



# Health and Safety Policy

## 1. Purpose and Scope

This policy sets out how Buckles & Bows Pre- School Nursery ensures the health, safety, and welfare of children, staff, volunteers, parents, and visitors. It applies to all areas of the premises, all activities undertaken by the setting, and all individuals involved in the care and education of children.

The nursery complies with the *Statutory Framework for the Early Years Foundation Stage (EYFS 2024)*, the *Health and Safety at Work etc. Act 1974*, the *Management of Health and Safety at Work Regulations 1999*, the *Regulatory Reform (Fire Safety) Order 2005*, and all other relevant legislation.

## 2. Responsibilities

### 2.1 Health and Safety Lead

The designated Health and Safety Lead is **Lisa Fuller**. A named deputy is appointed to act in her absence. Responsibilities include monitoring compliance, coordinating risk assessments, ensuring staff training, and reporting concerns to the Manager and Committee.

### 2.2 All Staff and Volunteers

All adults working in the setting share responsibility for maintaining a safe environment, following procedures, reporting hazards, and modelling safe practice.

### 2.3 Committee

The Committee ensures appropriate policies, insurance, resources, and oversight are in place to meet legal duties.

## 3. Insurance

The nursery holds valid **public liability** and **employers' liability** insurance. Certificates are displayed in the notice board adjacent to the main gate of the nursery.

## 4. Risk Assessment

Risk assessment is an ongoing, dynamic process. Staff identify, assess, and act on risks throughout the day.



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Written risk assessments are completed for:

- Premises and outdoor areas
- Activities and equipment
- Outings
- Fire safety
- Specific children with medical or additional needs

Daily checks are completed before opening. Full reviews occur annually or following incidents, changes, or new guidance.

### **5. Induction, Training and Awareness**

All new staff and volunteers receive induction covering health and safety, safeguarding, safe lifting, hygiene, emergency procedures, and the use of equipment. Records of induction and training are kept.

Health and safety is included in annual training plans and discussed regularly at staff meetings. Updated policies are shared with staff, who sign to confirm understanding.

Parents are informed of key health and safety expectations during induction.

### **6. Supervision and Staffing**

- Children are supervised at all times. Keeping to ratio's set out in the EYFS
- 2-year-olds: 1 adult : 5 children
- 3-4-year-olds: 1:8 (with a Level 3 qualified practitioner)
- 1:13 (if a qualified teacher/EYTS is present)
- Staff awaiting DBS clearance are never left alone with children and do not undertake intimate care.
- At least two staff members are present whenever children are on site.
- Ratios meet or exceed EYFS requirements.



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### **7. Security**

The nursery maintains secure entry and exit systems. Arrival and departure times for children, staff, volunteers, and visitors are recorded. Personal belongings are stored safely. Children cannot leave the premises unsupervised.

### **8. Premises Safety**

#### **8.1 Windows, Doors and Floors**

- Low-level windows are protected.
- Door guards prevent finger trapping.
- Floors are checked daily for cleanliness and hazards.

#### **8.2 Kitchen**

Children do not access the kitchen unsupervised. Cleaning materials are stored safely. Cooking activities are supervised, and children are kept away from hot surfaces and electrical equipment.

#### **8.3 Electrical and Gas Safety**

- All equipment meets safety standards and is tested annually.
- Boiler and electrical cupboards are inaccessible to children.
- Sockets are not overloaded.
- Hot water temperature is controlled.

#### **8.4 Storage**

Resources are stored safely and checked regularly. Heavy items are stored at low levels.

### **9. Outdoor Area**

The outdoor area is securely fenced and checked daily. Water is emptied from equipment, sand is covered when not in use, and all outdoor play is supervised.



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### **10. Hygiene and Infection Control**

The nursery follows UK Health Security Agency (UKHSA) guidance on infection control.

Daily routines promote good hygiene, including handwashing before eating, after toileting, and after outdoor play. The premises, equipment, and resources are cleaned regularly.

Parents are informed of infectious diseases and exclusion periods. Notifiable diseases are reported to UKHSA and Ofsted as required.

### **11. Activities, Equipment and Resources**

All equipment is age-appropriate, non-toxic, and regularly checked for safety and cleanliness. Physical play is supervised. Sleeping children are checked regularly.

### **12. Food and Drink**

Food is stored safely. Snack times are supervised, and children remain seated while eating. Drinking water is available at all times. Systems prevent access to allergens.

### **13. Outings**

Outings follow written procedures and risk assessments. Parents provide written consent. Ratios are enhanced (typically 1:2). Staff carry a mobile phone, first aid kit, and essential supplies. Records of vehicles and drivers are kept.

### **14. Animals**

Animals visiting the setting must be healthy and safe. Children wash hands after contact. Outdoor footwear used on farms is cleaned before re-entering the building.

### **15. Fire Safety**

The nursery follows current Home Office fire safety guidance for early years settings.

- Fire doors are unobstructed.
- Smoke alarms and extinguishers are serviced as required.



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- Evacuation procedures are displayed, explained to staff and parents, and practised at least every six weeks.
- Records of drills and equipment servicing are kept.

### **16. First Aid and Medical Needs**

At least one paediatric first aid-trained member of staff is present at all times.

First aid kits meet EYFS requirements and contain appropriate items based on risk assessment. Kits are checked regularly.

Medication procedures follow EYFS 2024:

- Only medication with written parental consent is administered.
- Prescription medication must be in its original container.
- Non-prescription medication may be given if permitted by policy and with written consent.
- All administration is recorded and signed by staff and parents.

Emergency medical consent is obtained at registration.

### **17. Accidents, Incidents and RIDDOR**

Accidents and incidents are recorded, monitored, and reviewed to identify patterns or hazards.

The nursery complies with *RIDDOR 2013* and reports:

- Specified injuries
- Injuries requiring hospital treatment
- Dangerous occurrences
- Any death on the premises

Ofsted is notified of serious incidents as required.



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### **18. Emergencies and Critical Incidents**

The nursery maintains procedures for emergencies including fire, flood, gas leak, power failure, security threats, and lockdown. Staff follow emergency services' instructions. All incidents are recorded with details of actions taken and follow-up.

### **19. Sickness and Exclusion**

Children who are unwell or infectious are not permitted to attend. Parents are contacted if a child becomes ill. Head lice do not require exclusion but must be treated.

Spillages of bodily fluids are cleaned following hygiene procedures.

### **20. Safety of Adults**

Staff receive guidance on safe lifting, working at height, and safe use of equipment. Staff do not work alone on the premises after dark. Staff sickness and accidents are recorded and reviewed.

### **21. Record Keeping and Data Protection**

The nursery keeps records in line with EYFS, GDPR, and retention schedules. Records include:

- Staff and committee details
- Children's personal and emergency information
- Attendance
- Accidents, incidents, and medication
- Risk assessments
- Visitor logs


Sensitive information is stored securely.



## Health and Safety Policy

### 22. Monitoring and Review

This policy is reviewed annually, or sooner if legislation, guidance, or circumstances change. Staff and committee members sign to confirm they have read and understood the policy.

Signed on behalf of the pre-school.....  .....

Position within group.....CHAIRPERSON.....

Latest Review date.....08<sup>th</sup> March 2026.....

Next Review date March 2027