult-to-child ratios are increased and tailored to the ages and needs of the children attending.
- Each child is allocated to a named member of staff to ensure close supervision.
- An outings book is completed before leaving the nursery, recording:
 - Date and nature of the outing
 - Venue and transport arrangements
 - Staff assigned to named children
 - Expected time of return
- Staff take a nursery mobile phone, register, first aid supplies, water, and other appropriate items.
- Risk assessments are displayed for parents and taken on the outing.

Training

All staff complete a thorough health and safety induction. Permanent childcare staff hold training in:

- Paediatric First Aid
- Essential Food Hygiene
- Fire Awareness
- Manual Handling

In addition, some staff hold First Aid at Work qualifications.

The Head of Nurseries and Deputy Managers hold overall responsibility for health and safety. All staff are regularly reminded of their responsibilities and supported through ongoing training and reviews.

Risk assessments are carried out for all areas and activities and are reviewed annually or whenever changes occur.

Kitchen Safety

- Children do not have unsupervised access to the kitchen.
- All surfaces are clean, non-porous, and regularly sanitised.
- Separate facilities are provided for handwashing and washing up.
- Cleaning products and hazardous materials are stored securely out of children's reach.
- When children take part in cooking activities, they are closely supervised.
- Children are kept away from hot surfaces, hot water, and electrical equipment.

Electrical and Gas Safety

- All electrical and gas equipment is PAT tested and regularly checked.
- Staff are trained to use equipment safely.
- Sockets, wires, and heaters are appropriately guarded.
- Hot water temperatures are controlled to prevent scalding.
- Lighting and ventilation are adequate in all areas, including storage spaces.

Hygiene

We regularly consult guidance from the Environmental Health Department and Health Authority to ensure best practice.

Daily routines support children's understanding of personal hygiene, supported by a robust cleaning schedule covering:

- Playrooms
- Kitchens
- Toilets and nappy changing areas
- Rest and sleep areas

Good hygiene practices include:

- Cleaning tables between activities
- Regular toilet checks
- Use of protective clothing such as gloves and aprons
- Providing spare clothes
- Ready access to tissues and wipes

Food and Drink

Staff involved in food preparation receive appropriate training and follow food safety regulations.

- Food and drinks are stored safely and appropriately.
- Children are supervised during snack and mealtimes and remain seated while eating.
- Staff sit with children to support social interaction and safe eating.
- Fresh drinking water is always available.
- To promote oral health, staff may only have water in rooms when children are present.
- Children participate in a toothbrushing club.
- Hot drinks for staff must be in screw-top cups only and kept safely out of children's reach.
- Staff snacks are stored in the staff room.
- We aim to maintain a nut-free environment.

Animals

- Any animals visiting the nursery are checked to ensure they are healthy and safe.
- A detailed risk assessment is completed before any animal visit.

This policy is reviewed regularly to ensure it remains effective, compliant, and reflective of best practice.

This policy was adopted on	Signed on behalf of the nursery	Date for review
6/3/24	C.E.Carroll	January 2027