



Little Garden Gate Nursery Health & Safety Policy

Policy Reference:	Health & Safety Policy
Date Adopted:	1 June 2026
Review Period:	1 June 2026 – 1 June 2027
Next Review Date:	1 June 2027
Policy Owner:	Nursery Manager
Health & Safety Lead:	_____
Approved By:	_____
Version:	1.0

1. Policy Statement

Little Garden Gate Nursery is committed to providing and maintaining a safe, healthy, and secure environment for all children, staff, volunteers, students, parents, carers, and visitors. The health, safety, and welfare of every person on our premises is of the highest importance.

We believe that a safe environment is fundamental to high-quality early years provision and that health and safety is everyone's responsibility. We will take all reasonably practicable steps to prevent accidents, injuries, and ill health, and to ensure our premises, equipment, and working practices meet the highest safety standards.

This policy applies to all areas of the nursery, including indoor and outdoor spaces, and to all off-site activities such as outings and trips.

2. Legal Framework & Statutory Guidance

This policy has been written with reference to:

- Health and Safety at Work etc. Act 1974

- Management of Health and Safety at Work Regulations 1999
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- Regulatory Reform (Fire Safety) Order 2005
- Food Safety Act 1990 and Food Hygiene Regulations 2006
- Manual Handling Operations Regulations 1992
- Provision and Use of Work Equipment Regulations 1998 (PUWER)
- Early Years Foundation Stage (EYFS) Statutory Framework (2024)
- Equality Act 2010
- Children Act 1989 and 2004

3. Roles & Responsibilities

3.1 The Nursery Manager

- Has overall responsibility for health and safety within the nursery.
- Ensures this policy is implemented, reviewed annually, and communicated to all staff.
- Designates a Health & Safety Lead and ensures they are adequately trained and supported.
- Ensures appropriate risk assessments are in place, up to date, and acted upon.
- Reports and investigates all accidents, incidents, and near-misses.
- Ensures the nursery complies with all relevant health and safety legislation and statutory guidance.
- Ensures adequate staffing ratios are maintained at all times in line with the EYFS.

3.2 The Health & Safety Lead

- Conducts and reviews risk assessments across all areas of the nursery.
- Carries out regular health and safety audits and checks of the premises, equipment, and outdoor spaces.
- Maintains accurate records of all accidents, incidents, risk assessments, and safety checks.
- Leads health and safety inductions for new staff and volunteers.
- Keeps up to date with relevant legislation and guidance and advises the manager accordingly.
- Coordinates fire safety procedures, drills, and equipment checks.

Health & Safety Lead: _____ **Contact:** _____

3.3 All Staff & Volunteers

- Take reasonable care of their own health and safety and that of others affected by their actions.
- Follow all health and safety procedures, risk assessments, and instructions at all times.
- Report any hazards, unsafe conditions, accidents, near-misses, or concerns to the manager or Health & Safety Lead immediately.
- Participate in health and safety training as required.
- Never ignore a potential risk or assume someone else will deal with it.
- Challenge any unsafe practice observed in a colleague, visitor, or contractor.

4. Risk Assessment

Risk assessment is central to our health and safety approach. We carry out written risk assessments for:

- All areas of the nursery — indoor and outdoor — on at least a daily basis and formally reviewed termly.
- All activities, both routine and one-off, including messy play, cooking activities, and use of tools or equipment.
- All off-site visits and outings, prior to departure.
- Individual children with medical conditions, physical needs, or SEND that require specific risk management.
- New equipment, resources, or changes to the environment.
- Lone working situations where applicable.

Risk assessments follow the HSE's five-step approach: identify the hazard, identify who might be harmed and how, evaluate the risks and decide on precautions, record the findings, and review and update regularly.

All staff are expected to read and follow relevant risk assessments and to contribute to keeping them up to date. Any concern about a risk not covered by an existing assessment must be raised with the Health & Safety Lead immediately.

5. Premises & Environment

5.1 Daily Checks

Before children arrive each day, a named member of staff will carry out a visual safety check of all indoor and outdoor areas, including:

- Checking for hazards such as sharp objects, broken equipment, toxic plants, or animal waste in outdoor areas.
- Ensuring all gates, doors, and security measures are functioning correctly.
- Checking that furniture, equipment, and resources are in good repair and safe to use.
- Ensuring floors and surfaces are clean, dry, and free from trip hazards.
- Confirming that all emergency exits are clear and accessible.

Any concerns identified during daily checks must be reported and acted upon before children access the area.

5.2 Security & Access

- The nursery operates a secure entry system. All visitors must sign in and be accompanied by a member of staff at all times.
- Children will only be released to authorised adults listed on their registration form. Photo ID will be requested from unfamiliar adults.
- A password system is in operation for authorised collection in cases where the usual adult cannot attend.
- All external gates and doors are kept locked during session times and checked regularly throughout the day.
- Any unknown person on the premises must be challenged politely and reported to the manager immediately.

5.3 Maintenance & Repairs

- All maintenance issues and repairs are reported to the manager and recorded in the maintenance log.
- Urgent safety repairs are addressed immediately — areas or equipment involved are taken out of use until safe.
- Routine maintenance checks (e.g. electrical testing, gas safety, boiler servicing) are carried out by qualified contractors and certificates are kept on file.
- The manager ensures all statutory inspections are carried out on schedule and records are maintained.

6. Fire Safety & Emergency Evacuation

Little Garden Gate Nursery takes fire safety extremely seriously. The following procedures are in place:

- A fire risk assessment is carried out annually by a competent person and reviewed following any significant change to the premises.
- Fire detection and alarm systems are tested weekly by a nominated staff member and serviced annually by a qualified engineer.
- Fire extinguishers are checked monthly and serviced annually. Staff are trained in their use.
- Emergency evacuation routes are clearly signposted and kept free from obstruction at all times.
- A fire evacuation drill is conducted at least twice per year, with all children and staff participating. Results are recorded.
- An up-to-date register of all children, staff, and visitors present is maintained at all times and taken out during evacuation.
- Assembly points are clearly identified and communicated to all staff, students, and regular visitors.
- Any person with a mobility impairment or additional need will have a Personal Emergency Evacuation Plan (PEEP) in place.
- Fire exit doors are checked daily to ensure they open freely and are never propped open or obstructed.

7. First Aid

- At least one member of staff holding a current Paediatric First Aid (PFA) certificate is present at all times when children are on the premises or on outings, in line with the EYFS.
- First aid kits are located throughout the nursery, checked regularly, and restocked as needed. Contents and locations are communicated to all staff.
- All accidents requiring first aid are recorded in the accident/incident log. Parents and carers are informed and asked to sign the record on the same day.
- Where a child sustains a head injury, parents are always contacted immediately regardless of apparent severity.
- Staff must not administer prescription medication without written parental consent and a completed medication administration form.
- First aiders must keep their qualifications current — PFA certificates must be renewed every three years.

First Aider(s): _____

Location of First Aid Kit: _____

8. Accidents, Incidents & RIDDOR

8.1 Recording & Reporting

- All accidents, incidents, and near-misses involving children, staff, or visitors are recorded in the accident/incident log on the day they occur.
- Records include: date, time, location, description of what happened, injury sustained (if any), first aid administered, and signature of the person completing the record.
- Parents and carers are informed of any accident involving their child on the same day — a copy of the record is shared with them and they are asked to sign it.
- The manager reviews all accident records regularly to identify patterns and take preventative action.

8.2 RIDDOR Reporting

Certain accidents and incidents must be reported to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). The manager must report:

- The death of any person on the premises.
- A specified injury to a member of staff (e.g. fracture, amputation, loss of consciousness).
- Any injury to a child or visitor requiring hospital treatment.
- An over-seven-day incapacitation injury to a member of staff.
- Any dangerous occurrence (near-miss) that could have caused serious injury.
- Certain occupational diseases diagnosed in staff.

RIDDOR reports are made online via the HSE website (www.hse.gov.uk) or by telephone. A copy of all reports is retained on file.

9. Medication & Medical Needs

- No medication will be administered to a child without written parental consent and a completed medication authorisation form.
- Prescription medication will only be administered if it has been prescribed by a doctor and is in the original container with the child's name and dosage instructions.
- Non-prescription medication (e.g. Calpol) will only be given with prior written permission from a parent or carer and only in accordance with the dosage instructions.
- All medication is stored securely, out of reach of children, and in line with storage instructions (e.g. refrigerated where required).
- A record of all medication administered is maintained, including the dose, time, and name of the staff member who administered it. Parents sign to confirm on collection.
- Children with known medical conditions (e.g. asthma, anaphylaxis, epilepsy) will have an individual healthcare plan agreed with parents and updated at least annually.
- Staff are trained in the use of any specialist medication or equipment (e.g. EpiPen, inhaler) required for children in their care.

10. Allergies, Food Safety & Nutrition

10.1 Allergies & Dietary Requirements

- All allergies, intolerances, and dietary requirements are recorded at registration and shared with all relevant staff.
- Children with known allergies have an individual allergy management plan, agreed with parents, which includes signs and symptoms and emergency procedures.
- Staff are trained to recognise the signs of an allergic reaction and to administer emergency medication (e.g. EpiPen) where authorised.
- Snack and meal times are carefully managed to prevent cross-contamination. Allergen information is available for all food served.
- Any new allergic reaction observed at nursery is reported to parents immediately and recorded.

10.2 Food Preparation & Hygiene

- All food preparation follows Food Standards Agency (FSA) guidelines and relevant food hygiene regulations.
- Staff involved in food preparation hold or are working towards a Level 2 Food Hygiene certificate.
- Food preparation areas are kept clean, well maintained, and subject to regular hygiene checks.
- Correct food storage, temperature control, and labelling procedures are followed at all times.

- Food safety records (including temperature logs) are maintained and available for inspection.

11. Infection Control & Illness

- Staff and children who are unwell must not attend the nursery. Parents are asked to keep children home if they have a high temperature, vomiting, diarrhoea, or a contagious condition.
- Children with vomiting or diarrhoea must not return to nursery for 48 hours after the last episode, in line with Public Health England guidance.
- The nursery follows current Public Health England / UK Health Security Agency guidance on exclusion periods for infectious diseases.
- Regular and thorough handwashing is promoted with all children and staff, especially before eating, after toileting, and after outdoor play.
- Nappy changing, toileting assistance, and personal care are carried out following strict hygiene procedures, using PPE where appropriate.
- Surfaces, toys, and equipment are cleaned regularly and in accordance with the nursery's cleaning schedule.
- Any suspected outbreak of infection is reported to the manager immediately and, where required, to the local Health Protection Team.
- Staff are encouraged to keep their own immunisations up to date and to seek medical advice if they develop a condition that may pose a risk to children.

12. Outdoor Play & Physical Activity

- Outdoor areas are checked before use each day for hazards including sharp objects, animal waste, toxic plants, and unsafe surfaces or equipment.
- All outdoor equipment is inspected regularly and any damaged items taken out of use immediately and repaired or replaced.
- Children are supervised at all times during outdoor play, with staffing ratios maintained as required by the EYFS.
- Appropriate clothing and sun protection (e.g. sun hats, sunscreen with parental consent) are used during hot weather. Children are encouraged to stay hydrated.
- In adverse weather conditions (e.g. icy surfaces, extreme heat or cold, high winds), a risk assessment will determine whether outdoor play is safe to proceed.
- Where fixed outdoor play equipment is installed, it is inspected by a competent person annually and records are kept on file.

13. Outings & Off-Site Visits

- A written risk assessment is completed for every outing, prior to departure, taking account of the route, destination, transport, and activities involved.
- Parents provide written consent for outings as part of the nursery registration process. For significant or unusual outings, specific consent is sought.
- Staffing ratios for outings are increased appropriately to account for the additional risks of being off-site. A minimum of two adults accompanies any outing.
- A register of all children and adults attending is taken on every outing. Children are counted regularly throughout the visit.
- Each adult supervising children on an outing carries a mobile phone, a list of emergency contacts, and a first aid kit.
- Children wear clearly identifiable nursery clothing or badges on outings.
- Any incident or near-miss on an outing is recorded and reviewed on return.

14. Safe Supervision of Children

- Staffing ratios comply with the EYFS at all times: 1:3 for children under two, 1:4 for two-year-olds, and 1:8 for children aged three and over (with a qualified teacher present, otherwise 1:13).
- Children are supervised at all times. No child is ever left alone or unattended.
- Sleep and rest areas are monitored regularly. Sleeping children are checked at frequent intervals and records are kept.
- Staff do not use mobile phones or engage in other distracting activities while supervising children.
- Any shortfall in staffing ratios due to absence is addressed immediately by the manager.
- Visitors are never left alone with children under any circumstances.

15. Manual Handling

- Staff are trained in safe manual handling techniques to reduce the risk of musculoskeletal injury.
- Where possible, mechanical aids are used to assist with moving and handling (e.g. pram frames, changing tables at appropriate heights).
- Risk assessments are in place for manual handling tasks specific to the nursery environment.
- Staff are encouraged to report any manual handling concerns or injuries to the manager promptly.

16. Hazardous Substances (COSHH)

- All cleaning products, chemicals, and substances hazardous to health are stored securely in locked cupboards, out of reach of children.
- COSHH assessments are in place for all hazardous substances used in the nursery.
- Staff use appropriate Personal Protective Equipment (PPE) when handling cleaning products or chemicals.
- Material Safety Data Sheets (MSDS) are available for all hazardous substances and are accessible to staff.
- Hazardous substances are never decanted into unlabelled containers.
- Disposal of hazardous waste follows the relevant regulations and local authority guidance.

17. Staff Health & Wellbeing

We recognise that the health and well-being of our staff is essential to the safety and welfare of the children in our care. We are committed to:

- Providing a safe, healthy, and supportive working environment for all staff.
- Conducting regular supervision meetings that include an opportunity to discuss workload, stress, and well-being.
- Carrying out workstation and environment assessments for staff with specific health needs or new and expectant mothers.
- Ensuring staff take adequate rest breaks in line with the Working Time Regulations 1998.
- Providing access to occupational health support or an Employee Assistance Programme (EAP) where available.
- Encouraging staff to report work-related illness or injury promptly and supporting their return to work following absence.

18. Health & Safety Training

All staff receive health and safety training appropriate to their role. This includes:

- A health and safety induction for all new staff and volunteers, covering key procedures, emergency exits, and risk assessments.
- Paediatric First Aid (PFA) training — all staff are encouraged to hold a current PFA certificate; at least one certificated first aider is present at all times.
- Fire safety training for all staff, including how to use fire extinguishers and the evacuation procedure.
- Food hygiene training for all staff involved in food preparation.
- Manual handling training for all staff.
- Specialist training (e.g. EpiPen administration, moving and handling, medication management) as required for individual children's needs.

Training records are maintained by the manager and reviewed as part of staff supervision and appraisal.

19. Links to Other Policies

This policy should be read alongside:

- Safeguarding & Child Protection Policy
- Online Safety Policy
- Risk Assessment Policy
- Outings & Off-Site Visits Policy
- Administration of Medicines Policy
- Food Safety & Nutrition Policy
- Infection Control Policy
- Fire Safety Policy
- SEND Policy
- Staff Code of Conduct Policy

20. Policy Review

Policy Review Period:	1 June 2026 – 1 June 2027
Date of This Review:	1 June 2026
Next Review Due:	1 June 2027
Reviewed By:	_____
Reason for Review:	Annual review / Policy adopted

Version	Date	Summary of Changes	Reviewed By
1.0	1 June 2026	Policy adopted	_____ _____

21. Sign-Off

Role	Name	Signature / Date
Nursery Manager	_____	_____
Health & Safety Lead	_____	_____
Designated Safeguarding Lead	_____	_____
Chair of Governors / Committee	_____	_____

At Little Garden Gate Nursery, keeping children, staff, and families safe is at the heart of everything we do.