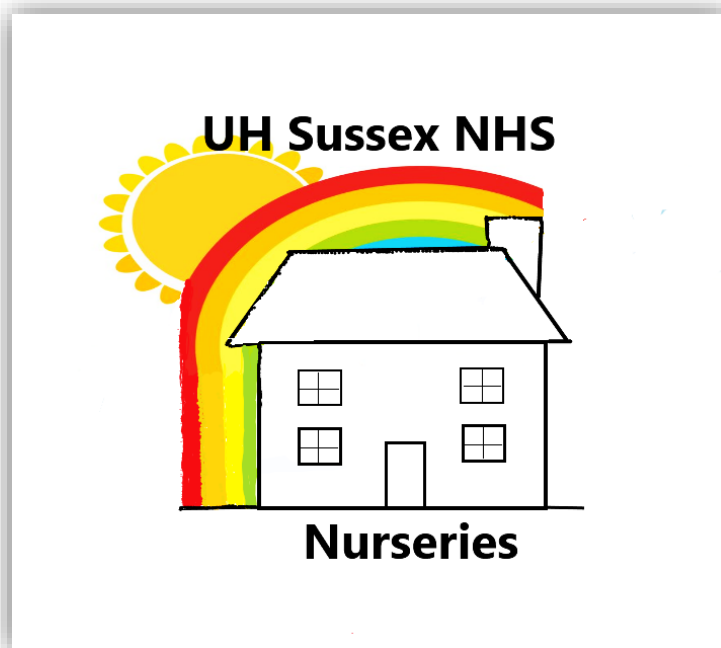


TRUST POLICY

Nursery Handbook – Health and Safety Procedure Policy



Approval		
Director Approval	Date approved:	13 th March 2026
Ratification		
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2.0				

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1. Introduction

Providers must ensure that their premises, including overall floor space and outdoor spaces, are fit for purpose and suitable for the age of children cared for and the activities provided on the premises. Providers must comply with requirements of health and safety legislation, including fire safety and hygiene requirements.

3.79 pg. 39 EYFS Statutory Framework 2025

2. Policy Statement

Our Nurseries comply with the University Hospitals Sussex NHS Foundation Trust Health and Safety Policy. (See Trust Policies and Procedures)

The management team is responsible for monitoring Health and Safety in the nursery, though all staffs are required to actively be responsible for identifying hazards and reducing risks.

3. Main Nursery Entrances

To access the main entrance of the nursery is by ringing a doorbell (PRH) or intercom (RSCH) and a member of staff will arrive. Staff can challenge any person and not permit any person from entering the premises if unknown to them.

Any persons collecting a child who is not known to nursery staff will be asked for a secure password documented on the child's admission form and/or a form of I.D.

4. Car Parks and Drop Offs

Both nursery sites, parents/carers have available 'drop off' area to park their car briefly for arrival and collection. This area is situated within a car park and therefore a risk of moving vehicles. The nursery at RSCH is on a main road which provides an additional hazard during this time.

Whilst a parent, carers or person collecting the child is within the nursery premises either indoors or outside the responsibility of their health and wellbeing through adequate supervision falls within that person's responsibility and not the nursery staff.

5. Visiting the Setting

All visitors to the nurseries will be asked to present a form of I.D. if they are not already known to the nursery staff.

Outside professionals such as LEA Advisor, Health Worker or Social Worker should have their employment ID badge available.

Visitors are requested to complete the Visitors book stating the purpose of the visit details of arrival and departure times (Visitors book allocated in the main nursery entrance).

All visitors will be challenged by nursery staff; if there is no suitable I.D or reasonable purpose to the visit the nursery staff will not give access to the premises.

6. Staffing

University Hospitals Sussex NHS Foundation Trust has rigorous and robust procedures in place for the safe recruitment of all their staff. The nursery management teams will ensure

- Correct practices are in place for the advertising and shortlisting of candidates through the electronic TRAC system.
- All candidates have to apply for a position in our nurseries but completing an online application form on a system called TRAC.
- Personal information such as Name, Gender, Ethnic Group, Age or Disability/Health concerns are not available to those that are 'shortlisting' candidates.
- An interview panel consists of at least two staff of a senior level. Questions are in line with the role and responsibility of the post, the relevant job description and the required qualifications /experience.
- Candidates will be required to take part in a face-to-face interview and a practical session of being observed interacting with children and staff. The candidate will be scored against the interview and practical task.
- The candidate may be required to undertake other interview tasks such as a written document demonstrating knowledge of the EYFS, a child activity or attend a second interview. This is to ensure full consideration of the candidates is met and senior management are fully confident in their decision making.
- University Hospitals Sussex NHS Foundation Trust Resourcing department will carry out the following checks following the interviewing and selecting of staff.
- Identity checks:
 - Employment history and references must validate a min 3-year continuous employment/training including gaps.
 - Professional Registration and Qualifications
 - Right to Work checks
 - Criminal Record Checks
 - Work Health Assessment
- All new employees must undertake a Trust Induction, Statutory and Mandatory training and Local Induction on commencement of a start date.
- All staff must complete the Statutory and Mandatory training required for the department on an annual basis.

- All children attending UHSussex nurseries are always supervised by adults.
- Whenever children are on the nursery premises at least two adults must be present.
- UHSussex NHS nurseries comply with statutory requirements regarding ratios of adults to children.
- If staffing levels are reduced through sickness, annual leave or staff training then the nursery bank staff will cover or the use of a recommended agency that meets the Trusts standards.
- All employees have regular 1:1 meetings and an annual appraisal.

Periodically the nurseries will support local colleges or universities with student placements. All students will need to complete an Honorary Contract prior to the commencement of their placement with the support of the UHSussex Resourcing Team. The required checks are:

- ID Checks
- Personal Details (contact details, home address, emergency contact details)
- College Details (tutor. Course information)
- DBS Details
- Health Declaration Form
- An outline of agreed learning outcomes

*Students will be always supervised by a member of staff and not left alone with a child[ren].

7. Named First Aiders / Paediatric 1st Aid for the Nursery

At least one person who has a current paediatric first aid (PFA) certificate must be on the premises and available at all times when children are present and must accompany children on outings.

3.36 pg. 29 EYFS Statutory Framework 2025

Each room has a first aid box; plus, additional boxes are placed in other nursery areas i.e. the kitchen.

Staffs attend Full Paediatric First Aid (3 years) and refresher course in Paediatric Basic Life Support annually. If are required to support children with EpiPens, Asthma or Diabetes or other conditions that require enhanced training this is arranged within the Trust.

Staff attend annual refresher Paediatric Basic Life Support training annually with University Hospitals Sussex NHS Foundation Trust.

8. Premises

UHSussex nurseries believe that Health and Safety of children is of paramount importance, therefore if there is to be any maintenance work to be carried out on the premises during operational times than the Management Team will liaise with Trusts Estates and Facilities, Health and Safety Department and Contractors to ensure that no child or staff member is at risk.

In extreme circumstances if the area was deemed unsafe for operational purposes than University Hospitals Sussex NHS Foundation Trust reserve the right to provide either a contingency plan of care or temporary closure.

The Service Manager would inform Ofsted of any changes to the operational service or premises

In addition, to the above other procedures and documentation in relation to Health and Safety are in place:

- Risk assessment stored in each nursery.
- Visitors recorded
- Children & Staff Registers
- Child Protection and Safeguarding Policy
- Chronology of Significant Events
- Fire safety Policy and Procedures
- Fire safety records
- Security Policy
- Outings Policy
- Food and Drink policy
- Staff qualification list, duties and responsibilities
- Medication Policy
- Medication, Incident and Accident Forms and Audits
- Parental consent documents for emergency treatment, medication etc
- Prior parental consent for emergency treatment
- Sleep and Rest Policy

9. Risk Assessments

These are undertaken in all areas of the Nursery to ensure the safety of the children, staff, families and visitors is maintained.

The nurseries hold both daily Risks Assessments and a more detailed yearly Risk Assessments on various play equipment.

Chemicals held on the premises are COSHH in line with Trust policy.
All risk assessments are reviewed and audited regularly.

A DATIX Trust form is completed should there be incidents that breach Health & Safety.

It is the responsibility of all staff to ensure that daily risk assessments have been undertaken, and hazards have been reported.

10. Nursery Gardens

Both nurseries have a large garden which is divided with a fence to segregate the under two play area and 2–5-year-old area. The parts of the garden are covered with a specialist 'soft surface' to absorb the impact should a child fall over. The nursery at the Princess Royal Hospital also has a slight sloped bank rising to a grassed area.

The gardens are enclosed by a high fence and a secure gate which can easily be unlocked by staff should a fire evacuation be required.

The nursery gardens are stocked with childproof non-toxic plants. Prior to children accessing the outside area the garden is assessed for hazards such as faulty equipment and animal faeces.

* Risk assessments are carried out daily throughout the nursery on indoors/outdoors

11. Security / Lockdown Incident

Please refer to Nursery Handbook - Accident, Fire, Security and Contingency Policy

Security is the upmost priority in our nurseries, with procedures in place to keep children and staff safe whilst on the premises. A Partial or Full Lockdown may take place where there is a perceived risk of threat to the children, the staff, visitors or property.

12. Hygiene

The nurseries operate high levels of hygiene and cleanliness through the day and are supported by University Hospitals Sussex NHS Foundation Trust Housekeeping department who cleaned the settings during out hours. To ensure standards are maintained UHSussex nurseries will adhere to the procedures.

Work surfaces and tables are wiped regularly throughout the day

Children's beds and cots are wiped with a detergent wipe after use

There are full laundering facilities at the nursery

There are soap and hand sanitiser dispensers throughout the nurseries

Cleaning rotas are in place to ensure toys, resources, equipment and communal areas are cleaned

All clinical waste is disposed of in accordance with hospital procedures.

Staffs are required to wear gloves and aprons when changing nappies and cleaning the nappy changing area and cleaning the potties.

The Nursery is cleaned every day by housekeeping department. The carpets are cleaned every month or before when necessary.

The staff and children are encouraged to develop good a standard of personal hygiene

The Housekeeping department with the support of the nursery management will carry out a monthly audit. If there are recommendations highlighted within the audit it is the responsibility of the housekeeping to ensure improvements are made.

During the Christmas and New Year closure period the nurseries undertake a 'Deep Clean' by housekeeping staff.

The nursery management team are supported by the Trusts Infection Prevention Control team and Estates and Facilities if they are any concerns of infection.

13. Equipment

All equipment in the nursery is specifically designed for use with young children and meets Health and Safety regulations. It is checked regularly by staff to ensure safety is maintained. All breakages are removed and immediately reported to the Manager.

Some second-hand outdoor equipment is not accepted by the nurseries i.e. bicycles and scooters

14. Nursery Kitchens

No child is allowed in the kitchen unless for a supervised cooking activity.
Parent/Carers are not permitted to go into the kitchen without staff consultation

15. Food Preparation

Please refer to Nursery Handbook - Food and Drink Policy

Nursery food is provided by the catering service of UHSussex NHS Foundation Trust. The main cooked lunch is transported to the nursery in a heated trolley.

Snack and Sandwiches: The nursery staff prepare morning snack of fresh fruit and the sandwiches, wraps or warm tea such as Baked Beans is provided by the catering department alongside other provisions.

The nurseries undertake an annual inspection by the local Environmental Health Inspector to ensure all food preparation meets the required standard. Food Hygiene Certificates are displayed in the entrance of the nurseries.

All nursery staffs are expected to wear a disposable apron whilst preparing and serving food.

Those children attending the 'Baby Room' (one-year olds & under) not having nursery food will be required to have foods prepared by the Parent/Carer. This will be stored in the fridge on arrival and reheated, probed for temperature and recorded by the baby room staff.

Babies' bottles are heated in a microwave or hot water jug unless stated otherwise.

Cooking activities in the nurseries are seen as a valuable learning opportunity for children to understand healthy eating, experience new foods, understanding that foods take on different forms depending on cooked / uncooked as well as supporting their maths and personal interaction skills. All cooking activities are fully supervised, and children will not use equipment such as a cooker during the activity.

16. Extreme Weather

Please see our Nursery Handbook - Adverse Weather Policy

We encourage all children to experience the outdoor environment during the nursery session and request that children attend the nursery appropriately dressed for the day.

In light rain children will still be encouraged to play outside so appropriate food wear and coats are essential even if they travel to nursery in a car.

During Adverse weather conditions such as snow – It may be appropriate to reduce operating hours of our nurseries. This is to ensure that all children and staff can arrive and depart safely. Closure times will only be altered after consideration by the Trust. The nursery management team will contact all Parents / Carers

17. Pandemic / Sickness Outbreak Adjustments

As NHS workplace nurseries we must adhere to the recommended standards of our Governing body Ofsted and the measures in place for NHS employees in terms of infection control and prevention of serious illness.

During the Pandemic (COVID-19) the nurseries were fully operational, working within the Government guidelines for educational settings but also the requirements within the NHS. Regular risk assessments were in place to ensure that the risk of infection was minimised and those in vulnerable health categories were prioritised.

There are periods of the year when infection rates can be higher with clusters of illnesses such as flu or vomiting bug and the nurseries must make operational changes to minimise the spread of infection. In such cases we will:

- Nursery Manager, Deputy Manager or Service Manager will contact the Infection Prevention Department within the Trust for up-to-date guidance and support.
- A timeline of infected persons will be written and given to the Infection Prevention Team to discuss infection rates and preventive measures.
- The Service Manager will contact the UK Health Security Agency (UKHSA), previously Public Health England if it is a 'Notifiable Illness'.
- Limiting resources, equipment and activities such as soft furnishing, role play equipment, sand, cooking and singing where children are at a higher risk of infection.
- In high cases of infection specific playrooms may have to close and in extreme cases the nursery may have to close to allow time for a break in infection and for the housekeeping department to 'deep clean'.
- Fees will be adjusted in line with agreed operational hours and within the Fees Policy.
- UH Sussex Nurseries has the right to reduce the service times and sessions offered to families during periods of high infection.
- Faces Masks will be worn in-line with UHSussex NHS Foundation Trust employee recommendations to prevent the risk of staff infection.
- For future Pandemic planning Social Distance measures will be adhering to by following Trust and Government guidance.
- UH Sussex Nurseries has the right to reduce the service times and sessions offered to families should the Government impose restrictions to those eligible for early years care and education during Lockdown periods.

18. Smoking Policy

Providers must not allow smoking in or on the premises when children are present or about to be present

3.28 pg. 28 EYFS Statutory Framework 2025

UHSussex NHS Foundation Trust is a non-smoking organisation.

Smoking is not permitted on the Nursery premises at any time.

Staffs are requested to change clothing if they have had smoke breaks.

19. Links to other Trust policies

UHSN005 Nursery Handbook - Adverse Weather Policy

UHSN001 Nursery Handbook - Accident, Fire, Security and Contingency Policy

UHSN004 Nursery Handbook - Food and Drink Policy