**Health & Safety Policy**

**1. Policy Statement**

Just for Kidz is committed to providing a healthy, safe and secure environment for children, staff, parents and visitors. We will comply with all relevant legislation and best-practice guidance to minimise risk and promote wellbeing.

**2. Aims**

* Prevent accidents, injuries and work-related ill health.
* Identify and manage health & safety risks in a proactive way.
* Provide clear responsibilities for health & safety across the setting.
* Ensure effective emergency procedures and first aid provision.
* Promote a culture of safety and wellbeing through training and communication.

**3. Legal Framework**

This policy is based on the following legislation and guidance:

* Health and Safety at Work etc. Act 1974
* Management of Health and Safety at Work Regulations 1999
* Workplace (Health, Safety and Welfare) Regulations 1992
* Control of Substances Hazardous to Health (COSHH) Regulations 2002
* Regulatory Reform (Fire Safety) Order 2005
* Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
* Early Years Foundation Stage (EYFS) statutory framework

**4. Responsibilities**

**4.1 Nursery Manager**

* Overall responsibility for health & safety implementation and review.
* Ensure adequate resources, training and records.
* Lead on risk assessments, incident investigation and RIDDOR reporting.

**4.2 Health & Safety Officer**

* Support Manager with day-to-day H&S tasks (e.g. audits, inspections).
* Maintain H&S records, first aid logs, and training registers.

**4.3 Staff**

* Follow safe working procedures and report hazards immediately.
* Complete appropriate training (e.g. first aid, fire marshal).
* Supervise children to prevent accidents.
* Record and report all accidents/incidents.

**4.4 Parents & Visitors**

* Follow nursery guidance on site rules (e.g. signing in, supervising siblings).
* Inform staff of any medical conditions or allergies.

**5. Risk Assessment**

* Formal written risk assessments in place for all areas (indoors, outdoors, trips).
* Reviewed annually or whenever there is significant change (new equipment, layout).
* Staff complete dynamic (on-the-spot) risk checks each day before activities.
* COSHH assessments for any cleaning chemicals or hazardous substances.

**6. Premises & Equipment**

* Daily checks of indoor and outdoor areas for hazards (broken glass, wet surfaces).
* Regular maintenance schedules for heating, lighting, ventilation and structure.
* All play equipment is age-appropriate and inspected termly by a qualified inspector.
* Portable appliances tested (PAT) annually; electrical sockets are child-proofed.

**7. Fire Safety & Emergency Evacuation**

* Fire risk assessment in place, reviewed annually.
* Clearly marked fire exits and escape routes, kept free of obstruction.
* Fire drills held at least once per term; outcomes recorded.
* Designated Fire Marshals trained to check rooms and support evacuation.
* Emergency contact list and evacuation assembly point clearly displayed.

**8. First Aid & Illness**

* At least one Paediatric First Aider on site at all times.
* First aid kits maintained in each room and outdoor area; contents checked monthly.
* Accident and head-bump forms completed for all injuries; parents informed same day.
* Procedures in place for managing infectious illnesses and exclusion periods (per PHE guidance).
* Clear protocols for administering medication, with parent consent and recording.

**9. Hygiene & Infection Control**

* Hand-washing routines for staff and children (e.g. after toileting, before eating).
* Nappy-changing area with disposable gloves, aprons and clinical waste bins.
* Toilets and surfaces cleaned/disinfected daily; toys and equipment cleaned regularly.
* Procedures for dealing with bodily fluids (vomit, blood) using PPE and safe disposal.
* Staff immunisation status kept up to date (e.g. MMR, Diphtheria, pertussis).

**10. Safe Supervision & Staffing Ratios**

* Maintain EYFS statutory ratios at all times (e.g. 1:3 under 2s; 1:8 age 3+).
* Staff deployed according to children’s needs, activities and environment.
* Use of baby monitors only in sleeping areas and under supervision.

**11. Security & Visitor Management**

* Secure entry system (e.g. keypad or buzzer) to prevent unauthorised access.
* All staff and visitors to sign in/out; badges worn at all times.
* Procedures for collection of children, with password or designated adult list.
* Perimeter fencing and gates locked when setting is operating.

**12. Manual Handling & Physical Intervention**

* Staff trained in safe lifting techniques for moving heavy objects or assisting children.
* Physical restraint only as a last resort, following policy guidelines and training.

**13. Lone Working**

* Staff avoid lone working wherever possible.
* If unavoidable, manager must be informed of time, location, and expected finish.
* Nursery phone carried during home visits or late-night tasks.

**14. Training & Communication**

* All staff receive induction covering key H&S procedures.
* Annual refresher training on first aid, fire safety, safeguarding and manual handling.
* H&S updates discussed in regular staff meetings and noticeboards.
* Policy available to all staff, parents and inspectors.

**15. Monitoring, Audit & Review**

* Monthly internal audits (e.g. premises checklists, accident logs).
* Annual policy review by Nursery Manager and Health & Safety Officer.
* External inspections (e.g. fire service, Ofsted) acted upon promptly.
* Continuous improvement through feedback from staff, parents and children.

**This policy will be reviewed annually or whenever there is a significant change in legislation, guidance or the setting’s operations.**

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