



## Health and Safety Policy and procedure

Last Review: 21/08/2025

Next Review: 21/08/2026

### 1.0 Policy Statement

Shooting Stars Pre-School Nursery provides a safe, healthy environment for children, families, staff and visitors. We assess and control risks, maintain secure premises, and respond quickly to incidents. Records are kept accurately and reviewed so we learn and improve.

### 2.0 Our Legal Obligations

**EYFS Statutory Framework (2025):** suitable premises, equipment and environment; risk assessment; supervision/ratios; accident/incident records and same-day parent information; Paediatric First Aid (PFA) cover on site and on outings; a PFA holder present while children are eating.

**Health & Safety at Work etc. Act 1974** and related regs (incl. **Management of H&S 1999, COSHH, Electricity at Work 1989**): safe systems of work, maintenance and control of substances/equipment.

**Regulatory Reform (Fire Safety) Order 2005:** fire risk assessment, equipment, drills and staff instruction.

**RIDDOR:** reporting certain injuries/dangerous occurrences to the HSE.

**UKHSA Infection Control guidance:** hygiene, cleaning and exclusion.

**Food Safety regs:** safe food handling and allergy management.

**UK GDPR & Data Protection Act 2018:** secure, proportionate recording/retention of H&S information.

### 3.0 Our Procedures

### **3.1 Risk assessment and environment**

We use daily and ongoing risk checks in rooms/outdoors plus formal reviews at least annually and after any incident or change. Hazards are removed or controlled immediately. Equipment is maintained and replaced when unsafe. Hot drinks are not taken into learning areas; any staff hot drinks are lidded and kept to staff areas only. Radiators and hot surfaces are guarded. We do not use plastic socket inserts; sockets are kept in good repair and, where possible, out of children's reach/supervised.

### **3.2 Security and arrivals/collection**

Entry is controlled (e.g., intercom/locked doors). All visitors sign in/out and show ID; personal belongings (including phones) are stored in the office (see E-Safety & Mobile Phones Policy). Children are never left with unfamiliar adults. Parents tell us in advance if someone else will collect and use the password system. Children are always supervised; registers are completed promptly for each session and kept up to date.

### **3.3 Outdoor area**

Children are supervised outdoors at all times. Gates are secured; surfaces and equipment are checked before use. There are no ponds/pools or water hazards accessible to children. Hazardous plants are removed/controlled. Running is encouraged outdoors, not indoors.

### **3.4 Fire safety**

We maintain alarms, extinguishers, fire doors and emergency lighting. Escape routes remain clear and are signed. Each room displays its drill procedure. Fire drills are practised and recorded regularly; outcomes inform improvements. Servicing/weekly checks are logged.

### **3.5 Hygiene and infection control**

We follow a cleaning schedule (daily/weekly/termly tasks), safe nappy changing and PPE as required. Handwashing is routine. Spills/body fluids are cleaned and disposed of safely. Exclusion periods follow UKHSA guidance (see Illness & Exclusion Policy).

### **3.6 Food and allergies**

We manage allergens safely: children with dietary needs are clearly identified in food prep areas, and staff follow cross-contamination controls. No nuts on site. Staff are trained in recognising allergic reactions and anaphylaxis and follow care plans.

### **3.7 Medicines**

Medicines are stored in original labelled containers in locked storage or medical fridge. Administration follows our Administration of Medication Policy with written consent and a record completed for each dose; parents are informed the same day.

### **3.8 First aid and emergencies**

There is always at least one Paediatric First Aider on site and on outings; a PFA holder is present while children are eating. First aid kits are located in agreed

positions (e.g., kitchen) and restocked after use; a travel kit goes on outings. In emergencies we call 999; a senior staff member accompanies the child to hospital; parents are notified immediately. Staff act within competence and summon help if in doubt.

### **3.9 Accidents and incidents**

All accidents/incidents are recorded the same day, and parents informed the same day or as soon as reasonably practicable (immediately for head injuries/significant events). Records include date/time/place, child, details and first aid given, next steps, and staff signature; parents countersign on collection. Management reviews patterns to reduce risk. RIDDOR and Ofsted notifications are made where criteria are met (e.g., serious accident, serious injury or death; food poisoning affecting two or more children).

### **3.10 Outings**

Written risk assessments set suitable ratios and arrangements. We carry a child list, contacts, a phone, first aid kit and emergency medication. Regular headcounts occur at all transition points.

### **3.11 Smoking and vaping**

No smoking or vaping anywhere on the premises or grounds, including entrances and outdoor play areas.

### **3.12 Specific materials/areas**

Sand/water trays are covered when not in use; sand is replaced regularly; water is refreshed and trays cleaned. Animals are only introduced following a written risk assessment; currently no animals are kept on site.

## **4.0 Roles and Responsibilities**

**Nursery Manager:** ensures risk assessments, maintenance and checks are completed; ensures PFA cover/equipment; oversees records and notifications (RIDDOR/Ofsted); leads post-incident reviews and implements improvements.

**Designated Safeguarding Lead (DSL):** reviews injuries/near misses that may indicate safeguarding or supervision concerns; advises on information sharing and external referrals.

**Staff:** maintain vigilant supervision; complete checks and registers and risk assessments; follow hygiene/food safety and mobile-phone rules; act promptly in emergencies; record accidents the same day and inform parents; raise hazards immediately.