



Oakbridge Little Learners LTD
66-68 Bridge Cross Road
Burntwood, Staffordshire, WS7 2BY
contact@oakbridgellittlelearners.co.uk
01543 686099



HEALTH AND HYGIENE POLICY

Policy Statement

Oakbridge Little Learners Ltd is committed to providing a safe, healthy and hygienic environment for all children, staff, parents and visitors. We recognise our responsibility to identify, manage and reduce risks while promoting children's wellbeing, development and safety at all times.

This policy supports the nursery's safeguarding culture and is implemented in line with statutory requirements and best practice.

This policy should be read alongside the Safeguarding Policy, Parent Handbook, First Aid Policy, Food Safety & Nutrition Policy, Emergency Evacuation Policy, Medication Policy, Camera & Photography Policy, and Confidentiality Policy.

Legal Framework

This policy is informed by the following legislation and guidance:

- Early Years Foundation Stage (EYFS) Statutory Framework
- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Workplace (Health, Safety and Welfare) Regulations 1992
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)
- Control of Substances Hazardous to Health (COSHH) Regulations

Responsibilities

- The Nursery Manager has overall responsibility for health, safety and hygiene within the setting



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- The Deputy Manager assumes responsibility in the absence of the Nursery Manager
- All staff have a duty to:
 - Take reasonable care of their own health and safety and that of others
 - Follow nursery policies and procedures
 - Report hazards, defects or concerns immediately

Failure to follow health and safety procedures may result in disciplinary action.

The Nursery Environment

- The nursery premises are maintained to provide a safe and secure environment
- Indoor and outdoor areas are suitable for children's ages and stages of development
- Furniture, equipment and resources are:
 - Fit for purpose
 - Well maintained
 - Checked regularly

Daily visual checks are carried out, with formal checks recorded as required.

Risk Assessment

- Risk assessments are completed for:
 - The nursery premises
 - Activities and equipment
 - Outings and visits



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- Risks are reviewed regularly and whenever changes occur
 - Actions identified through risk assessments are implemented promptly
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Fire Safety and Emergency Procedures

- Fire evacuation procedures are clearly displayed throughout the nursery
- All staff are familiar with emergency evacuation procedures
- Fire drills are carried out regularly and recorded
- Fire exits are kept clear and accessible at all times

Emergency arrangements are detailed in the Emergency Evacuation Policy.

First Aid and Medical Care

- All staff are Paediatric First Aid trained
 - First aid boxes are accessible, clearly labelled and checked regularly
 - All accidents, injuries and incidents are recorded and monitored
 - Parents/carers are informed of accidents and injuries on the same day
 - Medication is administered strictly in line with the Medication Policy
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Hygiene and Infection Control

- High standards of hygiene are maintained throughout the nursery
- Staff follow effective handwashing procedures at key times, including:
 - Before food preparation
 - After using the toilet
 - After nappy changing



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- After wiping noses or dealing with bodily fluids
- Personal Protective Equipment (PPE), such as gloves and aprons, is used appropriately
- Cleaning schedules are followed to minimise the spread of infection

Children are supported to learn good hygiene practices appropriate to their age.

COSHH and Hazardous Substances

- All hazardous substances are stored securely and out of children's reach
- Products remain in original containers and are clearly labelled
- COSHH assessments are completed where required
- Staff are aware of safe handling and emergency procedures

Supervision and Ratios

- Children are supervised at all times
- Staff-to-child ratios meet or exceed EYFS requirements
- Students and volunteers are never left unsupervised
- Deployment of staff ensures children's safety across all areas

Visitors and Contractors

- All visitors sign in and out of the premises
- Identification is checked where appropriate
- Visitors and contractors are supervised at all times
- Risk assessments are completed prior to contractor work commencing



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Smoke-Free Environment

Oakbridge Little Learners Ltd operates a strictly smoke-free environment, including the use of e-cigarettes and vaping devices, both on and around the premises.

Staff Conduct and Dress

- Staff dress in a practical and professional manner
- Sensible footwear is worn to reduce the risk of injury
- Jewellery is kept to a minimum and removed where it may pose a risk

Monitoring and Review

- Health, safety and hygiene arrangements are monitored regularly
- Accident and incident records are reviewed to identify trends and reduce risk
- Any concerns are addressed promptly

Health, safety and hygiene arrangements may be reviewed in conjunction with **Fletcher Associates** to ensure continued compliance and best practice.

External Health & Safety Support

Oakbridge Little Learners Ltd works in partnership with Fletcher Associates, a specialist Health and Safety and HR consultancy, who provide professional advice, guidance and oversight in relation to health, safety and employment matters.

Fletcher Associates support the nursery by:

- Advising on health and safety legislation and best practice



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- Assisting with risk assessments and policy development
- Supporting compliance monitoring and audits
- Providing HR guidance where matters relate to health, safety and staff wellbeing

The Nursery Manager remains responsible for the day-to-day implementation of health, safety and hygiene arrangements within the setting.

These procedures support the prevention and control of infection within the nursery.

Policy Review

This policy is reviewed regularly to ensure it remains compliant with legislation and best practice.

Created: August 2015

Reviewed: January 2026