



Health and Safety Policy

EYFS: All safeguarding and welfare requirements, particular referencing to 3.55-3.67

At All My Friends Childcare Settings we provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees and a safe environment in which children play, learn and are cared for. To develop and promote a strong health and safety culture within our settings 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 our settings including:

- The requirements of the Statutory Framework for the Early Years Foundation Stage (EYFS) 2021
- The regulations of the Health & Safety at Work Act 1974 and any other relevant legislation such as Control of Substances Hazardous to Health Regulation (COSHH)
- Any guidance provided by the Health and Safety Executive, UK Health Security Agency (UKHSA) and its local health protection team (South West Health Protection Team), the local authority environmental health department (Gloucester City Council) and fire authority (Gloucestershire Fire and Rescue).

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 our settings 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 setting 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 setting with safe entry and exit routes



- Formulate effective procedures for use in case of fire and other emergencies and for evacuating the premises. Practice this procedure on a regular basis to enable safe and speedy evacuation in the event of an emergency.
- 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 premises 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 enable management to take timely action to mitigate any risks.

We believe the risks in our environments are low. To maintain the maximum protection for children, staff, parents and visitors we:

- Ensure all entrances and exits from the building, including fire exits are clearly identifiable, free from obstruction and easily opened from the inside
- Regularly check the premises room by room for structural defects, worn fixtures and fittings or electrical equipment and take the necessary remedial action
- Ensure that all staff, visitors, parents and children are aware of the fire procedures and regular fire drills are carried out
- Have the appropriate fire detection and control equipment which is checked regularly to make sure it is in working order
- Ensure that all members of staff are aware of the procedure to follow in case of accidents for staff, parents, other visitors and children
- Ensure that all members of staff take all reasonable action to control the spread of infectious diseases and wear protective gloves and clothing where appropriate
- Ensure there are suitable hygienic changing facilities (see **Infection Control Procedure**)
- Prohibit smoking/vaping on the premises
- Prohibit any contractor from working on the premises without prior discussion with the Manager in charge
- Encourage children to manage risks safely and prohibit running inside the premises unless in designated areas
- Risk assess all electrical sockets and take appropriate measures to reduce risks where necessary and ensure no trailing wires are left around the premises
- Conduct annual PAT testing of electrical equipment
- Ensure all cleaning materials are placed out of the reach of children and kept in their original containers
- Ensure staff wear protective clothing when cooking or serving food
- Prohibit certain foods that may relate to children's allergies, e.g. nuts are not allowed in our settings
- Follows the UK Food Standards Authority Regulations identifying the 14 allergens listed by law (unchanged from EU law) that we use as ingredients in any of the dishes we provide to children and ensure that all parents are informed



- Follow the ***Nutrition and Food Hygiene Policy*** for children who have allergies or have a reaction at the nursery
- Ensure risk assessments are undertaken on the storage and preparation of food produce within the settings
- Familiarise all staff and visitors with the position of the first aid boxes and ensure all know who the appointed first aiders are
- Provide appropriately stocked first aid boxes and check their contents regularly
- Ensure children are supervised at all times
- Take all reasonable steps to prevent unauthorised persons entering the premises and have an agreed procedure for checking the identity of visitors: refer to ***Security, Collection, Arrivals and Departures Policy*** for more information
- Ensure no student or visitor is left unsupervised at any time
- Ensure a central record is maintained of staff who hold a current paediatric first aid certificate and that a qualified first aider is always available during the hours we are open.

Responsibilities

The designated Health and Safety Officers in our settings are:

Barnwood Nursery - Louise Howe
Barnwood OOSC - Claire Williams
Brockworth ASC - Beth McTaggart
Heron ASC - Beth McTaggart

The employer, **All My Friends Childcare Ltd**, represented by Managing Director, Karen Heaton-Jones, has overall and final responsibility for this policy being carried out at each of its settings.

The Setting Manager/Assistant Manager/Duty Manager will be responsible in her absence.

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

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 on duty at the setting at the time.

Daily contact, regular supervisions, staff meetings and Senior Leadership Team meetings provide consultation between management and employees. These include health and safety matters.

Health and safety training

Setting Managers are responsible for monitoring staff training and ensuring updated information is supplied to the Business Manager for maintenance of the Single Central Record.



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

Training table:

Area	Training required	Who
Paediatric First aid	External course	All staff
Safeguarding/Child protection	In house training/course	All staff and students
Care of babies	In house training/external course	At least half of the staff working with under 2's
Risk assessment	In house training	All staff
Fire safety procedures	In house training	All staff and students
COSHH	In house training/course	Managers, Seniors, Duty Managers and Chef
Food hygiene	In house training/eLearning course	Anyone involved in preparing and handling food
Allergy awareness	In house training/eLearning course	Managers, Seniors, Duty Managers and Group Leaders
Manual handling	In house training/eLearning course	All staff and students
Changing of nappies	In house training	All staff
Fire warden duties	eLearning course	Managers, Seniors and Duty Managers
Medication requiring technical or medical knowledge e.g. Epi Pen	External course	As required
Prescribed medication	eLearning course	All staff
SENCO	External course / eLearning course	SENCO
Supervision and appraisal	External course/in house training	Manager, Assistant and Room Leaders



At present 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 and a fully-qualified paediatric first aider must accompany children on outings. The certificate must be for a full course consistent with the criteria set out in Annex A of the EYFS, 2021. 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 in order to be included in the required staff: child ratios at level 2 or level 3 in an early years setting.

At our settings, we take in to account the number of children and staff and layout of premises to ensure that a paediatric first aider is able to respond to emergencies quickly.

There is a current list of all trained first aiders in the Single Central Record, in each Barnwood Nursery base room and on noticeboards at each Out of School Club setting. Please refer to the First Aid Policy for more information.

Health and safety arrangements

- All staff are responsible for general health and safety in the setting
- Risk assessments will be conducted on all areas of the setting, including rooms, activities, outdoor areas, resources, cleaning equipment and lone working.
- Individual risk assessments and workstation assessments are also conducted where appropriate.
- These assessments are reviewed at regular intervals and when arrangements change
- All outings away from the setting (however short) will include a prior risk assessment - more details are included in our ***Outings Policy***
- All equipment, rooms and outdoor areas are checked thoroughly by staff before children access them. These checks are recorded and initialled by the staff responsible. Unsafe areas are made safe where possible. Where it is not possible, the area is not used and the manager is notified of the issue 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
- We identify and assess any water sources at risk of legionella¹, and manage these risks including avoiding stagnant water
- 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 may also use specific individual risk assessments for particular activities and resources for children

¹ <https://www.hse.gov.uk/legionnaires/>



- We have a clear **First Aid Policy** to follow in the case of any person on the premises suffering injury from an accident or incident
- We have clear **Fire Safety Procedures** at each setting, which support the prevention of fire and the safe evacuation of all persons on the premises. This is shared with all staff, students, parents and visitors
- We review accident and incident records to identify any patterns/hazardous areas
- All health and safety matters are reviewed informally on an ongoing basis and formally every month or when something changes. Staff and parents receive notification of any 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 and/or during one-off and regular meetings held at nursery.

This policy was adopted on	Last updated by	Signed on behalf of the setting	Date for review
15/06/2015	KHJ		
30/03/2022	LH		30/03/2023
04/07/2023	KHJ		04/07/2024