

## **6. Health, Safety and Risk Assessment Policy**

EYFS 2025 Statutory Guidance: Safeguarding and Welfare Requirements

*Guidance for this policy has been taken from the EYFS Statutory Framework (DfE, 2025), the Health and Safety at Work Act (1974) and Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (2013)*

**Signed by (Trustee):** Diane McVey

**Date:** 31.05.25

**Next Review Date:** 31.05.27

| Review date | Description         | Proposed by                              | Approved by |
|-------------|---------------------|------------------------------------------|-------------|
| 20.12.22    | No updates required | Sadie Clarke<br>(Centre Manager)         | Diane McVey |
| 26.02.2024  | No updates required | Sadie Clarke<br>(Centre Manager)         | Diane McVey |
| 04.06.2026  | No updates required | Kirsty Perry<br>(Family Support Manager) |             |

### **Review of Policy**

The Centre Manager will review the content of this policy every year or earlier in the event that there are changes in legislation or as a result of a change in good practice. Every effort will be made to give reasonable notice of any changes to this Policy but the right is reserved to make amendments without further notice should circumstances warrant it.

### **Health and Safety**

The health and safety of all children and adults at the Centre is paramount and we take all reasonable steps to ensure this, however minor accidents and injuries may still occur during your time at the Centre.

The Centre Health and Safety Officers are Sadie Clarke, Kirsty Perry and Alice Holford.

The Centre has a comprehensive risk assessment system to ensure the safety and suitability of the premises; this includes assessments of the building and its contents and activities and outings that take place during the running of the centre, these are reviewed and updated at specific times and sooner if required.

On admission to the Centre, an informal assessment is carried out on each child and from this documents such as Health Care Plan and Personal Evacuation Plan and risk assessment are produced. These documents are unique to each individual child and are stored in the child's file.

A written daily safety check is carried out in the Centre to ensure it is suitable for the day ahead and the team continually risk assess the Centre should any issues arise.

First Aid Kits are stored in the main nursery room and in the general office. A First Aid Kit is also taken on any walks or outings. These are checked regularly for any missing or out of date items.

## **First Aid**

All Early Years' staff hold Paediatric first aid. We also have an Early Year's member of staff who holds Emergency First Aid at Work.

In the Centre we also have an Emergency First Aider and a First Aid at Work trained member of staff.

## **Accident Records, Risk and Challenge**

As discussed earlier, although every effort is taken to ensure everyone's safety, accidents do happen. We recognise the importance of teaching children to be risk aware. For example, when walking down steps, we will teach children this skill in a manner appropriate to their developmental stage, and this may offer them a certain level of independence to support their understanding of keeping themselves safe. Occasionally this may result in children suffering a minor scratch or bump and ultimately further developing their understanding of "staying safe". The Centre will never place a child in danger or allow them to attempt a task which is unsuitable for their developmental level.

The Centre records all accidents on an "Accident Record". This will include factual detail about the event and any action taken such as first aid action. It will also include any action to be taken such as moving a piece of equipment to prevent further accidents. For any significant accidents we will contact parent carers immediately by telephone to inform you. The accident forms are reviewed regularly for any subtle patterns that may occur and appropriate action is taken.

Our staff will administer first aid for children and adults with minor injuries, and in the event of serious injuries whilst waiting for medical assistance.

Cuts and grazes will be treated by offering comfort and reassurance, the wound will be cleaned with clean running water and may be dressed if appropriate. Some wounds, such as grazes may be best left exposed to the air to aid healing. Cuts that continue to bleed after treatment or through dressings will be referred for medical attention immediately.

Bumps and bruises are treated with comfort and reassurance and a cold compress to the affected area, this may be a cold, fresh wet flannel or a gel compress for example.

Embedded items such as splinters and debris in the eye are also a common childhood injury, in the event of this happening; staff will flush the area with clean running water but will not attempt to physically remove the debris. Parents and carers will be contacted to take action for this.

In the event of a wasp or insect sting, cold running water or cold compress will be applied to soothe the sting. Parents and carers will be contacted to take action for this.

In the event of serious accident, illness or injury or death of a child while in care of the Centre, OFSTED and the Local Safeguarding Children Board will be notified within 14 days. Other agencies such as HSE may also be notified.

## **Manual Handling**

Centre staff have accessed manual handling training and we recognise that carrying or lifting children is a necessary form of manual handling in the nursery environment.

To ensure the safety of children, safe lifting practices will be followed and if a child is able to move around without being lifted, this will be encouraged. We may use a push chair or hoist (with consent) to transport children around the centre to maintain safety for the child and for the practitioners.

## **Hoist**

Some children attending the Centre have limited mobility and to ensure their safety and the safety of the nursery practitioners, it may be appropriate to use the hoist to move the child. We always gain consent prior to using the hoist with children, and if at any point children become unsettled, we will cease to use the hoist. This is of particular value for children whom are smaller but as they grow, will require hoisting as it offers the opportunity to become accustomed to being hoisted in a secure and familiar environment.

All practitioners are fully trained and competent in the use of the hoist. The hoist equipment is serviced regularly ensure good working order.

## **Outings and Trips**

We often undertake outings and walks with the children; this is of great educational benefit and supports the position of the centre and of the children in the local community.

Prior to outings, a risk assessment is completed with specific consideration to the needs of the children attending. This is usually a physical visit to the venue although in some cases such as trips to the local Supermarket, or walks to the local post box a visit is not necessary.

The outing is comprehensively planned including transportation and activities. During outings children will have 1:1 support to ensure their safety. Children remain with their usual key persons, with familiar support staff at times to ensure we are able to fully meet their needs in a different environment.

All of the Centre staff hold Business Insurance on their vehicles, however only named drivers will transport children. We request that parents and carers bring their child's own car seat when travelling in vehicles and that they verbally confirm it is correctly fitted. We do have a limited number of car seats and these can be used but again we ask that parents and carers verbally confirm they are happy for their child to travel in the seat and that they are happy with the fitting of the seat.

We may also use public transport such as buses and trains on outings, and have a named taxi firm who we use regularly.

## **Key Code Access**

The main Centre door into reception is fully open; beyond this a key code is required to access the Centre. There is also a second key coded door to enter the nursery room. Access to the Centre will only be granted once our staff are confident of a visitor's identity and of their remit to visit the Centre or individual children.

On arrival to the Centre, if you arrive early for your child's session or are staying on site, we ask that you sign yourself and your child in at reception. This is to comply with Health and Safety regulations and ensure we can evacuate safely in an emergency.

On commencement of children's session, a member of the Early Years Team will sign children into the nursery register.

At the end of children's sessions, a member of the Early Years Team will sign each child out of our care on the register. We also have a *Collection of Children Procedure*. We will only release children to people who are known to the Centre or who hold Parental Responsibility. We will ask parents and carers to name 2 or more emergency contacts on their child's registration form and if possible provide us with some passwords and photographs of these emergency contacts, with their consent. If we are in doubt of the identity of persons arriving to collect children we will not release them and will contact parents and carers for further direction or verbal confirmation of the identity of the person.

### **Non-Smoking Site**

The Centre site including Merryfields School is a non-smoking site; this includes vaping and e-cigarettes, and the use of smoking paraphernalia to assemble cigarettes for use off-site. If you wish to smoke please do so beyond the gates.