HEALTH AND SAFETY POLICY

Applies to: *All employees, students, volunteers, agency staff and visitors.*

Policy Statement

At Dots and Tots Day Nursery we are committed to providing a safe, healthy, secure and welcoming environment where children can learn, play and develop safely. We recognise that effective health and safety management is everyone's responsibility and are committed to promoting a positive health and safety culture throughout the nursery.

Purpose

- Provide a safe environment.
- Promote a positive health and safety culture.
- Comply with the EYFS and relevant legislation.

Roles and Responsibilities

- The Manager has overall responsibility for health and safety within the nursery, ensuring compliance with legislation, staff training, risk assessments, record keeping and annual policy review.
- Staff must take reasonable care of themselves and others, follow nursery procedures, complete this policy as part of their induction, and report hazards, accidents and near misses immediately.
- All visitors must follow nursery health and safety procedures whilst on site.

Daily Risk Assessments

- A daily risk assessment is completed before children arrive to ensure the nursery environment is safe and ready for use.
- The opening risk assessment covers all rooms within the nursery, outdoor play areas, the garden, entrances, exits and the car park.
- Any hazards or concerns identified will be removed or made safe immediately where possible and reported to the Manager. Areas that cannot be made safe will remain out of use until appropriate action has been taken.
- Separate risk assessments will be completed for outings and any higher-risk activities.

Maintaining a Safe Environment

- The nursery is maintained to a high standard to ensure a safe environment for children, staff and visitors.
- Walkways, entrances and emergency exits are always kept clear.
- Hazardous substances are stored securely in locked cupboards inaccessible to children.
- Furniture and equipment are checked regularly, and any defects are reported to the Manager immediately and removed from use until repaired or replaced.

Fire Safety

- The nursery is fitted with appropriate fire detection and emergency lighting systems.
- Fire exits and escape routes always remain unobstructed.
- Fire drills are completed regularly and recorded.
- Staff receive fire safety information as part of their induction and follow the nursery's emergency evacuation procedures.

Accidents, First Aid and Illness

- A sufficient number of staff holding a current Paediatric First Aid qualification will always be present in accordance with EYFS requirements.
- All staff will complete Paediatric First Aid training within three months of commencing employment, although this will usually be completed sooner.
- All accidents, injuries and first aid treatment will be recorded and shared with parents through the nursery app and verbally at handover, or sooner where appropriate.
- Any serious accident, incident or illness will be reported to the Manager immediately and managed in accordance with nursery procedures.

Visitors

- All visitors must report to the main entrance on arrival and sign the Visitor Log before entering the nursery.
- Visitors may be required to provide photographic identification where appropriate before being granted access.
- All visitors will remain always accompanied by a member of staff whilst on site.
- Visitors are not permitted to use mobile phones, cameras or recording devices whilst on the nursery premises. Further guidance can be found in the Mobile Phone, Camera and Recording Device Policy.
- Any concerns regarding a visitor's identity or behaviour must be reported immediately to the Manager.

Mobile Phones

- Personal mobile phones, smart watches and other personal electronic devices must not be used whilst caring for children.
- Staff must store personal devices in the locked cabinet located within the nursery office for the duration of their shift.
- Only nursery-owned devices may be used for nursery business, communication with parents and recording children's learning and development.
- Further information can be found in the Mobile Phone, Camera and Recording Device Policy.

Reporting Hazards

- All staff are responsible for reporting hazards, accidents, incidents and near misses immediately to the Manager.
- Where safe to do so, hazards should be removed or isolated without delay to prevent injury or harm.
- Appropriate records will be completed and any necessary action taken to reduce the risk of recurrence.

Related Documents

- Fire Safety Policy

- Risk Assessment Policy
- Accident, Incident and Near Miss Policy
- First Aid Policy
- Infection Prevention and Control Policy
- Mobile Phone, Camera and Recording Device Policy
- Visitors Policy

Supporting Documents

The following documents support the implementation of this policy and should be read alongside it where applicable:

- Main Risk Assessment
- Daily Opening Risk Assessment Checklist
- Accident and incident Records
- Visitor Log
- COSHH File
- Fire Alarm Test and Drill Records
- Staff Training Matrix

Monitoring and Review

- The Manager is responsible for monitoring the implementation of this policy through daily practice, regular health and safety checks and ongoing staff supervision.
- This policy will be reviewed annually or sooner following legislative or operational changes.

Policy Created: October 2026

Policy Review Date: October 2027

Version: 1.0

Signed

Christie Patton

Company Owner