

Citation



COVID-19

Nursery Health & Safety checklist

A checklist from Citation's Health & Safety experts.



Nursery Health & Safety checklist

Whether your setting has been open fully, partly or not at all during the past few months, you'll have had lots to consider when it comes to managing your people and Health & Safety.

To support you to remain compliant, keep on track and navigate through the next few weeks, we've created a back-to-basics Health & Safety checklist.

COVID-secure risk assessments

The biggest responsibility on your shoulders is making sure your workplace is COVID-secure, along with your legal duty to perform a COVID-19 specific risk assessment.

Government guidance states they expect businesses with over 50 employees to publish their risk assessment, but it's advisable for any business of any size to do this.

As with all your Health & Safety policies and procedures, you should also communicate your COVID-secure risk assessment with all your employees.

The Business Secretary, Alok Sharma, said that it is the "legal duty" of employers to keep their staff and those in their workplaces safe. By ignoring the guidance, you could face legal action under Health & Safety laws (and even two years in prison).

With this and the Health & Safety Executive rapidly increasing the regularity of its spot checks, there's never been a more important time to check you've got everything covered.



Your back-to-basics checklist

To give you a helping hand with your duties, our experts have shared a handful of key questions they ask nurseries when inspecting their premises.

Area	Activity	Y/N
General	Have you protected the edges of any furniture, to ensure they're free from protruding edges/items?	
General	Are all the blind cords within your nursery secured at a height out of children's reach?	
General	Have any new blinds fitted into your nursery since 2014 been fitted with the appropriate child safety devices?	
General	Are there any entrapment risks on any play equipment?	
General	Do you provide personal protective equipment (PPE) and appropriate cleaning facilities for nappy changing?	
Access and egress	Are all walkways in and out of your nursery in good condition, and free from slip, trip and fall hazards?	
Access and egress	Is there clear traffic management in the parking area?	
Medicines	Are all medicines securely locked away?	
Medicines	Do you complete administration forms for medication?	
Sleeping arrangements	Do you set cots to an appropriate height for the babies/toddlers using them?	
COSHH	Have you completed COSHH risk assessments for all your cleaning chemicals, which will address issues around safe use, storage and disposal? For example, are all your cleaning products locked away, so that children cannot access them?	
Emergencies	Are all your employees aware of any personal emergency evacuation plans?	
Emergencies	Do you know what to do with sleeping babies or toddlers in the event of an emergency?	
Emergencies	Have you ensured that a competent person has reviewed your fire risk assessment?	
Animals	Do you have any animals within your nursery? If so, have risk assessments been carried out for them?	
Animals	Do you dispose of animal waste appropriately?	
Vehicles	Do you check pushchairs on a regular basis?	
Food preparation	Are all employees who are responsible for food preparation up-to-date with an adequate level of good hygiene qualification?	
Food preparation	Have you got up-to-date allergy requirements from children's parents? And are these reflected in your menu options?	
Hot surfaces	Have you carried out a risk assessment where children may come into contact with hot surfaces, such as radiators, hot pipes, hot water outlets?	
Business continuity plans	Is there an up to date business continuity plan in place?	

Did you answer no?

If you answered no to any of the questions above, then you could be breaching Health & Safety laws, which puts you, your children and your employees at risk.

And remember, answering yes doesn't mean you're in the clear. There are plenty more checks to be made, and Health & Safety is by no means a one-off job.



Make Health & Safety child's play

When it comes to looking after children, safety is always the number one priority. But we understand that it's easy to feel restricted by red tape, especially at the moment.

Which is why our industry-leading Health & Safety experts will make sure your business and everyone in it is safe, while simultaneously guiding you through risky play and other areas you need to know about.

With our 24/7 advice line, dedicated local consultant, and site inspections, you'll no longer have to stress about your COVID responsibilities. Better yet, our online platform, Atlas, gives you access to 100s of easy-to-use risk assessment templates, tools and training courses. Plus, it'll save you time on day-to-day Health & Safety management and allow you to evidence compliance in key areas.

To speak to one of our early years' specialists and discover how we can help your nursery, complete our call back form [here](#) or visit citation.co.uk/nurseries.



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