



Health and Safety Audit Tool for Early Years Providers

This audit tool is intended to assist Early Years Providers to conduct a health and safety audit within their own settings. **Please note that this audit tool is inclusive of many considerations however it does not provide an exhaustive list.** When carrying out an audit each provider should consider their unique environment, staffing base and cohort and identify additional health and safety aspects they may need to review / add, along those which are listed.

Health and safety policies	Yes	No	Actions to take
<p>The setting is compliant with legal requirements of:</p> <p>Early Years Foundation Stage (EYFS) Statutory Framework 2024: Providers must take all reasonable steps to ensure children and staff are not exposed to risks and must demonstrate how they manage risks</p> <p>Health and Safety at Work Act (1974) : Requires employers to ensure the health, safety, and welfare of employees and others affected by their activities</p> <p>Management of Health and Safety at Work Regulations 1999 Building on the HSWA, the Management of Health and Safety at Work Regulations 1999 requires employers to carry out risk assessments and make arrangements to implement necessary measures HSE Guidance</p> <p>The Control of Substances Hazardous to Health Regulations 2002 (COSHH) sets out regulations for controlling hazardous substances COSHH HSE Guidance</p> <p>The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) sets out the regulations for reporting injuries, diseases, and dangerous occurrence. RIDDOR HSE Guidance</p> <p>Other key legislations which underpin health and safety within our early settings includes:</p> <ul style="list-style-type: none"> Childcare Act 2006 Health and Safety (First Aid) Regulations 1981 The Food Hygiene (England) Regulations 2006 The Manual Handling Operations Regulations 1992 (amended 2002) The Regulatory Reform (Fire Safety) Order 2005 			



The settings health and safety policies are reflective of the legislation and guidance set out above.			
Health and safety policies are communicated to staff during induction and reviewed regularly to ensure that all employees fully understand the policies and procedures.			
Health and safety policies are reviewed, updated, and signed regularly in line with new legislation and guidance.			
Safeguarding policies in place and understood by all staff.			
Staff are aware of the procedures for reporting concerns and are capable and confident in following this.			
Developing a Safety-Conscious Culture	Yes	No	Actions to take
Ongoing health and safety training is provided for staff			
The settings encourages open dialogue about safety concerns and improvements.			
An established staff code of conduct is in place which outlines staff roles and responsibilities in relation to promoting and upholding health and safety throughout the setting			
There is a Designated Lead for Health and Safety within the setting who: regularly monitors and reviews the policies and procedures in place for health and safety and provides support advice, support, and ongoing training for all staff.			
Health and safety is valued by all staff and all staff are committed to upholding the highest standards in relation to this.			
Staff are well-trained, vigilant, and proactive in identifying and mitigating risks. They follow the setting			



established policies and procedures and model safe behaviour for children.			
Children are taught in age-appropriate way about safety rules and are encouraged to share their feelings if they feel unsafe or notice something wrong.			
Leaders and Managers provide ongoing training for all staff, maintain clear and updated policies, and ensure the environment is safe and well-maintained.			
Relevant posters are displayed within the setting to remind staff and children of good health and safety practises, e.g. handwashing, food preparation, infection control.			
Parents and Carers are kept informed about the setting's health and safety policies, communicate any concerns, and reinforce safety practices at home.			
Visitors and Volunteers follow the setting's safety guidelines and are encouraged to report any hazards or concerns they observe.			
Staff training and qualifications	Yes	No	Actions to take
All staff members are appropriately qualified as per EYFS requirements.			
There is at least one staff member with a current paediatric first aid qualification present on site at all times.			
All staff who obtained a level 2 and/or level 3 qualification since 30 June 2016 have obtained a PFA qualification within three months of starting work in order to be included in the required staff: child ratios at level 2 or level 3.			
All staff who have completed the experience-based route have obtained a PFA qualification before they have been included in the staff: child ratios at level 3.			
Staff within the setting, who are PFA trained renewed their training every three years.			
Newly appointed staff receive a thorough induction to ensure they understand the policies and procedures for health and safety, and their roles and responsibilities.			



Health and safety training provided ensures that staff are knowledgeable, vigilant, and proactive in identifying and mitigating risks and confident in following established policies and procedures, modelling safe behaviour for children.			
Regular staff meetings are held, which focus upon the setting policies and procedures for health and safety and within these meeting staff are encouraged to feedback on and review health and safety practices within the setting.			
All staff receive regular supervision which provides opportunities for staff to: <ul style="list-style-type: none"> • Discuss any issues • Identify solutions to address issues as they arise. • Receive coaching to improve their personal effectiveness 			
Health and hygiene practises	Yes	No	Actions to take.
There is an adequate number of toilets and hand basins available and separate toilet facilities for adults within the setting.			
Handwashing facilities are available and used regularly by staff and children.			
Nappy changing areas are suitable, clean, and hygienic.			
There are arrangements in place for the hygienic disposal of nappies.			
Health: medicines			
Staff promote the good health, including the oral health, of children attending the setting			
A policy, and clear procedures, for administering medicines to children are in place. These include systems for obtaining information about a child's needs for medicines, and for keeping this information up to date.			
Clear policies and procedures within the setting outline that if the administration of medicine requires medical, or technical knowledge staff will have received training for this.			



Clear policies and procedures within the setting outline that medicines (both prescription and non-prescription) are only administered to a child where written permission for that particular medicine has been obtained from the child's parent and/or carer.			
Written records are kept each time a medicine is administered to a child and the child's parents and/or carers are informed on the same day the medicine has been taken, or as soon as reasonably practicable.			
Managing Infection Control	Yes	No	Actions to take.
Staff promote regular handwashing and cleanliness throughout the setting			
Clear policies for managing sick children and staff are in place these are understood by all staff and shared with parents.			
Food Safety and safer eating practices	Yes	No	Actions to take.
A policy, and clear procedures, for food safety are in place, these are shared and fully understood by all staff.			
The setting follows the guidance found within <ul style="list-style-type: none"> • Early Years Foundation Stage nutrition guidance • NHS guidelines for baby weaning-and-feeding, foods-to-avoid-giving-babies-and-young-children • Safe weaning NHS start-for-life 			
There is an area in the setting which is adequately equipped to provide healthy meals, snacks, and drinks for children, as necessary.			
Food preparation areas are clean and compliant with food hygiene regulations.			
There are suitable facilities within food preparation areas for the hygienic preparation of food for children, if necessary, including suitable sterilisation equipment for babies' food.			
Food is stored at appropriate temperatures and in hygienic conditions.			
Food is prepared safely avoiding cross contamination.			



Staff who prepare food receive up-to-date training in food hygiene and are assessed as competent before taking on these responsibilities.			
All food served to children is prepared with choking prevention in mind, and we refer to the Food Standards Agency's visual resources: how to prepare food safely to avoid choking and the latest guidance from the government's Food safety – Help for early years providers .			
Meals, snacks, and drinks provided within the setting are healthy, balanced, and nutritious.			
Fresh drinking water is always available and accessible to children.			
Before a child is admitted to the setting staff gather detailed information about the stage their child is at in regard to introducing solid foods, including to understand the textures the child is familiar with.			
Information relating to a child's stage of weaning from parents is recorded and acted on within the setting.			
Staff work in partnership with families to support children as they transition to new stages of eating, and this is always at a pace that is right for the child.			
In the event of a choking incident that requires staff intervention, a detailed record is made including a description of the incident occurred, immediate actions taken, child's condition after the incident and follow up actions. Parents and/or carers are informed promptly and sensitively, and the parent/ carer response is also recorded on the form.			
Choking incidents are reviewed regularly by the management team to identify any patterns or recurring factors that may indicate a need for changes in practice or additional staff training. Where concerns are identified, appropriate action is taken to reduce the risk of future incidents and to strengthen our approach to food safety and supervision during mealtimes			
Before a child is admitted to the setting information about any special dietary requirements, preferences, and food allergies that the child has, and any special health requirements is obtained.			



Information relating to a child's dietary needs from parents is recorded and acted on within the setting.			
Allergy Action Plans are maintained for all children with known allergies and are regularly reviewed and updated in partnership with parents and relevant health professionals.			
All staff are aware of any food allergies among the children and ensure that effective measures are in place to manage these.			
All staff receive training to recognise the signs of allergic reactions and anaphylaxis and are confident in responding swiftly and appropriately.			
We work in close partnership with parents and carers to ensure that any food brought in is both safe and appropriate for each child.			
Clear procedures are in place to support timely and accurate reporting of a food poisoning incident affecting two or more children in our care, to Ofsted			
Babies and young children are seated safely in a highchair or appropriately sized low chair while eating.			
There is a designated eating space where distractions are minimised.			
<p>Babies and young children are always supervised whilst they are eating and are always within sight and hearing of a member of staff.</p> <p>Staff sit facing children while they eat so they can:</p> <ul style="list-style-type: none"> • make sure children are eating in a way to prevent choking • prevent food sharing • be aware of any unexpected allergic reactions 			
A staff member with a valid Paediatric First Aid (PFA) certificate is always present during all mealtimes to respond to incidents like choking or allergic reactions.			



Fire Safety	Yes	No	Actions to take.
A policy, and clear procedures, for fire safety and evacuation is in place, this is shared and fully understood by all staff.			
An emergency evacuation procedure is in place which is shared with and understood by all staff and children			
Fire drills are conducted regularly and documented. Fire drill and evaluation procedures are reviewed regularly and updated as needed.			
Fire exits are clearly identifiable, free from obstruction and easily opened from the inside			
Fire extinguishers, fire blankets, smoke detectors, and alarms within the setting are in working order and are checked regularly.			
All staff receive comprehensive fire safety training which includes the use of fire safety equipment, evacuation procedures, and how to assist children, especially those with additional needs.			
First Aid	Yes	No	Actions to take.
A first aid box with appropriate items for use on children and staff is always accessible.			
A written record of accidents or injuries and first aid treatment administered is kept and parents and/or carers are informed of any accident or injury sustained by the child on the same day as, or as soon as reasonably practicable after, and of any first aid treatment given.			
Accident and incident records maintained are reviewed regularly			
All staff, included within ratios, hold a current and valid paediatric first aid (PFA) certificate.			
A review of the number of children, staff, and layout of premises has been carried out to ensure that a paediatric first aider is able to respond to emergencies quickly.			



PFA certificates are displayed (or made available to parents) or a list of staff who have a current PFA certificate is displayed in the setting.			
COSHH (Control of Substances Hazardous to Health)	Yes	No	Actions to take.
A policy, and clear procedures, for the Control of Substances Hazardous to Health is in place, this is shared, fully understood, and implemented by all staff.			
Hazardous substances within the setting, are stored securely, labelled clearly and out of reach of children.			
Staff are trained in handling hazardous substances safely.			
Safe sleep			
A clear, comprehensive safe sleep policy informed by the latest government safety guidance : NHS advice on safety of sleeping children , and Lullaby Trust Safe Sleep Awareness: Guidance for Early Years Settings and EYFS is in place. This safe sleep policy is shared, understood, and followed by all staff.			
A safe sleep environment is provided for children and sleep areas meet safety standards.			
Safe sleep practises are followed to reduce the risk of Sudden Infant Death Syndrome (SIDS)			
Sleeping children are frequently checked to ensure that they are safe.			
A record of sleep checks and the monitoring of sleep is maintained by all staff.			
All staff are trained in safe sleep practices. They understand the importance of following these guidelines and implement these consistently.			



Regular monitoring of the nursery's sleep areas and staff adherence to safe sleep practices is carried out to ensure compliance with safety standards.			
Outcomes from the monitoring of sleep practices and provision are regularly reviewed, with appropriate actions taken to address any identified areas for improvement.			
Risk assessments	Yes	No	Actions to take.
Risk assessments within the setting identify aspects of the environment that need to be checked on a regular basis, when and by whom those aspects will be checked, and how the risk will be removed or minimised.			
Risk assessments are conducted regularly by all staff and documented.			
Specific risk assessments are carried out for activities, outings, and equipment.			
Staff carry out dynamic risk assessment through the day, in which they recognise potential risk and immediately take actions to reduce these.			
Staff ensure risks are reported to in line with the setting policy and procedure.			
Environment and Equipment: Indoors	Yes	No	Actions to take.
The indoor spaces and equipment within the setting are organised in a way that meets the needs of children.			
All areas indoors are clean, safe, and well-maintained.			
Indoor floor spaces meet the requirements as set out with the EYFS 2024 are met <ul style="list-style-type: none"> Children under two years: 3.5m² per child. Two-year-olds: 2.5m² per child. Children aged three to five years: 2.3m² per child. 			
All hazardous substances are stored securely and out of reach of children.			



There are clear procedures for reporting and repairing damaged equipment and these are followed by all staff.			
Leaders review the concerns which are reported to them and take prompt action to ensure damaged equipment is repaired, replaced, or removed.			
Nappy changing and toilet areas within the setting are thoughtfully designed to ensure children's privacy while maintaining robust safeguarding measures.			
Environment and Equipment: Indoors	Yes	No	Actions to take.
All outdoor play areas are safe and free from hazards			
Regular checks are conducted to ensure the safety of outdoor equipment and the space, these are recorded and reviewed regularly.			
All equipment is age-appropriate and in good condition and checked before use.			
There procedures for reporting and repairing damaged equipment			
Leaders review the concerns which are reported to them and take prompt action to ensure damaged equipment is repaired, replaced, or removed.			
Secure Premises	Yes	No	Actions to take.
Effective measures are in place to ensure that entry and exit points to and within the setting are secure and monitored.			
Effective measures are in place for the management of visitors, a log of all visitors is kept, and they are supervised at all times.			
Child Supervision	Yes	No	Actions to take.
Staffing arrangements meet the needs of all children and ensure their safety, and staff-to-child ratios are maintained as per EYFS guidelines.			
Children are supervised at all times, including during outings.			



Children are adequately supervised, including whilst eating, and staff are deployed effectively to ensure children's needs are met.			
Documentation and Record Keeping	Yes	No	Actions to take.
All required records (e.g., attendance, medical, accident reports) are maintained accurately within the setting.			
Within the setting all records are stored securely and confidentiality maintained.			
Leaders and managers are aware of the requirement to report serious incidents to the relevant authorities, such as Ofsted and clear systems are in place to support this.			
Reviewing and monitoring the effectiveness of health and safety	Yes	No	Actions to take
Daily inspections of the premises are conducted to identify and address any immediate hazards.			
Staff are encouraged to be vigilant and report any potential risks or safety concerns immediately			
Thorough reviews of health and safety, policies and risk assessments are performed at regular intervals (e.g., monthly, or quarterly).			
Any incidents or near-misses are analysed to identify patterns and implement preventive measures.			
Regular audits of our food practices are carried out to ensure they remain safe, healthy, and in line with current guidance.			
The entire team within the setting are involved in the review process for health and safety to gain diverse perspectives and insights.			
Ongoing training and refreshers for health and safety are provided to keep everyone up to date with best practice and current guidance and staff are encouraged feedback on safety practices.			
Leaders stay informed about changes in health and safety legislation and guidelines to ensure compliance			



Involved and any updates and changes are shared effectively with staff.			
Leaders regularly review best practices in the field and incorporate them into the settings policies and procedures.			

