

Warwickshire Early Years Quality Inclusion, SEND and Safeguarding Team

Health and Safety Policy Framework



This model policy framework has been developed to support all Early Years providers working with children aged from birth to five years, with a focus on good practice in relation to health and safety. **Please note this is a Health and Safety Policy Framework and should not just be used in its entirety.** When using this policy framework, each individual setting should reflect upon their own policies and procedures and adapt the policy framework based upon these. Additional elements to consider are included within the policy and are highlighted in yellow. Settings should consider these points in relation to their own policies and procedures and include reference to these points when relevant.

Important note:

The employer is ultimately responsible for health and safety and cannot delegate these duties. While the employer can require staff to cooperate and follow instructions, the responsibility remains with the employer. For example, staff can be asked to perform tasks such as risk assessments, but it is the employer's duty to ensure these tasks are completed properly and sufficiently. If a staff member fails to conduct a risk assessment, the nursery cannot use this as a defence. Therefore, the employer must have systems in place to ensure all health and safety tasks are carried out effectively.



Health and Safety General Policy Framework

Policy Statement:

At **insert name of setting** is committed to ensuring that we provide and maintain safe and healthy working conditions, equipment, and systems of work for our staff and a safe early learning environment in which children learn and are cared for. We aim to develop and promote a strong health and safety culture within our setting for the benefit of all staff, children, and parents. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

insert name of setting recognises that a systematic approach to health and safety, based on a systematic risk assessment procedure (see risk assessment policy for more information) can minimise injury and ill health to staff and children.

Our policy statement for health and safety is signed by our settings **Owner, Directors, Governors, Committee Chair** and is shared with all staff and other stakeholders.

Legal Framework:

We follow all relevant legislation and associated guidance relating to health and safety within each nursery including:

- The requirements of the Early Years Foundation Stage (EYFS) Statutory Framework
- The regulations of the Health & Safety at Work Act 1974 and any other relevant legislation
- Any guidance provided by the UK Health Security Agency, the Local Health Protection Unit, the Local Authority Environmental Health Department, Fire Authority or the Health and Safety Executive.

Links with other policies

To ensure a comprehensive and cohesive approach to the health, safety, and well-being of everyone in our setting, this policy is integrated with several other key policies, as outlined below

- Safe Sleep Policy
- Food Hygiene Policy
- Fire Safety Policy
- First Aid
- Risk Assessment Policy
- Control of Substances Hazardous to Health (COSHH) Policy
- Accident Policy
- Infection control Policy
- Visits and Outings Policy
- Adverse Weather Conditions Policy
- Supervision Policy
- Personal Protective Equipment (PPE) Policy
- Security Policy



Policy Aims and Objectives:

At **[Insert nursery name]**, our goal is to take all reasonable steps to ensure the health, safety, and welfare of everyone using our premises. We aim to:

- Maintain a safe and healthy environment throughout the setting, including outdoor spaces.
- Promote safe working practices among staff and children.
- Minimise health risks associated with the use, handling, storage and transport of hazardous articles and substances.
- Provide sufficient information, instruction, and supervision to enable all people working in or using the nursery to avoid hazards and contribute positively to their own health and safety and the culture of health and safety within the setting.
- Ensuring that Health and safety is considered as part of our performance management, employee appraisal and supervision process
- Ensure regular health and safety training for staff.
- Maintain safe entry and exit routes.
- Develop effective emergency procedures and conduct regular drills.
- Maintain a safe working environment for pregnant workers or for workers who have recently given birth, including undertaking appropriate risk assessments.
- Provide a safe learning environment for students and trainees.
- Encourage all staff, visitors, and parents to report any unsafe equipment, working practices or areas to ensure immediate response by the management.
- Ensuring that all employees within the school are made aware of this Statement of Intent and our arrangements.
- Creating a proactive and positive Health and Safety Culture
- Encouraging ownership and responsibility at all levels
- Ensuring that health and safety is considered as part of our performance management, employee appraisal and supervision process.

At insert nursery name we believe the risks in the nursery environment are low and we will maintain the maximum protection for children, staff, and parents through:

- Ensuring staff are appropriately trained in health and safety.
- Ensuring all entrances and exits, including fire exits, are clearly marked, unobstructed, and easily opened from the inside.
- Conducting regular room-by-room inspections for structural defects, worn fixtures, fittings, or electrical equipment, and takes necessary remedial actions.
- Ensuring all staff, visitors, parents, and children are familiar with fire procedures and conducts regular fire drills.
- Maintaining appropriate fire detection and control equipment, regularly checked to ensure it is in working order.
- Ensuring all staff are aware of the procedures to follow in case of accidents involving staff, visitors, or children.
- Taking all reasonable actions to control the spread of infectious diseases, including the use of protective gloves and clothing where appropriate.
- Providing suitable hygienic changing facilities (refer to the Infection Control Policy).



- Prohibiting smoking or vaping on nursery premises.
- Prohibiting any contractor from working on the premises without a permit to work, risk assessments and method statements for the work they are undertaking.
- Encouraging children to manage risks safely and prohibits running inside the premises except in designated areas.
- Conducting risk assessments on all electrical sockets, acts appropriately to reduce risks, and ensures no trailing wires are left around the nursery.
- Ensure all cleaning materials are kept out of children's reach and stored in their original containers.
- Ensuring staff to wear protective clothing when cooking or serving food.
- Prohibiting certain foods that may cause allergic reactions, such as nuts.
- Comply with the EU Food Information for Food Consumers Regulations (EU FIC) by identifying the 14 allergens listed by EU law in any dishes provided to children and informing all parents.
- Following the allergies and allergic reactions policy for children with allergies or those who have a reaction at the nursery.
- Conducting risk assessments on the storage and preparation of food within the nursery.
- Familiarising all staff and visitors with the location of first aid boxes and ensures everyone knows who the appointed first aiders are.
- Providing appropriately stocked first aid boxes and regularly checks their contents.
- Ensuring children are supervised at all times.
- Take all reasonable steps to prevent unauthorized persons from entering the premises and has an agreed procedure for checking visitors' identities.
- Ensuring student and volunteer are supervised at all times.
- Displaying staff paediatric first aid certificates or a list of staff who hold a current PFA certificate and make them available to parents and staff.
- Taking account and acting upon safety advice provided through safety representatives, unions, local authority etc.
- Monitoring health and safety measures and practices within the setting through carrying out reviewing and acting upon the finding of regular health and safety audits.

Responsibilities

The overall and final responsibility for health and safety is that of **insert name of (Owner & Managers)**. The owner will decide upon a competent person to take day to day responsibility for ensuring this policy is put into practice. At (insert name of setting) this responsibility is delegated to **insert name of Manager/ Deputy Manager/ health and safety officer.**

However, all staff are responsible for upholding health and safety practises with the setting, mitigating risks where possible and reporting any concerns in line with the settings policy and procedures.

Role of Health and Safety Officer/ Designated person for Health and Safety

The Health and Safety Officer / Designated person for Health and Safety, and/or the Manager are responsible for:

- Carrying out regular safety checks and accurately logging reports



- Taking any action required as a result of a health and safety inspection is taken as rapidly as possible.
- Ensuring daily checks and risk assessments for activities are undertaken and acted upon
- Distributing information received on health and safety matters to all members of staff (including volunteers/students)
- Adequately training staff to fulfil their role within the Health and Safety policy
- Ensuring that there are adequate First Aid arrangements including a qualified first aider/s

Role of All Staff

Staff (including agency staff) and any volunteers are responsible for ensuring that the provisions of the Health and Safety policy are adhered to at all times.

As such, they are required to:

- Have regard for any health and safety guidance issued by the manager or the designated member of staff, and act upon it whenever appropriate.
- Take reasonable care for their own health and safety as well as that of other persons who may be affected by their acts or omissions at work.
- Take all reasonable care to see that the equipment and premises that are used by children, and the activities that are carried out on the premises, are safe.
- Report any accidents, incidents or dangerous occurrences that have led to, or may in the future be likely to lead to, injury or damage, and assist in the investigation of any such events.
- Undergo relevant health and safety training when instructed to do so by the manager.
- Inform parent/carers of safety issues for example, through discussion, leaflets, brochures, newsletters, notice boards etc.
- Increase children's awareness of safety issues. For example, through discussion, planned activities, routines etc.

Whenever a member of staff (including agency staff) notices a health or safety problem which they are not able to rectify, they must immediately report it to the appropriate person named above. Parents and visitors are requested to report any concerns they may have to the senior member of staff in the area, deputy manager or manager as appropriate.

Regular communication, including daily contact, monthly staff meetings, and health and safety meetings, facilitates consultation between management and employees on health and safety matters.

Both the manager, Health, and Safety Officer together with all staff are responsible for assessing risks to health and safety arising out of (insert name of setting) activities and introducing suitable steps to eliminate or control any such risk identified.

The owner of (insert name of setting) holds ultimate responsibility and liability for ensuring that the setting operates in a safe and hazard free manner.

The manager and health and safety officer are responsible for ensuring that staff both understand and accept their responsibilities in relation to health and safety procedures.

- Insert name of setting will ensure that adequate arrangements exist for the following:



- Monitoring of the effectiveness of the health and safety policy and authorising any necessary revisions to its provisions
- Provision of adequate resources, including financial, as is necessary to meet the nursery's health and safety responsibilities.
- Provision of adequate health and safety training for all staff. Ensuring that all accidents, incidents, and dangerous occurrences are adequately reported and recorded (including informing the Health and Safety Executive, and Ofsted, where appropriate)
- Investigate any reported accidents, incidents, and dangerous occurrences.
- Review all reported accidents, incidents and dangerous occurrences, and the manager's response, to enable corrective measures to be implemented.

Health and safety training

At (insert nursery name) we invest in comprehensive health and safety training for all staff to create a secure environment that promotes the well-being and development of children.

At (insert nursery name) we will ensure that all staff complete initial health and safety training and access regular updates and refresher courses to ensure they remain knowledgeable about the latest health and safety practices and that we maintain high standards of care and compliance with regulations. At (insert nursery name) staff training is monitored by [insert name].

Health and safety is covered in all induction training for new staff and following this ongoing training, detailed in the table on the next page is provided for all staff.

At (insert nursery name) we ensure that all staff included in ratios hold a full and relevant paediatric first aid (PFA) certificate. The paediatric first aid (PFA) certificate must be for a full course consistent with the criteria set out in Annex A of the EYFS. The 12-hour full PFA must be a full course and delivered consistently with the criteria set out in Annex A of the EYFS. This must be renewed every three years.

In addition to this, all newly qualified entrants to the early years workforce who have completed a level 2 and/or level 3 qualification on or after 30th June 2016, must also have either a full PFA or an emergency PFA certificate within three months of starting work in order to be included in the required staff: child ratios at level 2 or level 3.

At (insert nursery name) we ensure that nominated staff members receive first aid at work training, access regular updates and refresher courses to ensure they remain knowledgeable about the latest first aid at work practices.

At (insert nursery name) we take in to account the number of children, staff, layout of premises to ensure that a paediatric first aider is able to respond to emergencies quickly. *All trained first aiders are listed in the Accidents and first aid policy.* Our trained first aiders are **(insert names)**:

Training table (example):

Area	Training required	Who
Paediatric First Aid.	Course	Insert staff
Dealing with blood.	In house training/course	Insert staff
Safeguarding Children and Child Protection.	In house training/course	Insert staff
Care of babies.	In house training/course	Insert staff
Risk assessments.	In house training/course	Insert staff
Fire safety including fire extinguishers Fire marshal duties.	In house training	Insert staff
Food Hygiene and Allergy awareness.	In house training/course	Insert staff
Manual handling (people and equipment)	In house training/course	Insert staff
Changing of nappies.	In house training	Insert staff
Medication requiring technical or medical knowledge, e.g. Epi Pen.	External course	Insert staff
Supervision and appraisal.	External course	Insert staff
First aid at work	External course	Insert staff

Health and Safety Arrangements

- All staff are responsible for maintaining general health and safety within the nursery.
- Comprehensive risk assessments are conducted for all areas of the nursery, including rooms, activities, outdoor spaces, resources, cleaning equipment, and lone working.
- Risk assessments are reviewed regularly and whenever there are changes in arrangements.
- Every outing from the nursery, regardless of duration, includes a prior risk assessment, as detailed in our Visits and Outings Policy.
- Staff thoroughly check all equipment, rooms, and outdoor areas before children access them. These checks are recorded and initialled by the responsible staff. Unsafe areas are either made safe or not used, with immediate notification to the manager.
- We provide appropriate facilities to ensure a warm welcome and meet the basic care needs of all children, staff, parents, and visitors, such as accessible toilet areas and fresh drinking water.

- We comply with the Control of Substances Hazardous to Health Regulation (COSHH) to ensure the safety of all children, staff, parents, and visitors regarding any chemicals used on the premises.
- We identify and assess any water sources at risk of legionella and manage these risks, including avoiding stagnant water.
- All staff and students receive appropriate training in all areas of health and safety, including risk assessments, manual handling, fire safety, and emergency evacuation procedures. We may also use benefit risk assessments for specific activities and resources for children.
- We have a clear accident and first aid policy to follow in case of any injury occurring within the nursery.
- We have a clear fire safety policy and procedure to prevent fires and ensure the safe evacuation of everyone in the nursery. This information is shared with all staff, students, parents, and visitors.
- We review accident and incident records to identify any patterns or hazardous areas.
- Health and safety matters are reviewed informally on an ongoing basis and formally every six months or when changes occur. Staff and parents are informed of these updates, as with all policy changes, as they happen.

Overall Responsibility for Risk Assessments

Risk assessment document the hazard/aspects of the environment within our setting that needs to be checked on a regular basis, who could be harmed, existing controls, the seriousness of the risk/injury, any further action needed to control the risk, who is responsible for what action, when/how often will the action be undertaken, and how this will be monitored and checked and by whom.

At (insert name of setting) written risk assessments are completed, these are regularly reviewed and cover potential risks to children, staff, and visitors.

When circumstances change e.g. a significant piece of equipment is introduced; we review our current risk assessment or conduct a new risk assessment dependent on the nature of this change.

All staff are trained in the risk assessment process to ensure understanding and compliance.

All outings away from insert (name of setting) are individually risk assessed. For more details refer to the visits and outings policy.

Preventative Maintenance

At (insert name of setting) we comply with our statutory duty to carry out compliance testing and maintenance of buildings and work equipment. Specifically, this includes a programme of planned preventative maintenance and inspection covering the following key areas:

- Asbestos Management
- Air conditioning Automated doors and shutters
- Electrical testing (portable appliances and fixed hard wire) Emergency lighting
- Fire detection systems,



- fire doors and firefighting equipment
- Gas safety checks and servicing
- Lifts and lifting equipment e.g. hoists where fitted
- Lightning conductors where fitted Working at height equipment (ladders, platforms etc)
- Water hygiene testing and maintenance

Monitoring and review

To ensure the highest standards of health and safety in our early years setting, we are committed to regularly reviewing and monitoring our health and safety policy and arrangements. This involves conducting periodic audits and risk assessments to identify potential hazards and implementing necessary corrective actions. We will also gather feedback from staff, parents, and other stakeholders to continuously improve our practices. Regular training sessions will be held to keep everyone informed about the latest health and safety protocols. By maintaining a proactive approach, we aim to create a safe and nurturing environment for all children, staff, and visitors.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>[Insert date]</i>		<i>[Insert date]</i>