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Health and Safety Policy

Statement of Intent

At St. Augustine's Nursery, the health and safety of children, staff, parents, volunteers, and visitors is of **paramount importance**. Our aim is to provide a safe, secure and healthy environment in which children can thrive.

Aim

- To make children, parents, staff and visitors aware of health and safety issues.
- To identify and minimise risks in our environment and practices.
- To comply with Health and Safety legislation, including the Health and Safety at Work Act 1974, and statutory guidance under the EYFS 2025 framework.

Designated Health and Safety Lead

- **Veronique Morceau** is the designated member of staff responsible for health and safety.
- She has received relevant Health & Safety training and keeps her knowledge up to date.
- She ensures that the health and safety poster is displayed clearly for both visitors and carers in the hallway of St Augustine's Nursery entrance.

Risk Assessment

Our risk assessment process includes:

- Checking for hazards indoors, outdoors, and in planned activities.
- Identifying any areas that are needing attention.
- Development and implementation of action plans detailing responsibilities, timescales, and resources required.
- Daily checks are completed by staff on a rota basis; forms are signed off.
- Weekly cleaning and tidying of all areas and equipment is undertaken to reduce hazards.

Insurance

- The nursery holds valid Public Liability and Employers' Liability insurance.
- These certificates are displayed clearly for both visitors and carers in the hallway of St Augustine's Nursery entrance.

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Awareness and Training

- All staff and volunteers receive health and safety induction training.
- Health and safety topics are included in annual staff training plans and regularly reviewed at staff meetings.
- Parents are informed of policies via the nursery handbook and notices.
- We maintain a strict **no-smoking policy** (this includes vaping also) across the premises.
- Children learn about health, safety, and hygiene through routines, discussion, and structured activities.

Children's Safety

- All staff undergo DBS checks.
- Children are never supervised alone by a single adult.
- At least two adults are present whenever children are on the premises.
- For safeguarding procedures, please see our **Safeguarding Policy**.

Security

- Children's arrivals and departures are recorded in the daily register.
- Staff, volunteers and visitors log their arrival and departure.
- The entrance is locked or supervised at all times.
- Visitor IDs are checked and unauthorised access is prevented.
- Children **cannot** leave the premises unnoticed and outdoor gates are secure during play.

Premises and Equipment Safety Doors

Floors and Surfaces

- Door finger guards are fitted where necessary.
- Floors and surfaces are cleaned daily; tables wiped before and after activities.

Kitchen

- Children are never left unsupervised in the kitchen.
- Kitchen work surfaces are non-porous and cleaned regularly.
- Any cleaning materials and dangerous substances are locked away.
- Cooking activities are supervised, with children kept away from hot surfaces and electrical appliances.

Electrical and Gas Equipment

- All electrical/gas equipment conforms to safety requirements, checked and maintained regularly.
- The boiler/electrical switchgear/meter cupboard is not accessible to the children.
- Heaters, electric sockets, wires and leads are properly guarded and the children are taught not to touch them.
- Storage heaters are checked daily to make sure they are not covered.

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- There are sufficient sockets to prevent overloading.
- The hot water is temperature controlled in order to prevent scalds.
- All rooms and storage areas have adequate lighting and ventilation.

Storage

- Materials and equipment are safely stored to prevent accidents.

Outdoor Area

- Fully fenced and checked daily for hazards.
- Supervised at all times; the water trays & pools are emptied before play.

Hygiene

- Daily cleaning routines include toilets, nappy changing areas and play spaces.
- Staff use protective clothing where required.
- Children learn personal hygiene, including handwashing with soap and warm water.
- Resources, furnishings and dressing-up clothes are cleaned on a regular schedule.

Activities

- All equipment and materials are age-appropriate, safe and non-toxic.
- Physical activities are supervised and children are taught safe handling of tools.
- Layouts allow safe movement throughout the nursery.

Food and Drink

- Packed lunches follow nursery **guidelines**, including ice packs where necessary.
- Food and drink are stored safely.
- Hot drinks are not carried through play areas.
- Snack and meal times are supervised.
- Fresh drinking water is always available.
- Allergy information is collected during induction and children are not exposed to allergens.

Outings and Visits

- Procedures follow risk assessments and are documented.
- Parents sign an **Outings Permission Form** on registration.
- Adult-to-child ratios are maintained according to risk:
    - Local outings: 1:4 or 1:8 with Walkadile®
    - Parks, shops, libraries: 1:3
    - Public transport: 1:2
    - Children with additional support needs: 1:1
- Named staff supervise individual children; records are maintained.
- Mobile phones, first aid kits, and essential supplies are taken.

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- **Missing Child – see Missing Child Policy**

- **Animals – see Animals in the Setting Policy**

Fire Safety

- Fire doors are clearly marked and unobstructed.
- Smoke detectors and firefighting equipment comply with **BSEN standards**.
- Fire drills occur **at least once per term**; records are kept.
- Evacuation procedures are displayed, explained to staff, volunteers and parents, and approved by the Fire Safety Officer.

First Aid and Medication

- At least one staff member on the premises or on outings holds a **paediatric first aid qualification**.
- First aid kits comply with the **Health and Safety (First Aid) Regulations 1981**, are checked regularly, and stored out of children's reach.
- Parents provide **emergency consent** for hospital treatment.
- Accidents are recorded and reviewed at least **half termly**.
- Notifiable injuries are reported to **Ofsted** and **RIDDOR** where applicable.

- **Administration of Medication – see Administration of Medication Policy**

- **Sickness- see Sickness Policy**

Incident Management

- An **Incident Book** records events including break-ins, fire, flood, gas leaks, injuries, death or terrorist threats.
- All incidents are documented with date, time, description, actions taken and follow-up.
- In emergencies, **lockdown procedures** are followed and emergency services contacted.
- Child protection issues are logged in the **Child Protection Record**, not the Incident Book.

Safety of Adults

- Guidance is provided for moving, lifting and storing equipment.
- Appropriate equipment is provided to reach high places safely.
- Adults do not remain alone in the building or leave after dark.
- Staff sickness and accident records are reviewed termly.

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Records
We maintain records in line with **EYFS 2025 statutory framework** and **GDPR 2016**:

Adults
- Staff names, addresses, references, DBS checks
- Management committee details

Children
- Contact information, emergency contacts
- Allergies, dietary needs, medical conditions
- Attendance, accidents and medicine administration
- Consents for outings, emergency treatment and medication

Compliance and Review
This policy follows statutory requirements for:

- **Health, Safety and Suitability of Premises, Environment and Equipment** (EYFS 2025)
- **Safeguarding and Welfare Requirements**
- **RIDDOR 2013** and related Health and Safety legislation

This policy was adopted at a meeting of	**St. Augustine's Nursery**
Held on (date)	27/01/26
Signed on behalf of the Management Committee/Proprietor	Signed by: 2DE8291AF0374AB...
Role of signatory (e.g. chairperson etc.)	Acting Chair - Abbie White