Holy Trinity EYFS
Health and Safety Policy
September 2025

Health and Safety Policy Statement of Intent

Introduction

Holy Trinity Nursery and Ladybirds are committed to maintaining a safe, healthy, and supportive environment for all children, staff, visitors, and contractors in line with the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999.

We recognise our legal and moral responsibility to prevent injury and ill health and to ensure all setting practices meet or exceed current health and safety standards. We take all reasonably practicable steps to identify and mitigate risks, promote a culture of safety, and embed robust safety procedures across the EYFS.

Children learn best when they are healthy, safe, secure, when their individual needs are met, and when they have positive relationships with the people caring for them (3.1 Safeguarding and Welfare Requirements – Statutory Framework for the EYFS)

Our Commitment

We are dedicated to:

- Providing and maintaining a safe and healthy environment for all children, staff, and visitors.
- Ensuring all staff are trained to recognise hazards and actively protect children from risk.
- Equipping all staff where possible with **paediatric first aid training**.
- Recording and communicating all accidents and incidents accurately and promptly.
- Following strict hygiene protocols, especially regarding bodily fluids and infection prevention.
- Maintaining a culture of safety awareness and continuous improvement through regular risk assessments and reviews.

Legal Framework

This policy aligns with the following legislation and guidance:

- Statutory Framework for the Early Years Foundation Stage (EYFS) https://assets.publishing.service.gov.uk/media/68b582a1cc8356c3c882a94b/Early_years_foundation_stage_statutory_framework_-_for_group_and_school-based_providers.pdf
- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Control of Substances Hazardous to Health (COSHH) Regulations
- Guidance from:
    - UK Health Security Agency (formerly Public Health England)
    - Local Authority Environmental Health Departments
    - Local Fire Authority
    - Health and Safety Executive (HSE)

Health and Safety Responsibilities

Overall Responsibility

The Leaders and Managers listed below have overall accountability for health and safety:
- Laura Hopley Executive Principal
- Rob Kenyon Head of School
- Mel Wright Assistant Principal, EYFS lead and Nursery Manager

Day-to-Day Implementation

The responsibility for daily implementation lies with:
- Cara Falcao Nursery Lead teacher & Cheryl Meddins Reception teacher
- All staff working in Ladybirds, Bumblebees, Butterflies and Reception classes

Risk Assessment

- Risk assessments are carried out by Nursery staff overseen by Cara Falcao and Reception staff overseen by Cheryl Meddins
- Findings are reported to Mel Wright
- Actions required to mitigate risk are approved by Mel Wright and implemented by Nursery staff overseen by Cara Falcao and Reception staff overseen by Cheryl Meddins
- They also verify the effectiveness of control measures.
- Assessments are reviewed monthly or when there is a change in activity or environment.

Types of Risk Assessment Covered Include:

- Outdoor play areas
- Food preparation (cross-contamination, food handling, stock rotation)
- Use of equipment and play resources

The findings of the risk assessments will be reported to the Health and Safety Representative for the organisation *Rob Kenyon*
Action required to remove/control risks will be approved by the Health and Safety Representative for the organisation Rob Kenyon
Rob Kenyon and Mel Wright will be responsible for ensuring the action required is implemented.
Assessments will be reviewed every 12 months or when the work activity changes, whichever is soonest.

Information, Instruction & Supervision

- We ensure that children are adequately supervised, including whilst eating, and decide how to use staff to ensure children's needs are met.
- We inform parents and/or carers about how staff are organised, and, when relevant and practical, aim to involve them in these decisions.
- Children must usually be within sight and hearing of staff and always within sight or hearing. Whilst eating, children must be within sight of a member of staff. Members of staff must be facing all children while eating so they can see them eating.

Ratios
The **required staff-to-child ratios** depend on the **age of the children** and the **type of setting**. As of the latest EYFS guidance (September 2024–25):
Under 2s (Ladybirds):

- **1 adult to 3 children**
- A named key person must be assigned to each child
- Staff must have full and relevant qualifications

2-Year-Olds (Bumblebees):

- **1 adult to 5 children**
- At least one member of staff must have a relevant Level 3 qualification
- At least half of the rest must have a Level 2 qualification

3- and 4-Year-Olds:
(Butterflies):

- **1 adult to 8 children**
- If a qualified teacher or Level 6 early years professional is present: **1:13** is permitted

Employee Responsibilities

All employees must:

- Comply with health and safety procedures and policies.
- Cooperate with supervisors and managers on health and safety matters.
- Not interfere with anything provided in the interests of safety.
- Take reasonable care of their own health and safety and that of others.
- Report hazards, near misses, or incidents promptly.
- Report all health and safety concerns to an appropriate person (as detailed in this policy statement).

- Day to day responsibilities:
  - Daily risk assessment of environment and equipment
  - Lock substances and medications away
  - Lock unused rooms
  - Follow strict hygiene in food preparation (all staff handing food have to have a food hygiene certificate)
  - Use gloves for nappy changing
  - Wash hands regularly
  - Dispose of any tissues immediately
  - Ensure children are always safe including during sleep times by checking every 10 minutes

Training and Competency

- **Induction training** is provided to all new staff by senior management so that all staff receive induction training to help them understand their roles and responsibilities. Induction training must include information about emergency evacuation procedures, safeguarding, child protection, and health and safety issues.

Roles Requiring Additional Training:

- Paediatric first aiders (a qualified paediatric first aider must be present in the room during all meal and snack times)
- Staff working with babies
- Kitchen/food preparation staff
- SENDCo and safeguarding leads
- **Training records** are stored securely online by SLT
- *The Senior Leadership team* are responsible for arranging and tracking training.
- We ensure that staff have sufficient understanding and use of English to ensure the well-being of children in their care. For example, keeping records in English, liaising with other agencies in English, summoning emergency help, understanding instructions. For example, about the safety of medicines or food hygiene.

Safe handling and use of substances

- Locked away in cupboard and medicine cabinet/box.

First Aid and Emergency Procedures

- A **fully stocked and in date first aid kit** is kept in each room, with additional mobile kits for outings.
- Emergency evacuation procedures are practised regularly and recorded.
- **Enhanced Supervision Practices:** Staff should sit facing children while they eat to monitor for choking hazards, prevent food sharing and quickly identify allergic reactions.
- Accidents and incidents are recorded, monitored, and reported to parents/carers without delay.
- The first aid boxes are kept in each room within the EYFS setting.
- Employees are Paediatric first aid trained in line with the Early Years Statutory Framework requirements and this is updated every 3 years. In the event of the certificate lapsing due to being unable to book on a course before the certificate runs out, the member of staff will not administer first aid. At least one person who has a current paediatric first aid (PFA) certificate must be on the premises and available at all times when children are present and must accompany children on outings.
- Early years students and trainees will have PFA training to be included in staff-to-child ratios at the level below their qualification level.
- All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept in the main office
- Rob Kenyon (Health and Safety Representative) is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.
- To check our working conditions and ensure our safe working practices are being followed, unannounced audits will be undertaken by the Health and Safety Representative. Rob Kenyon is responsible for investigating accidents.
- Emergency procedures- fire and evacuation Rob Kenyon is responsible for ensuring the fire risk assessment is undertaken and implemented.
- Escape routes are checked by Mark Caruthers every week
- Alarms are tested by Mark Caruthers/Ceri Allan every Thursday morning
- Emergency evacuation will be tested every half term

Health and Hygiene Practices

We maintain strict hygiene and safety practices, including:

- Regular cleaning and inspection of indoor and outdoor toys. Cleaning products used on toys will be natural and Milton.
- Age-appropriate toys (no small parts for younger children).
- Secure storage of all medicines and hazardous substances.
- Use of safety equipment (stair gates, harnesses, highchairs, reins).
- High hygiene standards to prevent cross-infection.
- Outdoor play areas are checked daily for hazards (glass, animal waste, etc.).
- No smoking, vaping or e-cigarettes on nursery premises or during off-site activities.
- Regular cleaning of the toilets and nappy changing areas

Culture of Safety

We aim to embed this policy into daily practice by:

- Encouraging open communication about health and safety concerns.
- Promoting a team-wide commitment to “thinking safely”.
- Allocating sufficient funding to address safety issues.
- Constantly reviewing risk assessments and improving safety measures.

Policy Review

This policy is reviewed at least **annually** or more frequently if there are changes in legislation, guidance, or nursery operations.