

Health and Safety Policy

EYFS overarching legal requirement:

“The provider must take necessary steps to safeguard and promote the welfare of children”

Every Child Matters Outcome	Staying Safe
EYFS Requirement	Safeguarding and Promoting Children’s Welfare
EYFS Principle into Practice: A Unique Child	
-	Health and Well Being (card 1.4)
EYFS Principle into Practice: Enabling Environments	
-	The Learning Environment(card 3.3)

This policy applies to

1. Early Years Register (EYR)

This policy is not a requirement of The Childcare Register (CR), however it is highly recommended that a policy is written to ensure that you provide a consistent message to all parents about the quality service provided.

Policy

A policy is a description of the setting’s aims / commitment. Consider the following information when detailing your policy,

- What is your commitment to ensuring all staff, parents, children and visitors are kept safe and risks are minimized whilst in your care?
- What is your understanding of legal duties and requirements relating to Health and Safety?
- How do you aim to keep children safe and secure whilst in your care?

- How do you ensure all staff have accessed relevant health and safety training? And ensure that they have clear roles and responsibilities?
- How confident are you in ensuring that the systems in place prevent unauthorised access?

Procedure

A procedure is a description of the way in which a setting goes about a particular activity or process. Consider the following information when detailing your procedures,

- Who has overall responsibility for health and safety in your setting?
- What training has the health and safety coordinator attended?
- Where is the health and safety poster displayed?
- Do you have adequate public liability and employer liability insurance? Where are these displayed?
- Are all staff competently inducted giving them a clear outline of health and safety issues within your building? Does the training cover manual handling, storage of dangerous substances (COSHH) basic food hygiene, first aid, risk assessments etc? Do you have a record to show that all staff have attended induction training?
- How are children, parents and visitors made aware of your commitments to health and safety within your setting?
- How do you know that the toys and equipment conform to safety requirements? Are they checked on a regular basis? Are these checks recorded?
- Is it clear who is responsible if the area is used by others outside care time?
- Describe the procedure for cleaning and maintaining toys and equipment.

Risk assessments

- Who is responsible for conducting the daily, quarterly and annual risk assessments in your building?
- Who is responsible for conducting risk assessments on outings and trips? How often should these be completed? (refer to Outings policy for further details).
- What areas are included in your risk assessment? I.e. kitchen, baby room, outside play area.
- What is your procedure if a staff member finds an action when conducting the risk assessment e.g. broken light bulb, broken toy?
- What is your procedure when storing cleaning and other substances?
- What are your procedures for checking electrical items and equipment?

Fire safety

- What is your fire evacuation procedure? How often do you practice an evacuation? How is this recorded? Has it been approved by a fire safety officer? Does it comply with the fire safety regulations including "Regulatory Reform (Fire Safety) Order 2005?"
- Do you have a named Fire Officer within your setting?
- How do you ensure that all children (whether full time or part time) are aware of the evacuation procedure?
- What is your procedure for ensuring that visitors are aware of the evacuation procedure?
- What records do you keep for servicing fire equipment? Who is responsible for this?
- Do smoke alarms/ detectors and any other fire fighting equipment conform to the required standards? Are they located in the correct areas? How often are they checked?
- How do you ensure that fire exits and fire doors are not obstructed in any way?
- Where are your evacuation procedures displayed in the setting?

Accident book

- Who is responsible for maintaining the accident records?
- Do you have a system in place to evaluate accidents within the setting or home?
- How do you ensure that confidentiality is maintained at all times when recording an accident?
- Where are the accident records stored?
- What is your procedure for informing Ofsted and / or RIDDOR of a serious injury to a child? What are the time scales?
- How do you ensure that parents sign the accident record when their child has had an accident? (Please see EYFS page 24 for further guidance).

Site security

- What procedures are in place if someone comes to collect a child that the setting is unfamiliar with?
- How will you safeguard against children leaving the premises unaccompanied? What procedures do you have in place to stop this from happening?
- What is the procedure for staff, children and visitors signing in and out of the setting? I.e. Sign and state time of arrival or departure.
- Where will the signing in book / file be kept?
- Do you have clear handover procedures for children arriving and departing your setting?
- Is there a clear handover procedure between the setting and school?
- How will you prevent intruders from entering the premises? E.g. will you use ICT surveillance cameras, intercoms etc?

Outdoor

- Is there a risk assessment in place to ensure the outdoor area is checked for hazards? Is the outdoor area safe and secure? E.g. gates, fencing, restricted access etc
- Are the evacuation routes clear and accessible at all times?

- What is your procedure for supervising children at all times?
- How often are outdoor toys and equipment checked and cleaned?
- Describe your system for ensuring that ponds are covered at all times.
- How do you go about identifying and removing or restricting access to any poisonous plants that could harm the children in your care?

Date created

Date updated

Related Policies.

- First Aid Accidents and Emergencies
- Safeguarding Uncollected Child
- Hygiene and Cleanliness
- Medicines
- Risk Assessment Policy

For more information...

EYFS Statutory Framework pages:35, 36

EYFS CD ROM

An Introduction to Health and Safety.

Health and Safety in Small Businesses

Leaflet INDG259(rev1)

HSE Books 2003 (single copy free)

Essentials of Health and Safety at Work HSE Books 1994 ISBN 07176 0716X

5 Steps to Risk Assessment

Additional duties under national legislation

Health and Safety at Work Act 1974

Workplace (Health, Safety and Welfare) Regulations 1992

Management of Health and Safety at Work Regulations 1999

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

Regulatory Reform (Fire Safety) Order 2005 (Fire Safety Regulations)

Ofsted are the registering, inspecting and enforcing body for childcare, and as such, they alone, have the final say on the suitability of persons, premises and the number of childcare places that can be offered therein. Therefore, any information provided by Children and Young Peoples Services (CYPS) should be used as a guide only