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**Health and Safety Policy**

**Aims:**

Nightingale Cottage aims to:

* Provide and maintain a safe and healthy environment
* Establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site
* Have robust procedures in place in case of emergencies
* Ensure that the premises and equipment are maintained safely, and are regularly inspected

**Health and safety lead**

The nominated health and safety lead is Francesca Paul, who is responsible for:

* Implementing the health and safety policy
* Ensuring there are enough adults to safely supervise children (a ratio of 1:6)
* Ensuring the buildings and premises are safe and regularly inspected
* Ensuring appropriate evacuation procedures are in place in case of a fire
* Ensuring all risk assessments are completed and reviewed

**Fire**

By its nature, the provision at Nightingale Cottage means that fires are very low risk: we currently have no electrical or heating equipment, smoking is not permitted and children do not have access to a kitchen for cooking nor any flammable liquids.

In the very unlikely event of a fire, children will be easily able to exit our buildings, where they will be directed to the front of the cottage. Our small class sizes mean all children will be easily accounted for.

**Off-site visits**

Occasionally, we may take children for walks in the local woods. Permission for this is sought from parents in our registration form.

When taking children off the school premises, we will ensure that:

* Risk assessments are completed
* Adults are familiar with the route to be taken
* Walks are appropriately staffed with at least one first aider
* An appropriate adult will take a mobile phone, portable first aid kit, information about the specific medical needs of all pupils, and parents’/carers’ contact details

**Smoking/vaping**

Smoking/vaping is not permitted anywhere on the premises.

**Infection prevention and control**

We follow national guidance published by the UK Health Security Agency when responding to infection control issues. We encourage parents, staff and pupils to follow this good hygiene practice, where applicable:

**Handwashing**

* Wash hands with liquid soap and warm water
* Always wash hands after using the toilet, before eating or handling food, and handling the chickens
* Cover all cuts and abrasions with waterproof dressings

**Coughing and sneezing**

* Cover mouth and hands with a tissue
* Wash hands after disposing of tissues
* Spitting is discouraged

**Illness**

* We ensure that children do not come into the setting when they are at risk of spreading illnesses
* Parents/carers are required to let us know in advance of arrival if their child is not well or has been unwell in the 48 hours prior to coming to Nightingale Cottage

**Cleaning of the environment**

* Clean the environment, including toys and any equipment, frequently and thoroughly
* Any cleaning equipment will be kept in the house, and not in any buildings children use

**Personal protective equipment**

* Use personal protective equipment (PPE) to control the spread of infectious diseases where required or recommended by government guidance and/or risk assessments

**Cleaning of blood and body fluid spillages**

* Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment
* When spillages occur, clean using a product that combines both a detergent and a disinfectant, and use as per manufacturer’s instructions. Ensure it is effective against bacteria and viruses, and suitable for use on the affected surface
* Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste

**Animals**

* Wash hands before and after handling any animals
* Keep animals’ living quarters clean and away from food areas
* Dispose of animal waste regularly, and keep away from pupils
* Supervise pupils when playing with animals

**Administering medicine**:

Provided that specific permission has been given by parents/carers, the health and safety lead can administer most common medicines, if necessary.

All medicine must be in date, in its original container, and have its full instruction leaflet.

Prior written permission must be given for every item that is to be administered. Medication will only be given on a long-term basis if there is a medical need, recommended by a medical professional.

A record will be made of any medicine given to a child, or that a child takes themselves, including the date, circumstances, person who gave it and parent’s consent.

**Clothing**

A lot of our provision takes place outdoors: our registration form states that parents are responsible for ensuring children are appropriately dressed and wearing sun cream if appropriate. In summer, we will seek shade during the hottest parts of the day and ensure children are well hydrated.

**Security**

Whilst we have a fence/hedge around our boundary, it is difficult to make our provision entirely secure. This is discussed with parents when they are shown around. Children will always be supervised by an adult, unless going to the toilet; they must seek permission for this so adults are aware.

**Accident Reporting:**

Please see our First Aid policy.

**Child protection:**

Please see our Safeguarding and Child Protection policy.

**Updated:** 31.07.25

**Review Date:** 31.07.26