



Health and Safety Policy

Date policy was adopted: 04/09/2024
Date last reviewed: 29/08/2026
Frequency of review: Annually or sooner if needed

At the Duckling Nursery, we provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees and a safe early learning environment in which children learn and are cared for. To develop and promote a strong health and safety culture within the nursery for the benefit of all staff, children, parents and any visitors, we provide information, training and supervision. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

The allocation of duties for safety matters and the particular arrangements which we will make to implement our health and safety procedures are set out within this policy and we make sufficient resources available to provide a safe environment.

Legal framework

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

- The requirements of the Early Years Foundation Stage (EYFS) Statutory Framework
- The regulations of the Health and Safety at Work etc. Act (1974) and any other relevant legislation such as Control of Substances Hazardous to Health Regulation (COSHH)
- Any guidance provided by UK Health Security Agency, the local health protection unit, the local authority environmental health department, fire authority or the Health and Safety Executive. The Health and Safety (First-Aid) Regulations 1981, Regulatory Reform (Fire Safety) Order 2005 and other applicable workplace safety legislation
The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), where applicable
The Equality Act 2010, including the duty to make reasonable adjustments for disabled children, staff and visitors
Current Department for Education guidance supporting the EYFS, including safer eating, nutrition, safer sleep and screen use guidance
Current Ofsted early years inspection toolkit, operating guide and registration/enforcement requirements.

Aims and objectives

The aim of this policy statement is to ensure that all reasonably practical steps are taken to ensure the health, safety and welfare of all persons using the premises.

To achieve this, we will actively work towards the following objectives:

- Establish and maintain a safe and healthy environment throughout the nursery including outdoor spaces
- Establish and maintain safe working practices amongst staff and children
- Make arrangements for ensuring safety and the minimising of risks to health in connection with the use, handling, storage and transport of hazardous articles and substances
- Ensure the provision of 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 to ensure that staff have access to regular health and safety training
- Maintain a healthy and safe nursery with safe entry and exit routes
- Formulate effective procedures for use in case of fire and other emergencies and for evacuating the nursery premises. Practice this procedure on a regular basis to enable the safe and speedy evacuation of the nursery
- Maintain a safe working environment for pregnant workers or for workers who have recently given birth, including undertaking appropriate risk assessments
- Maintain a safe environment for those with special educational needs and disabilities and ensure all areas of the nursery are accessible (wherever practicable)
- Provide a safe environment for students or trainees to learn in
- Encourage all staff, visitors and parents to report any unsafe working practices or areas to ensure immediate response by the management.

We recognise that risks vary according to the activity, environment and individual needs of children. We take a proportionate, risk-based approach and take all reasonable steps to protect children, staff, parents and visitors. The Duckling Nursery:

- Ensures all entrances and exits from the building, including fire exits are clearly identifiable, free from obstruction and easily opened from the inside
- Regularly checks the premises, rooms, outdoor areas, fixtures, fittings and electrical equipment for hazards or defects and takes prompt remedial action
- Ensures that all staff, visitors, parents and children are aware of the fire procedures and regular fire drills are carried out (See our Fire Safety Policy)
- Has the appropriate fire detection and control equipment which is checked regularly to make sure it is in working order
- Ensures that all members of staff are aware of the procedure to follow in case of accidents involving staff, visitors or children (see our Accident and First Aid Policy)
- Ensures that all members of staff take all reasonable action to control the spread of infectious diseases and wear protective gloves and clothing where appropriate
- Ensures there are suitable hygienic changing facilities (see Infection control policy)
- Prohibits smoking or vaping on the nursery premises (see our smoking/vaping policy)
- Prohibits any contractor from working on the premises without prior discussion with the officer in charge
- Encourages children to manage risks safely and prohibits running inside the premises unless in designated areas
- Risk assesses all electrical sockets and take appropriate measures to reduce risks where necessary and ensure no trailing wires are left around the nursery
- Ensures all cleaning materials are placed out of the reach of children and kept in their original containers

- Ensures appropriate protective clothing and hygienic practices are used when preparing, cooking or serving food.
- Manages food allergens through individual dietary information, allergy action plans and safe food preparation and serving procedures; any nursery-wide food restrictions are additional controls and do not replace individual risk management.
- Follows our Allergies and allergic reactions policy for children who have allergies or have a reaction at the Duckling Nursery
- Follows our Food Hygiene/Food and Nutrition procedures regarding the safe storage, preparation and serving of food.
- Familiarises all staff with the position of the first aid boxes and ensure all know who the appointed first aiders are
- Provides appropriately stocked first aid boxes and check their contents regularly
- Ensures children are supervised at all times (see supervision policy)
- Takes all reasonable steps to prevent unauthorised persons entering the premises and have an agreed procedure for checking the identity of visitors (see our supervision of visitors policy)
- Ensures no student or volunteer is left unsupervised at any time
- Maintains an up-to-date record of staff who hold a current paediatric first aid (PFA) certificate and makes this information available to staff and parents/carers.

We take all reasonable steps to ensure that staff and children are not exposed to risks and can demonstrate how risks are managed. Risk assessment is an active process: it identifies hazards, who may be harmed, the controls required, who is responsible for checks and how risks will be removed or minimised. Written risk assessments are used where they are helpful to inform practice and demonstrate how risks are managed.

Safer eating, food and allergies

Before a child is admitted, we obtain information about special dietary requirements, preferences, food allergies and intolerances, and any special health requirements. This information is kept up to date and shared with staff involved in preparing, handling and serving food. At each meal and snack time, responsibility for checking that each child receives suitable food is clear.

We have ongoing discussions with parents/carers and, where appropriate, health professionals to develop and review allergy action plans. Staff are made aware of the signs and treatment of allergies and anaphylaxis and understand that allergies can develop at any time, including during the introduction of solid foods.

Children are seated safely and are within sight and hearing of staff while eating. Food is prepared and served in a way that reduces choking risk and is appropriate to each child's age, development and stage of introducing solid foods. A member of staff with a valid PFA certificate is always in the room while children are eating. Fresh drinking water is available and accessible at all times. Meals, snacks and drinks provided by the nursery are healthy, balanced and nutritious, and the nursery has regard to current EYFS nutrition guidance.

Safer sleep

Where children sleep at nursery, we follow the EYFS safer sleep requirements and current Department for Education safer sleep guidance. Children are placed to sleep on a clear, flat and firm sleep surface. Children are placed on their backs to sleep unless there is documented medical advice requiring otherwise.

Sleeping children are checked frequently and in accordance with the nursery's safer sleep procedures. We monitor the child, the sleep environment and temperature, reduce overheating risks, keep sleep spaces clear of inappropriate items, and record checks where required by nursery procedure.

Screens and digital devices

The nursery has regard to current government guidance on screen use for children under five. Any screen use is purposeful, age-appropriate and supports learning or care without replacing responsive adult interaction, active play, outdoor experiences, communication or sleep. Staff use of digital devices must comply with safeguarding, data protection and the nursery's mobile phone/camera procedures.

Animals and banned dog breeds

Registered childcare will not be provided from premises where a dog of a breed or type prohibited under section 1 of the Dangerous Dogs Act 1991 is kept or otherwise present. Any contact with other animals is subject to suitable risk assessment, hygiene controls and close supervision.

Accidents, injuries, illness and notifications

All accidents, injuries, incidents and first aid treatment are recorded. Parents/carers are informed of any accident or injury sustained by their child and any first aid treatment given on the same day, or as soon as reasonably practicable.

The nursery will notify Ofsted of any serious accident, illness or injury to, or death of, any child while in our care, and of the action taken, as soon as reasonably practicable and in all cases within 14 days. We will also notify the relevant local child protection agencies of any serious accident or injury to, or death of, a child and act on any advice received. RIDDOR reports will be made where the statutory reporting criteria are met.

Risk assessment and premises safety

We take all reasonable steps to ensure that staff and children are not exposed to risks and can demonstrate how risks are managed. Risk assessment is an active process: it identifies hazards, who may be harmed, the controls required, who is responsible for checks and how risks will be removed or minimised. Written risk assessments are used where they are helpful to inform practice and demonstrate how risks are managed.

Responsibilities

The designated Health and Safety Officer in the nursery is **Mrs Moore**.

The employer has overall and final responsibility for this policy being carried out at:

The Duckling Nursery
Writtle Infant School
Lodge Road
Chelmsford
Essex
CM1 3HZ

The Nursery Manager will be responsible in the Health and Safety Officer's absence.

All employees have the responsibility to cooperate with senior staff and the manager to achieve a healthy and safe nursery and to take reasonable care of themselves and others. Neglect of health and safety regulations and duties will be regarded as a disciplinary matter (see separate Disciplinary procedure).

Whenever a member of staff notices a health or safety issue or 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 Manager or Deputy Manager.

Daily contact, staff supervisions and weekly staff meetings provide consultation between management and employees. These include health and safety matters.

Health and safety training

The Nursery Manager is responsible for monitoring staff training and ensuring required training remains current.

Health and safety is covered in all induction training for new staff.

Training table:

Area	Training required	Who
Paediatric First Aid	12 hour approved course	All staff
Safeguarding children and child protection	Regular in-house training and discussions in staff meetings. Yearly level 2 safeguarding update and level 3 safeguarding training at least every 2 years. Monthly safeguarding briefings for DSL and DDSLs from Essex. Early years safeguarding drop-in sessions if we have a case we want to discuss.	All staff and students
Risk assessments	In house training	All staff
Fire safety procedures	In house training	All staff and students
Food hygiene	Online course	All staff who handle food
Allergy awareness	In house training/course/policy	All staff and students
Manual handling	In house training/course/policy	All staff and students
Changing of nappies	In house training	All staff

Medication requiring technical or medical knowledge, e.g. Epi Pen	External course	As required
SENCo	External course	SENCo
Safer sleep	EYFS safer sleep requirements and nursery procedure	All staff caring for sleeping children
Safer eating and choking prevention	EYFS safer eating procedures, choking prevention and response	All staff
Screen use and digital safeguarding	Nursery policy and current DfE guidance	All staff and students

At least one member of staff on the premises and available at times when children are present **MUST** hold a full paediatric first aid (PFA) certificate in the nursery and must accompany children on outings. The certificate must be for a full 12-hour course consistent 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 30 June 2016, must also have either a full PFA or an emergency PFA certificate within three months of starting work and ongoing

in order to be included in the required staff: child ratios at level 2 or level 3. To continue to be included in the ratio requirement the certificate must be renewed every three years.

At nursery, 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.

A current register of trained paediatric first aiders, certificate expiry dates and training needs is maintained by the Nursery Manager and is available within the nursery.

Health and safety arrangements

- All staff are responsible for general health and safety in the Duckling Nursery
- Risk assessments will be conducted on all areas of the nursery, including indoor areas, activities, outdoor areas, resources, cleaning equipment
- Risk assessments are reviewed at appropriate intervals and whenever circumstances, activities, children's needs or arrangements change, or following an accident, incident or near miss.
- All outings away from the nursery will be risk assessed. The assessment will consider hazards, steps to remove or minimise risks and appropriate adult-to-child ratios; written records will be made where the nursery judges this helpful or necessary.
- All equipment, rooms and outdoor areas are checked thoroughly by staff before children access them or the area. These checks are recorded and initialled by the staff responsible on our daily

risk assessment. Unsafe areas are made safe where possible or the area is not used to promote the safety of children. In these cases the manager will be notified immediately

- We provide appropriate facilities for all children, staff, parents and visitors to receive a warm welcome and provide for their basic care needs, e.g. easy to access toilet area and fresh drinking water
- We adhere to the Control of Substances Hazardous to Health Regulation (COSHH) to ensure all children, staff, parents and visitors are safe in relation to any chemicals we may use on the premises
- All staff and students receive appropriate training in all areas of health and safety which includes risk assessments, manual handling, fire safety and emergency evacuation procedures.
- We have a clear Accidents and first aid policy to follow in the case of any person in the nursery suffering injury from an accident or incident
- We have a clear fire safety policy and procedure, which supports the prevention of fire and the safe evacuation of all persons in the nursery. This is shared with all staff, students, parents and visitors to the nursery
- The practitioners for safeguarding review accident and incident records in a monthly meeting to identify any patterns or hazardous areas
- All health and safety matters are reviewed informally on an ongoing basis and formally every year or when something changes. Staff and parents receive these updates, as with all policy changes, as and when they happen

We welcome feedback from staff and parents. They are able to contribute to any policy through informal discussions, the suggestion scheme and/or during regular meetings held at nursery.

Compliance review note

This policy was reviewed on 29 August 2026 against the EYFS statutory framework for group and school-based providers that applies from 1 September 2026 and Ofsted's early years inspection materials for use from September 2026. It should be read alongside the nursery's Safeguarding and Child Protection, Accident and First Aid, Fire Safety, Food and Nutrition, Allergy, Infection Control, Safer Sleep, Outings, Mobile Phone/Camera and other relevant procedures. Practice must always follow the current statutory framework and guidance.